



**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  
MAY 2, 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=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

## **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](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. DISASTER RECOVERY OPERATIONS**

- 1) Community Development Block Grant Disaster Recovery (CDBG-DR) for Plumas County, Presentation by Clay Kerchof and Maziar Movassaghi, California Department of Housing & Community Development (HCD) **View Item**

#### **B. DIXIE FIRE COLLABORATIVE**

Report, update, and discussion on Dixie Fire Collaborative efforts

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

Report, and update, on Pentamation, 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. AGRICULTURAL / WEIGHTS & MEASURES

- 1) Approve and authorize the Agricultural Commissioner to recruit and fill 2 Extra Help positions to perform Noxious Weed Control, Insect Pest Detection, and Agricultural technician duties with exemption to a 30 day and 29-hour work week limit. The maximum hours for these positions would not surpass the 1,560-hour cap for the year 2023 set under the Affordable Care Act (ACA).  
[View Item](#)

### B. ASSESSORS OFFICE

- 1) Approve and authorize the County Assessor to recruit, and fill funded and allocated; 1.0 FTE Property Tax Assessment Technician OR Property Tax Assessment Specialist I/II. [View Item](#)

### C. AUDITOR CONTROLLER

- 1) Approve and authorize the Auditor/Controller to recruit and fill, funded and allocated; 1.0 FTE Accountant Auditor I/II. [View Item](#)

### D. BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Behavioral Health and Prentice Long Professional Corporation to create and implement a plan for the Community Assistance, Recovery, and Empowerment Court, and to implement a Mobile Crisis Unit; effective February 1, 2023; not to exceed \$150,000.00 over a three year term; approved to form by County Counsel. [View Item](#)

### E. BOARD OF SUPERVISORS

- 1) Approve and authorize the chair to sign a letter to the Department of Transportation (Caltrans) for an encroachment permit for the 76th Annual Plumas - Sierra County Fair Parade Event, to be held on Saturday, July 29, 2023 from 10:00 AM to noon, in Quincy, CA. [View Item](#)

### F. CLERK OF THE BOARD

- 1) Approve Meeting Minutes for April 2023 as submitted. [View Item](#)

### G. COUNTY CLERK RECORDER - REGISTRAR

- 1) Approve and authorize the County Clerk-Recorder to recruit and fill funded and allocated 1.0 FTE Deputy Clerk-Recorder I/II; vacancy due to resignation. [View Item](#)

### H. FACILITY SERVICES

- 1) Approve and authorize the Board Chair to ratify and sign an Agreement between Facility Services and Smith Power Products, Inc. for inspection, maintenance, and repair of Plumas County's emergency generator systems; effective May 1, 2023; not to exceed \$25,000.00; approved as to Form by County Counsel. [View Item](#)
- 2) Approve and authorize the Director of Facility Services & Airports to waive the rental fee for Chester Little League's use of the baseball field at Chester Park for the upcoming season.  
[View Item](#)

### I. PUBLIC WORKS

- 1) Approve and authorize the Director of Public Works to recruit and fill extra-help positions for summer workers throughout its maintenance districts. [View Item](#)

- 2) Approve and authorize the Director of Public Works/Road Department to recruit and fill, funded and allocated; 1.0 FTE PW Power Equipment Mechanic I/II position in the Quincy Maintenance Shop; vacancy due to retirement. **View Item**

#### **J. PLANNING**

- 1) Approve the budget transfer in the amount of one-thousand dollars (\$1,000) from the Planning Department (20490) Publications/Legal Notices (527300) to Geographic Information Systems (GIS) Department (20510) Office Expense (521800); reviewed and approved by Auditor - Controller.  
**View Item**

#### **K. PLUMAS ARTS**

- 1) Adopt **RESOLUTION** authorizing Plumas Arts to serve as the Plumas County representative in the California Art Council's (CAC) statewide network for our State-Local Partnership (SLP) program grant application. This Resolution is required annually or biennially on the SLP grant funding Cycle. **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. CONVENE AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD**

- 1) Approve and authorize the Chair to sign a purchase order for a new pump and controller totaling \$17,359.26 with Rockwell Engineering & Eq. Co., Inc. for Sewer Lift Station Pump; and authorize the Chair to sign an Agreement between Plumas County Public Works and Jet Plumbing for the installation; installation agreement not to exceed \$56,150.00; approved as to form by County Counsel; discussion, direction and possible action. **View Item**

#### **B. ADJOURN AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD AND RECONVENE AS THE BOARD OF SUPERVISORS**

### **4. DEPARTMENTAL MATTERS**

#### **A. FACILITY SERVICES** - JD Moore

- 1) Approve and authorize a supplemental budget transfer of \$53,045.68 from the General Fund for (20120 / 521334) OHV Trail Grant management in partnership with Sierra Buttes Trail Stewardship; reviewed and approved by Plumas County Auditor/Controller, general fund impact is refundable by California OHV Grant funding; discussion and possible action.  
**Four/ fifts roll call vote View Item**
- 2) Approve and authorize the Chair to sign Supplemental Services Agreement No. 11 between Plumas County and Brandley Engineering, for engineering services for the Runway 8-26 Joint Reseal project at Nervino Airport. Agreement not to exceed Sixty Five Thousand Five Hundred dollars and 00/100 (\$65,500.00) (County responsibility is 5.5% at \$3,602.50); approved as to form by County Counsel; discussion and possible action. **View Item**
- 3) Approve and authorize the Chair to sign Supplemental Services Agreement No. 12 between Plumas County and Brandley Engineering, for engineering services for the Runway 16-34 Joint Reseal project at Rogers Field. Agreement not to exceed Eighty Eight Thousand dollars and 00/100 (\$88,000.00), (County responsibility is 5.5% at \$4,840.00); approved as to form by County Counsel; discussion and possible action. **View Item**

- 4) Approve and authorize the Board Chair to sign Supplemental Services Agreement No. 13 between Plumas County and Brandley Engineering, for engineering services required for the design of the New Beacon Tower and Beacon at Gansner Field. Agreement not to exceed Sixty Four Thousand dollars and 00/100 (\$64,000.00); (County responsibility is 5.5% at \$3,520.00); approved as to form by County Counsel; discussion and possible action. **View Item**
- 5) Approve and authorize the Chair to ratify and sign an amendment to the Agreement Between Facility Services and Bob's Janitorial Services, to provide janitorial services for the Plumas County Sheriff's office; effective May 1, 2023; adding an additional \$19,200.00 per annually to the remainder of the existing contract; total contract not to exceed \$221,410.20 annually; discussion and possible action. **View Item**

**B. PLUMAS COUNTY LIBRARY** - Lindsay Fuchs

- 1) Authorize supplemental budget transfer to 20670/46230 for \$1,000.00, supplemental expenditure account 20670 / 524510 Books; discussion and possible action. **View Item**

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

- 1) Adopt a **RESOLUTION** approving the execution of a vendor transportation agreement between Public Health Agency and Blue Cross of California Partnership Plan and Affiliates, Anthem, for the provision of vehicle transportation services to Anthem members, and appoint the Director of Public Health as the authorized representative for the Plumas County Board of Supervisors in regard to this contract; approved as to form by County Counsel; discussion and possible action.  
**Roll call vote View Item**
- 2) Adopt and ratify a **RESOLUTION** to approve and accept a Grant From the California Department of Public Health Immunization Branch for funding the Vaccines For Children (VFC) program from July 1, 2022 - June 30, 2027 in the Amount of \$1,182,228.32, and appoint the Director of Public Health as the authorized representative for the Plumas County Board of Supervisors in regard to this contract; approved as to form by County Counsel; discussion and possible action. **Roll call vote View Item**

**D. SHERIFF'S OFFICE** - Todd Johns

- 1) Approve fixed asset budget transfers as follows: \$40.00 from the Sheriff's office expense account (521800), and \$11,674.00 from the Sheriff's Communication Equipment account (542200) from the Homeland Security Budget into the following accounts - \$665.00 into the Software Fee account (520411), \$11,049.00 into the Communication Equipment account for Homeland Security Services and Supplies; discussion and possible action. **Roll call vote View Item**
- 2) Approve and authorize the Chair to sign a request for consent to assignment of contract between Contract Pharmacy Services, Inc. and Plumas County Sheriff's Office pursuant to section 13 of the contract dated July 1, 2022; approved as to form by County Counsel; discussion and possible action. **View Item**
- 3) Approve and authorize a fixed asset purchase from Tufflift LLC, for a truck bed for a new Search and Rescue truck; not to exceed \$21,455.36 through Title III funds; discussion and possible action. **Roll call vote View Item**

**E. PROBATION** - Keevin Allred

- 1) Approve and authorize a mid-cycle advance for the Alternative Sentencing Program to continue funding for two Transitional Sober Living Environments in Fiscal Year 2023-2024, effective June 30, 2023; amount not to exceed \$65,000.00 State grant funding ; discussion and possible action.  
**View Item**

**F. PLANNING** - Tracey Ferguson

1) **CONTINUED PUBLIC HEARING:**

Adopt an **ORDINANCE**, of the County of Plumas, State of California, first introduced on April 18, 2023, amending Plumas County Code Title 9 Planning and Zoning, Chapter 2 Zoning, Article 4 General Requirements, Sec. 9-2.405 – Camping; and Article 13 – Single-Family Residential Zones (2-R, 3-R, 7-R), Sec. 9-2.1301 – Purpose (2-R, 3-R, 7-R); and Article 2 Definitions, adding Sec. 9-2.273.5 - “Prime Opportunity Areas”; approved as to form by County Counsel; discussion and possible action. **Roll call vote [View Item](#)**

**G. HUMAN RESOURCES** - Nancy Selvage

- 1) Adopt a **RESOLUTION** adopting a new Plumas County Office of Emergency Services (OES) Manager Job Classification and base wage of \$27.50 an hour; and authorize the Director of Human Resources to recruit and fill for this position under the Director of Risk Management; discussion and possible action. **Roll call vote [View Item](#)**
- 2) Adopt a **RESOLUTION** for three (3) new job descriptions for the Public Health Department, under the new grant monies received to fund these positions: adopting new Public Health Emergency Preparedness Coordinator Job Description base wage of \$26.32 an hour; adopting new Epidemiologist Job Description base wage of \$35.00 an hour; and adopting a new Public Health Data Base Analyst Job Description base wage of \$26.79 an hour; and authorize the Director of Human Resources to recruit and fill these 3 new positions; Resolution has been approved as to form by County Counsel for grant funded limited term positions; No impact on the general fund; discussion and possible action. **Roll call vote [View Item](#)**

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

- A. County Administrative Officer's Report for April 2023
- B. Approve and Authorize the following supplemental budget transfers related to ARPA Funding: \$6,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/524400 for Special Department Expense; \$25,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521900 for Professional Services; \$5,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521800 for Office Expense; for a total of \$36,000; discussion and possible action. **Roll call vote [View Item](#)**
- C. Approve and Authorize the following supplemental budget transfers for expenses as approved by the Board of Supervisors on January 03, 2023: \$10,000 from LATCF account 8002648/58000 into HR account 2003552/521800 for Office Expense; discussion and possible action. **Roll call vote [View Item](#)**
- D. Receive an update from CAO's Office on the American Rescue Plan Act Annual Report; discussion only. **[View Item](#)**
- E. Approve and authorize the Chair and CSAC Board of Supervisors Representative, Tom McGowan, to sign Plumas County Comment letter regarding County Priorities for MHSA Modernization; discussion and possible action. **[View Item](#)**

**6. BOARD OF SUPERVISORS**

- A. Review, pursuant to Government Code section 8630, RESOLUTION No. 2023-8767 ratifying the Proclamation of County-Wide Local Emergency due to the Plumas County Blizzard & Storm Events; discussion and possible action and recommendation to continue the emergency and bring it back within 60 days, on June 20, 2023; discussion and possible action. **[View Item](#)**

**B. APPOINTMENTS**

- 1) Appoint Gary Parquay and James Wilson to the Feather River Resource Conservation District Board of Directors for a term of 4 years as recommended; discussion and possible action. [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. 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
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- 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(e)(1), 2 Cases
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Forest Service Employees for Environmental Ethics v. United States Forest Service, United States District Court for the District of Montana, Missoula Division, Case. No. 9:22-CV-168-DLC
- F. Conference with Legal Counsel: Claim against the County filed by Abigale Nashlund on April 8, 2023.

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

8. **ADJOURNMENT**

Adjourn meeting to Tuesday, May 9, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California

# CDBG-DR & Long-Term Recovery in Plumas County

Plumas County Board of Supervisors

May 2, 2023





# Community Development Block Grant – Disaster Recovery

- Block grant that provides long-term recovery funds
- Targeted towards low and moderate-income (LMI) households and communities
- Last-in federal funds for unmet recovery needs
- Funding allocation determined by size of congressional appropriation and then FEMA Individual Assistance (IA) and Small Business Administration (SBA) applications/awards
- HCD serves as the grantee



# CDBG-DR Requirements

- 15 percent set aside for mitigation
- 70 percent must benefit low/moderate income (LMI) households
  - CDBG Program's LMI definition
  - Household: income below 80 percent of area median income (AMI)
  - Census tract: more than 51 percent of households with income below 80 percent of AMI
- 80 percent must benefit the most impacted and distressed (MID) area
  - Full allocation going to the MID (Plumas County)
- Resilient building standards



# LMI Housing in Plumas County

- Workforce housing would be market housing at an affordable price point.
- Affordable housing is publicly subsidized and is income restricted.

<b>2022 CDBG LMI Limits in Plumas County</b>				
1 person	2 person	3 person	4 person	5 person
\$45,750	\$52,300	\$58,850	\$63,350	\$70,600



# Local Data & Engagement

- Federal data offer an incomplete view of disaster impacts and recovery needs.
  - FEMA Individual Assistance (IA) data
  - SBA (Small Business Administration) disaster loan data
- CAL FIRE damage inspection data used to help create an alternative disaster impact and unmet needs methodology that is a fuller, more accurate picture of losses.
- Coordinated with the County and local partners to collect data on disaster impacts and unmet needs.



# Disaster Loss and Award Data

## **FEMA IA Award Totals**

- \$707,274 for renters
- \$2,543,876 for owners

## **SBA Disaster Loans**

- \$3,677,900 in approved housing recovery loans

## **Insurance Claims**

- 961 insurance claims
- 291 total losses
- \$282,159,328 insured losses
- Largely benefitting owners



# FEMA LMI Impacts

FEMA IA LMI Homeowners by Damage Category			
County	Units with Major-Low	Units with Major-High	Units with Severe
Plumas	1		67

FEMA IA LMI Renters by Damage Category			
County	Units with Major-Low	Units with Major-High	Units with Severe
Plumas	5	53	39

- More Plumas LMI renters registered for FEMA IA, but more resources have been made available to LMI homeowners
- The Action Plan allocation must follow the unmet needs data, so more funding should be provided to unmet rental needs.



# HUD Unmet Needs Methodology

Type	Data Source	Total Impact	Total Resources	Unmet Need	% of Total Allocation
<b>Infrastructure</b>	FEMA Public Assistance (Category C-G Only)	\$ 19,507,662.13	\$ 17,556,896.02	\$ 1,950,766.11	4.5%
<b>Infrastructure</b>	FEMA Hazard Mitigation Grant Program	\$39,232,862.09	\$29,424,646.58	\$9,808,215.53	23%
<b>Housing</b>	FEMA Individual Assistance	\$23,536,291.96	\$4,230,945.00	\$19,305,346.96	45.3%
<b>Economic</b>	SBA - Business	\$16,376,871.62	\$4,778,300	\$11,598,571.62	27.2%
<b>Total</b>		\$98,653,687.8	\$55,990,787.6	\$42,662,900.22	100%



## Dixie Fire (DR-4610) CDBG-DR Allocation

<b>CDBG-DR*</b>	<b>\$19,709,460</b>
<b>CDBG Mitigation Set-aside (15 percent)*</b>	<b>\$3,478,140</b>
<b>Administration (5 percent)</b>	<b>\$1,220,400</b>
<b>Total Allocation</b>	<b>\$24,408,000</b>



# Alternative Unmet Needs Methodology

Type	Data Source	Total Impact	Total Resources	Unmet Need	% of Unmet Need
<b>Infrastructure</b>	FEMA Public Assistance (Category C-G Only)	\$ 19,507,662.13	\$ 17,556,896.02	\$ 1,950,766.11	0.7%
<b>Infrastructure</b>	FEMA Hazard Mitigation Grant Program	\$39,232,862.09	\$29,424,646.58	\$9,808,215.53	3.3%
<b>Housing</b>	Cal FIRE Damage Survey	266,963,869.9	\$4,230,945.00	262,732,924.9	92%
<b>Economic</b>	SBA - Business	\$16,376,871.62	\$4,778,300	\$11,598,571.62	4%
<b>Total</b>		\$342,081,265.74	\$55,990,787.6	\$286,090,478.16	100%



## Disaster Survivor Unmet Housing Needs Survey

- Goal is to reach difficult to serve populations
- DFC and DCMs helped distribute the survey
- 40 individuals completed so far
- 55% homeowners, 40% renters, 5% mobile home owners



# DR Program Considerations

- Due to small allocation size, want to avoid slicing and dicing allocation. Likely to utilize only one recovery program, plus the mitigation programs.
- Maximize impact of the available funding.
- Unmet needs data must drive program decisions.
- Cannot just build back in harm's way.



# Existing Programs in 2020 DR Action Plan

1. Owner-occupied Rehabilitation and Reconstruction Program (OOR)
2. OOR – Mitigation
3. Multifamily Housing Program (MHP)
4. MHP – Mitigation
5. Homebuyers Assistance Program (HBA)
6. FEMA Public Assistance Match Program (Infrastructure)



# Timeline

1. May 2: Plumas County Board of Supervisors presentation
2. June 12: Action Plan draft released for public comment
3. June 12 – July 12 (30 days): Public comment period and virtual public meetings
  - Submit Public Comment: Comments can be submitted to HCD during the public comment period
  - Electronic mail to [DisasterRecovery@hcd.ca.gov](mailto:DisasterRecovery@hcd.ca.gov)
4. July 31: Action Plan due to HUD
5. September 1: HUD approval
6. Fall 2023: Grant agreement (between HUD and HCD)



# Questions

Maziar Movassaghi  
Disaster Recovery Officer  
[maziar.movassahi@hcd.ca.gov](mailto:maziar.movassahi@hcd.ca.gov)

Clay Kerchof  
Disaster Recovery Specialist  
[clay.kerchof@hcd.ca.gov](mailto:clay.kerchof@hcd.ca.gov)



**PLUMAS COUNTY  
AGRICULTURE/WEIGHTS & MEASURES  
DEPARTMENT  
MEMORANDUM**

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

**FROM:** Margaret Bell, Agricultural Standards Management Analyst I

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize the Agricultural Commissioner to recruit and fill 2 Extra Help positions to perform Noxious Weed Control, Insect Pest Detection, and Agricultural technician duties with exemption to a 30 day and 29-hour work week limit. The maximum hours for these positions would not surpass the 1,560-hour cap for the year 2023 set under the Affordable Care Act (ACA).

**Recommendation:**

Approve exemption to a 30 day and 29 hour-week limit for Extra Help to perform Noxious Weed Control, Insect Pest Detection, and Agricultural technician duties. Approve Human Resources to Recruit and Fill.

**Background and Discussion:**

The Department of Agriculture is experiencing an increase in Noxious Weed Grants and Contract hours. Historically, the department has hired at least one Extra Help employee that has worked 40 hours per week to help in our continued efforts in controlling Noxious Weeds throughout Plumas and Sierra Counties. This employee is proposed to work from 5/15/2023 - 9/30/2023, 10 hours/day and 4 days per week. The maximum hours for this Noxious Weed Season would be 760, which would not surpass the 1,560-hour cap for the year 2022 set under the Affordable Care Act (ACA). It is critical that this position is filled in order to meet our contractual obligations with the California Department of Food and Agricultural. These hours are reimbursed through grants and contracts and have no fiscal impact on the General Fund.

The second extra help position will be to serve as an Agricultural Technician and Pest Detection Trapper. As agricultural technicians, they will be assisting with Noxious weeds in treating isolated sites and other work as assigned. As Pest Detection Trapper they will be checking CDFA insect trap lines throughout Plumas and Sierra Counties. This employee will work from 5/15/2023 – 9/15/2023, 8 hours per day and 5 days per week. The total hours for this Agricultural Technician would be 504, which would not surpass the 1,560-hour cap for the year 2022 set under the Affordable Care Act (ACA). It is critical that this position is filled in order to meet our contractual obligations with the California Department of Food and Agricultural. The position will be partially funded through the Pest Detection contract, through partial CDFA reimbursement for Ag Programs, and through the General Fund.

**Action:**

Approve exemption to 30 day and 29 hour-week limit for Extra Help to perform Noxious Weed Control, Insect Pest Detection, and Agricultural technician duties. Approve Human Resources to Recruit and Fill.

**Fiscal Impact:**

Does not effect the General fund

**Attachments:**

None



**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:** May 2, 2023  
**SUBJECT:** Approve and authorize the County Assessor to recruit, and fill funded and allocated; 1.0 FTE Property Tax Assessment Technician OR Property Tax Assessment Specialist I/II.

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**Recommendation:**

The Assessor respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Property Tax Assessment Technician OR Property Tax Assessment Specialist I/II in the Assessor's Office.

**Background and Discussion:**

Effective February 11, 2023, our Property Tax Assessment Specialist II was promoted. The Department is requesting to fill this vacancy.

**Action:**

Approve and authorize the County Assessor to recruit and fill; funded and allocated; one (1) FTE Property Tax Assessment Technician or Property Tax Assessment Specialist I/II.

**Fiscal Impact:**

This position is funded and allocated per the FY 2022-2023 approved budget.

**Attachments:**

1. Agenda Request Form 4-18-2023
2. BOS - Request to recruit for Prop Tax Asmt Tech-Spec 4-10-2023
3. CRITICAL STAFFING QUESTIONS Prop Tax Asmt Tech-Spec I,II 4-2023
4. Job Desc - Property Tax Assessment Technician
5. Job Desc - Property Tax Assessment Spec I
6. Job Desc - Property Tax Assessment Spec II
7. Position Allocations - 2022-2023
8. ORGANIZATIONAL CHART-2023

**BOARD AGENDA REQUEST FORM**

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

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

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

Consent Agenda:    Yes    No

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

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

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

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.**

**Date:** April 10, 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 Property Tax Assessment Technician OR Property Tax Assessment Specialist I/II in the Assessor's Office. Vacancy due to promotion.

**Recommendation**

The Assessor respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Property Tax Assessment Technician OR Property Tax Assessment Specialist I/II in the Assessor's Office.

**Background and Discussion:**

Effective February 11, 2023, our Property Tax Assessment Specialist II was promoted. The Department is requesting to fill this vacancy.

**Fiscal Impact:**

This 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 recruit and fill; funded and allocated; one (1) FTE Property Tax Assessment Technician or Property Tax Assessment Specialist I/II.

**Attachments:**

1. Critical Staffing Request – Appraiser Assistant/Appraiser I/II/III
2. Organizational Chart

## **Property Tax Assessment Technician OR Property Tax Specialist I/II**

### **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 three appraisers and one Chief Appraiser. The recent promotion of our Property Tax Assessment Specialist II 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 promotion from this Property Tax Assessment Specialist II position is critical to be filled in order to allow the Assessor's office team prompted to produce a up to date and accurate taxroll.*
- How long has the position been vacant?  
*This position became vacant on April 11, 2023. 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 front office staffing is at the lower end of the range in terms of similar counties, however overall staffing is at the lower end of the range as well. 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 change in ownership, address and valuation of boats and aircraft processes up to date and allowing the Department to close the taxroll accurately and on time. This position has already been included in the 2022-2023 budget process.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
*The position has already been included in the 2022-2023 budget process.*

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

## CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: April 10, 2023

DEPARTMENT TITLE: Assessor

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

POSITION TITLE: Property Tax Assessment Technician OR Property Tax Assessment Specialist I/II

IS POSITION CURRENTLY ALLOCATED? YES XX NO

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee? \_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Board Modifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

## **PROPERTY TAX ASSESSMENT TECHNICIAN**

### **DEFINITION**

Under general supervision to perform a variety of office assistance and receptionist assignments; and statistical recordkeeping in connection with the maintenance and processing of the property tax rolls or other fiscal records; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level in the Property Tax Assessment Specialist series. Incumbents learn and perform a variety of statistical, assessment roll, or other fiscal recordkeeping work. They are also required to provide technician public assistance. Incumbent in this class are expected to have general office support and public assistance experience and be capable of quickly learning fiscal and specialized recordkeeping work. When sufficient knowledge has been demonstrated and experience requirements are met, they may expect promotion to Property Tax Assessment Specialist I.

### **REPORTS TO**

Department Fiscal Officer or Assessor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

### **EXAMPLES OF DUTIES**

Serve as office receptionist, answering the telephone, providing information and referring calls and visitors to others; learn to perform a wide scope of technical assessment and statistical recordkeeping work; provide public assistance regarding assessment roll information and assist the public in the use of office reference tools, perform a variety of office assistance assignments; operate office equipment and computers.

### **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 computer, telephone, calculator, copiers, and FAX.

## Property Tax Assessment Technician 2

### **Property Tax Assessment Technician - 2**

#### **TYPICAL WORKING CONDITIONS**

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

#### **KNOWLEDGE OF**

- Modern office practices, methods, and procedures.
- Policies and procedures of the Plumas County Assessor's Office.
- Good public relations techniques.
- Basic principles and terminology of mathematics.

#### **ABILITY TO**

- Learn and perform a variety of technical assessment and statistical recordkeeping work.
- Interpret and apply policies and procedures related to the Plumas County Assessor's Office.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Follow oral and written directions.
- Gather and organize data and information.

#### **TRAINING AND EXPERIENCE**

One year of office assistance experience, statistical recordkeeping, technical support, public assistance work comparable to that in an Assessor's Office.

#### **SPECIAL REQUIREMENT**

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

## **PROPERTY TAX ASSESSMENT SPECIALIST I**

### **DEFINITION**

Under general supervision to perform specialized accounting and statistical recordkeeping in connection with the maintenance and processing of the property tax rolls; to assist the public or other county staff with specialized department procedures; to provide a variety of information regarding department policies and procedures; to perform a variety of special recordkeeping work and office support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Property Tax Assessment Specialist series; Incumbents learn to perform a variety of financial, statistical, assessment roll, or other fiscal specialized recordkeeping work. They are also required to provide specialized and technical public assistance.

### **REPORTS TO**

Department Fiscal Officer or Assessor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

**Property Tax Assessment Specialist I - 2**

**EXAMPLES OF DUTIES**

- Learn to perform a wide scope of complex and specialized technical assessment and statistical recordkeeping work.
- Develop and maintain statistics for the preparation of State and County reports; interpret and apply Federal, State and County codes, procedures and rules in preparing and processing the property tax rolls.
- Identify and resolve a variety of complex account and statistical recordkeeping problems.
- Process and maintain information on secured, unsecured and supplemental tax rolls.
- Review maps, legal descriptions and evaluate a variety of information for accuracy, compliance, and completeness.
- Provide specialized public assistance regarding assessment roll information, aid in the preparation of assessment forms and assist the public in the use of office reference tools.
- Perform a variety of office assistance assignments.
- Provide information to others; operate office equipment and computers.

**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 computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

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

**KNOWLEDGE OF**

- Methods, practices and terminology of financial and statistical recordkeeping.
- Laws, rules and regulations governing the maintenance of fiscal assessment tax records.
- Government Codes, California Revenue and Taxation Codes, Plumas County Codes.
- Basic principles and terminology of accounting.
- Policies, procedures and programs of the Plumas County Assessor's Office.
- Good public relations techniques.
- Modern office methods and procedures.

**Property Tax Assessment Specialist I - 3**

**ABILITY TO**

- Perform a variety of complex and technical specialized assessment and statistical recordkeeping work.
- Read and understand codes, statutes and information related to assessment and statistical recordkeeping work.
- Gather and organize data and information.
- Prepare assessment and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized assessment and special information systems and use a computer for assessment and statistical recordkeeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work areas where assigned.
- Establish and maintain cooperative working relationships.
- Work with timelines and interruptions.
- Maintain confidentiality of records.

**TRAINING AND EXPERIENCE**

Two years of previous experience in performing assessment, statistical recordkeeping, technical support, public assistance work comparable to that of a Fiscal and Technical Services Assistant II with Plumas County.

**SPECIAL REQUIREMENT**

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

## **PROPERTY TAX ASSESSMENT SPECIALIST II**

### **DEFINITION**

Under general supervision to perform specialized accounting and statistical recordkeeping in connection with the maintenance and processing of the property tax rolls or other fiscal records; assist the public or other county staff with specialized department procedures; to provide a variety of information regarding department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Property tax Assessment Specialist series. Incumbents have responsibility for performing the most advanced and complex property tax assessment, or other fiscal specialized recordkeeping requiring substantial work background and experience in the area of assignment. They are also required to provide specialized and technical public assistance. This class is distinguished from Property Tax Assessment Specialist I by the performance of more complex assignments.

### **REPORTS TO**

Department Fiscal Officer or Assessor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

**Property Tax Assessment Specialist II - 2**

**EXAMPLES OF DUTIES**

- Serve as a technical resource for other County departments and agencies.
- Performs a wide scope of complex and specialized technical assessment and statistical recordkeeping work.
- Maintain statistics for the preparation of State and County reports; interpret and apply Federal, State and County codes.
- Procedures and rules in preparing and processing the property tax rolls.
- Identify and resolve a variety of complex assessment and statistical recordkeeping problems.
- Analyze and research for accuracy a variety of complex recorded legal documents that change ownership on secured and unsecured property.
- Research and evaluate any problems effecting title to property; compile and maintain assessment records for boats, classify, compute and determine assessed values.
- Compile, analyze and process recorded documents for mining claims.
- Compute and determine value for assessment, maintain records, work with Bureau of Land Management to track all mining claims; process and maintain all assessment regarding mobiles homes, working with the Department of Housing and Community Development to maintain current ownership and location.
- Process and maintain assessed values for the secured, unsecured and supplemental tax rolls.
- Compile, analyze and process records and recorded documents for parcel splits and combinations.
- Compile, maintain and process all assessment exemptions which include homeowners, totally disabled veterans and, working with State Board of Equalization, to provide religious and welfare exemptions.
- Analyze, research and process all corrections to the secured, unsecured and supplemental tax rolls.
- Analyze and process all business property statements, compute and value for business personal property tax assessment, maintain and track all business property records.
- Operates office equipment and computers.

**Property Tax Assessment Specialist II - 3**

**TYPICAL PHYSICAL REQUIREMENTS**

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

**TYPICAL WORKING CONDITIONS**

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

**KNOWLEDGE OF**

- Methods, practices and terminology of financial and statistical recordkeeping.
- Laws, rules and regulations governing the maintenance of fiscal assessment tax records.
- Government Codes, California Revenue and Taxation Codes, Plumas County Codes.
- Basic principles and terminology of accounting.
- Policies, procedures and programs of the Plumas County Assessor's Office.
- Good public relations techniques.
- Modern office methods and procedures.

**ABILITY TO**

- Perform a variety of complex and technical specialized assessment and statistical recordkeeping work.
- Read and understand codes, statutes and information related to assessment and statistical recordkeeping work.
- Gather and organize data and information.
- Prepare assessment and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized assessment and special information systems and use a computer for assessment and statistical recordkeeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work areas where assigned.
- Establish and maintain cooperative working relationships.
- Work with timelines and interruptions.
- Maintain confidentiality of records.

Property Tax Assessment Specialist II 4

**Property Tax Assessment Specialist II - 4**

**TRAINING AND EXPERIENCE**

Two years of previous experience in performing assessment, statistical recordkeeping, technical support, public assistance work comparable to that in an Assessor's Office.

**SPECIAL REQUIREMENT**

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

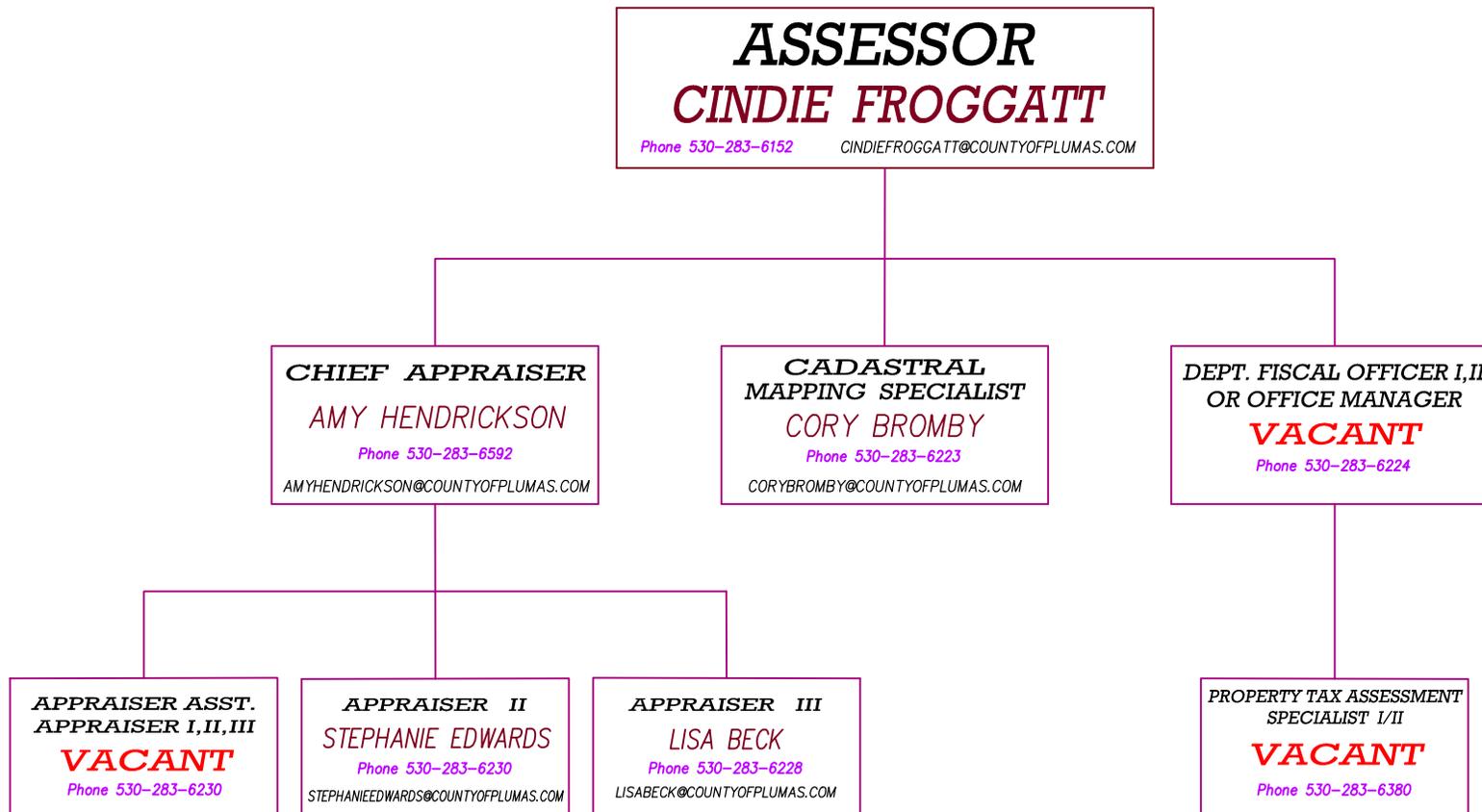
		5.000	5.0 filled	0.000
ASSESSOR	20060			
Assessor:				
Chief Appraiser		1.000	1.0 Cynthia Froggatt	
Auditor/Appraiser I/II/III OR		1.000	1.0 Amy Hendrickson	
Assistant County Assessor		1.000	1.0 VACANT	
Appraiser I/II/III OR				
Appraiser Assistant		3.000	<del>1.0 Windi Lambach (III)</del> VACANT 1.0 Lisa Davis (III) VACANT 1.0 Lisa Beck (II)	
Department Fiscal Officer I/II OR		0.000		
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/II				

# 2023

## ASSESSOR'S OFFICE ORGANIZATIONAL CHART

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**PLUMAS COUNTY  
AUDITOR-CONTROLLER  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Martee Nieman (Graham), Acting Auditor  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize the Auditor/Controller to recruit and fill, funded and allocated; 1.0 FTE Accountant Auditor I/II

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**Recommendation:**

Approve and authorize the Auditor Controller to recruit and fill, funded and allocated; 1.0 FTE Accountant Auditor I/II.

**Background and Discussion:**

The Auditor Controller's office needs to fill a funded and allocated position of Accountant Auditor I/II due to resignation.

**Action:**

The Auditor Controller respectfully request the Board of Supervisor to approve the recruitment for the position of Accountant Auditor I/II due to resignation.

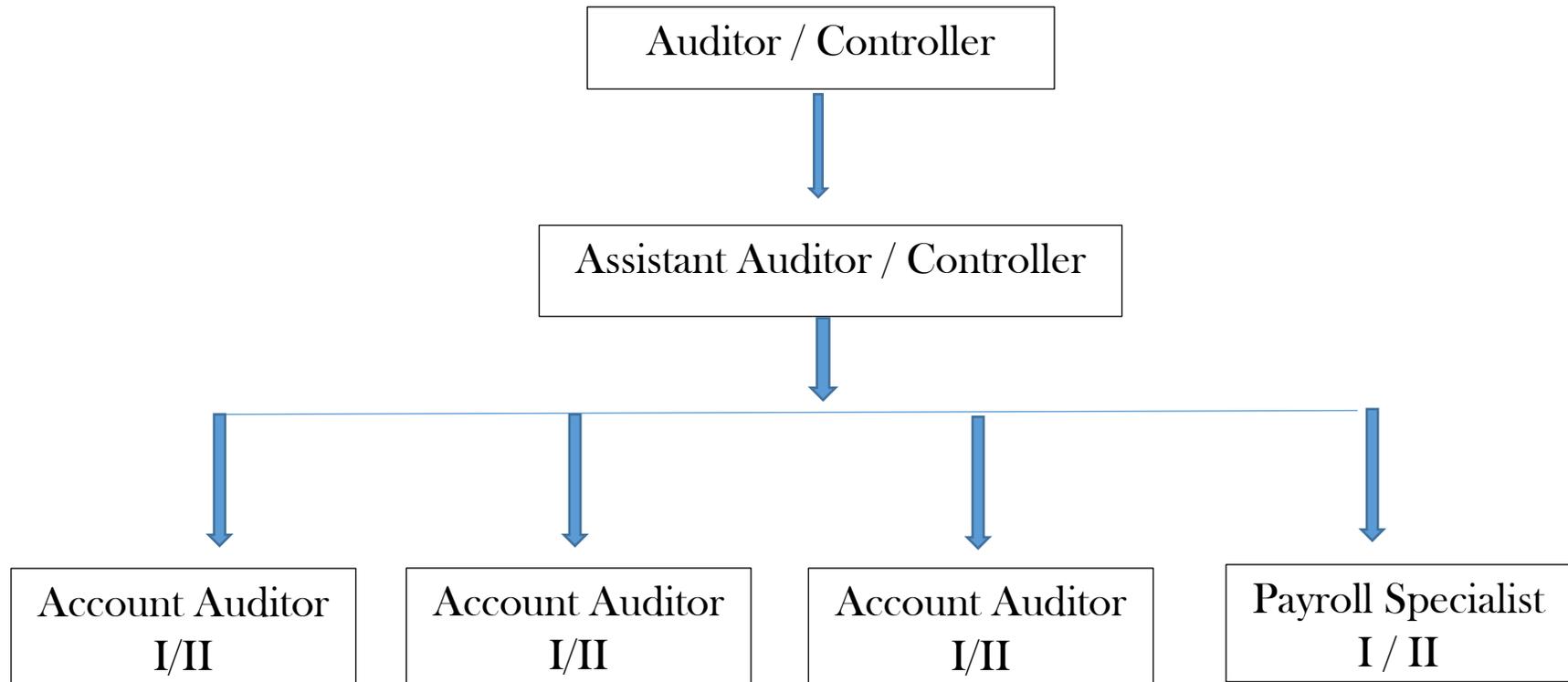
**Fiscal Impact:**

No fiscal impacted funded and allocated for FY22/23.

**Attachments:**

1. Auditor Dept Org Charg revised Mar22
2. CRITICAL STAFFING Acct Aud I II
3. Auditor Accountant II
4. Auditor Accountant I

# Auditor Department Organizational Chart



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

- Is there a legitimate business, statutory or financial justification to fill the position?
  - The position is funded and allocated for the 2022-2023 fiscal year.
- Why is it critical that this position be filled at this time?
  - There are only 5 permanent positions, including the Auditor Controller, within the department. The Auditors' office relies on Extra Help to run day-to-day operations.
- How long has the position been vacant?
  - Vacant as of 4/21/23.
- Can the department use other wages until the next budget cycle?
  - The position is funded and allocated.
- What are staffing levels in other counties for similar departments and/or positions?
  - Over 8 to 18 staff members.
- What core function will be impacted without filling the position prior to July 1?
  - Daily processing, accounts payable and receivable.
  -
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
  - The impact will be critical if not filled. The non-general fund department head needs to be satisfied 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 on 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?
  - If this position is not filled the department will not be able to process accounts receivable and payable in a timely manner which would have a negative affect and or cause late payments.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
  - No

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support.
  - This position has been funded and allocated for several years and needs to be filled. There will not be any change to the fiscal impact on the GF.
  
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
  - No

**ACCOUNTANT AUDITOR II**

**DEFINITION**

Under supervision, to perform accounting, auditing and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to maintain information on County tax rates and rolls; to assist with control of the County's or a Department's budget; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Accountant/Auditor class series. Incumbents perform a variety of complex accounting and auditing work. Incumbents are expected to have substantial accounting and auditing knowledge and background. Incumbents may be assigned responsibility for a special fiscal area such as fiscal monitoring for a department or departments which have complex financial reporting requirements.

**REPORTS TO**

Assistant Auditor/Controller.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **ACCOUNTANT/AUDITOR II - 2**

### **EXAMPLES OF DUTIES**

- Performs technical accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Maintains proper tax roll fiscal balances.
- Apportions tax roll monies to the proper accounts and funds.
- Analyzes the impact of the tax roll changes on County revenue.
- Maintains fixed asset inventories.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Maintains proper controls on trust accounts.
- Reviews and reconciles County and special district warrants.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- 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, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

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

## ACCOUNTANT/AUDITOR II - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.
- Cost accounting and budgeting procedures.
- Auditing theory, principles, and techniques and their application to government finance.
- Laws and regulations affecting the financial operations of the County and special districts.
- Principles of account classification.
- Budget development and control.
- Excel (intermediate skill level), Word (basic skill level).
- Office management methods and procedures.

#### Ability to:

- Perform technical accounting work.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work as a team player.
- Maintain positive attitude towards co-workers and public.

## ACCOUNTANT/AUDITOR II - 4

### TRAINING AND EXPERIENCE

One (1) year of experience comparable to that of an Accountant Auditor I with Plumas County.

AND

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university.

OR

Successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.

OR

Three years of responsible professional accounting experience. A combination of two or more of the following skills would qualify: knowledge of financial statement preparation and analysis; experience using a computerized accounting system; preparation of financial reports and reconciliations; filing reports with outside agencies; payroll and payroll reporting.

OR

Other combinations of experience and education may be considered.

#### Special Requirements:

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

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

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

- Is there a legitimate business, statutory or financial justification to fill the position?
  - The position is funded and allocated for the 2022-2023 fiscal year.
- Why is it critical that this position be filled at this time?
  - There are only 5 permanent positions, including the Auditor Controller, within the department. The Auditors' office relies on Extra Help to run day-to-day operations.
- How long has the position been vacant?
  - Vacant beginning of March.
- Can the department use other wages until the next budget cycle?
  - The position is funded and allocated.
- What are staffing levels in other counties for similar departments and/or positions?
  - Over 8 to 18 staff members.
- What core function will be impacted without filling the position prior to July 1?
  - Daily processing, accounts payable and receivable.
  -
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
  - The impact will be critical if not filled. The non-general fund department head needs to be satisfied 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 on 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?
  - If this position is not filled the department will not be able to process accounts receivable and payable in a timely manner which would have negative affect and or cause late payments.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
  - No

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support.
  - This position has been funded and allocated for several years and needs to be filled. There will not be any change to the fiscal impact on the GF.
  
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
  - No

ACCOUNTANT AUDITOR I

**DEFINITION**

Under supervision, to perform accounting, auditing and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to assist with the maintenance of information on County tax rates and rolls; to assist with control of the County's budget; to learn the methods and procedures used by the Auditor/Controller's Office; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and training level in the Accountant/Auditor class series. Incumbents perform a variety of less complex accounting and auditing work. Incumbents are expected to increase their skill and knowledge of technical accounting and auditing procedures during the training period. As soon as an incumbent has demonstrated substantive knowledge of the Department's procedures and policies and the ability to independently perform complex accounting work, as well as assist with auditing functions, they may expect promotion to the next higher level of Accountant/Auditor II.

**REPORTS TO**

Assistant Auditor/Controller

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## ACCOUNTANT/AUDITOR I - 2

### EXAMPLES OF DUTIES

- Performs accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Assists with maintaining proper tax roll fiscal balances.
- Assists with analyzing the impact of the tax roll changes on County revenue.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Assists with maintaining proper controls on trust accounts.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- 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, telephones, calculators, copiers, and FAX.

### TYPICAL WORKING CONDITIONS

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

## ACCOUNTANT/AUDITOR I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.
- Cost accounting and budgeting procedures.
- Basic auditing theory and techniques.
- Budget development and control.
- Excel (intermediate skill level), Word (basic skill level).
- Office management methods and procedures.

#### Ability to:

- Perform technical accounting work.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work as a team-player.
- Maintain positive attitude towards co-workers and the public.

## ACCOUNTANT/AUDITOR I - 4

### TRAINING AND EXPERIENCE

Equivalent of successful completion of the courses required for a major in accounting at an accredited four (4) year college or university;

OR

Successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law;

OR

Three years of responsible professional accounting experience. A combination of two or more of the following skills would qualify: knowledge of financial statement preparation and analysis; experience using a computerized accounting system; preparation of financial reports and reconciliations; filing reports with outside agencies; payroll and payroll reporting.

OR

Other combinations of experience and education may be considered.

#### Special Requirements:

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

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



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

---

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

**FROM:**

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Behavioral Health and Prentice Long Professional Corporation to create and implement a plan for the Community Assistance, Recovery, and Empowerment Court, and to implement a Mobile Crisis Unit; effective February 1, 2023; not to exceed \$150,000.00 over a three year term; approved to form by County Counsel.

---

**Recommendation:**

Approval for Behavioral Health to contract with Prentice Long Professional Corporation to create and implement a plan for the community Assistance and Recovery and Empowerment Court, and to implement a Mobile Crisis Unit.

**Background and Discussion:**

Prentice Long Professional Corporation to create and implement a plan for the community Assistance and Recovery and Empowerment Court, and to implement a Mobile Crisis Unit. Prentice Long will work with County Counsel and Behavioral Health staff. Prentice Long will represent the county in meetings concerning CARE Court and Mobile Crisis Unit with representatives of government agencies and provide detailed feedback to County Counsel and Behavioral Health staff.

**Action:**

Respectfully requests the Board of Supervisors authorize Chair to sign Behavioral Health to contract with Prentice Long Professional Corporation to create and implement a plan for the Community Assistance and Recovery and Empowerment Court, and to implement a Mobile Crisis Unit.

**Fiscal Impact:**

No county general funds are used for this agreement

**Attachments:**

1. 3233\_001

**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 Behavioral Health Department (hereinafter referred to as "County"), and Prentice Long, Professional Corporation, a California Corporation. (Hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed \$150,000.00.
3. The term of this Agreement commences February 1, 2023, and shall remain in effect through January 31, 2026, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies and approves for payment, services provided by Contractor from February 1, 2023, to the date of approval of this Agreement by the Board of Supervisors.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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

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

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

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

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

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

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

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

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

County:  
Sharon Sousa LCSW  
Interim Director  
Plumas County Behavioral Health  
270 County Hospital Road., Suite 109  
Quincy, CA 95971

Contractor:  
Prentice|Long, PC  
Margaret Long  
2240 Court St  
Redding, CA 96001

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).

- 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.

PCBH2326LONG

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

**CONTRACTOR:**  
Prentice|Long, Professional Corp

**COUNTY:**  
County of Plumas, a political  
subdivision of the State of California

By: \_\_\_\_\_  
Name: Margaret E. Long  
Title: CEO  
Date signed:

By: \_\_\_\_\_  
Name: Sharon Sousa  
Title: Behavioral Health Interim  
Director  
Date signed:

**CONTRACTOR:**  
Prentice|Long, Professional Corp

**APPROVED AS TO CONTENT:**

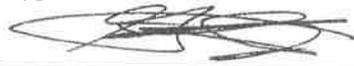
By: \_\_\_\_\_  
Name David Prentice  
Title: Secretary  
Date signed:

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

**ATTEST:**

\_\_\_\_\_  
Name: Heidi White  
Title: Clerk, Board of Supervisors  
Date signed:

Approved as to form:



\_\_\_\_\_  
Gretchen Stuhr  
Plumas County Counsel

4/12/2023

**EXHIBIT A  
SCOPE OF SERVICES**

The following services shall be provided under this Agreement:

- Work with County Behavioral Health and County Counsel staff to create and implement, a plan for the Community Assistance, Recovery and Empowerment (CARE) Court;
- Work with County Behavioral Health staff to create and implement Mobile Crisis Unit;
- Perform projects for the County as assigned by the Behavioral Health Director, with the input of County Counsel staff, which may include, but not be limited to:
  - Confers with and provides professional assistance to members of County departments on the creation and implementation of the CARE Court and Mobile Crisis Unit;
  - Represents the County in meetings concerning CARE Court and Mobile Crisis Unit, with representatives of governmental agencies, professional, business and community organizations, and the public, while providing detailed feedback to County Counsel and Behavioral Health staff;
  - Monitors developments related to CARE Court and Mobile Crisis Unit; evaluates their impact upon County operations and recommends and drafts policy and procedural improvements.

**EXHIBIT B**

**SCHEDULE OF FEES**

The payment under this agreement shall not exceed \$150,000.

**COMPENSATION**

County shall compensate Firm as follows:

**Other Services**

Non-Attorney Consultants	\$65.00/hour
Attorney Rate	\$175.00/hour

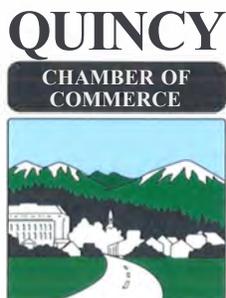
**Costs and Expenses**

Travel expenses	Best available rate for overnight stays and IRS rate for travel.
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Firm will charge hourly rate for travel time.

Necessary costs incurred for the following:	Actual Cost
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Administrative and Insurance	10% of Monthly Bill
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## Quincy Chamber of Commerce 76th Annual Fair Parade

PO Box 215

Quincy, CA 95971

[www.quincychamber.com](http://www.quincychamber.com)

[info@quincychamber.com](mailto:info@quincychamber.com)

(530) 394-0541

Plumas County Board of Supervisors  
520 Main Street  
Quincy, California 95971

RE: 76th Annual Plumas-Sierra County Fair Parade  
Saturday, July 29th, 2023 at 10:00 am

Honorable Plumas County Supervisors,

At the request of California Department of Transportation, I am seeking your permission for the 76th Annual Plumas-Sierra County Fair Parade on Saturday, July 29<sup>th</sup>, 2023 from 10:00 a.m. to noon in Quincy, California. The parade route will begin on Lindan Street and travel West on Main Street. The parade will make a left turn on Court Street and then travel East on Jackson Street. The parade will end at the corner of Jackson and Lindan Streets, which is the same route we have used for the last several years.

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

Respectfully,

  
Rayen Lowry  
Parade Coordinator

# BOARD OF SUPERVISORS

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



May 2, 2023

Department of Transportation (Caltrans)  
Attn: Permits Engineer  
1000 Center Street  
Redding, CA 96001

Attention Permits Engineer

**Subject: Encroachment Permit Request**  
**Quincy Chamber of Commerce**  
76<sup>th</sup> Annual Fair Parade, July 29, 2023  
from 10:00 A.M. to 12:00 P.M. (noon)

The parade route will start on Lindan Street, travel West on Main Street, make a left on Court Street and then travel East. ending on the Corner of Jackson and Lindan St.

This letter acknowledges that Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Dwight Ceresola, Chair

Cc: Plumas County Director of Public Works



**PLUMAS COUNTY  
CLERK OF THE BOARD OF SUPERVISORS  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Heidi White, Clerk of the Board  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve Meeting Minutes for April 2023 as submitted.

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**Recommendation:**

Approve the attached Board of Supervisors Meeting Minutes for the month of April 2023 as submitted.

**Background and Discussion:**

N/A

**Action:**

Approve the attached Board of Supervisors Meeting Minutes for the month of April 2023 as submitted.

**Fiscal Impact:**

N/A

**Attachments:**

1. Meeting Minutes 04-04-2023
2. Meeting Minutes 04-11-2023
3. Meeting Minutes 04-18-2023



### **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

### **MEETING MINUTES**

**ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS  
COUNTY OF PLUMAS, STATE OF CALIFORNIA  
HELD IN QUINCY ON APRIL 4, 2023**

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### **STANDING ORDERS**

#### **Live Stream of Meeting**

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

#### **ZOOM Participation**

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

#### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

#### **CALL TO ORDER**

##### **Roll Call.**

**Present:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

#### **PLEDGE OF ALLEGIANCE**

Zachary Gately led the Pledge of Allegiance.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Public Health Item 2.G.1.was removed from the agenda for further review, and Human Resource Item 4.G.1. has been moved to the Agenda for the regularly scheduled meeting scheduled for 05/02/2023.

## **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.

Pastor George Tarleton offered a Prayer for the Sheriff's Department, safety for the County, the Supervisors and the Nation.

Robert Zurnich spoke in regard to the Memorial Day Celebration on May 29th and extended an invitation to the Board, County staff and the public.

Becky Grant, a Plumas County Sheriff's Office Dispatcher, spoke requesting support and help from the Board of Supervisors regarding the lengthy hiring process, and competitive wages.

Phil Derby, an IHHS Provider, commented in favor of wage increases for IHHS workers in the County.

## **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

Sheriff Todd Johns requested an explanation regarding the Sheriff Department's Agenda Item 4.G.1 being moved to the Agenda 18th meeting and requested that the board choose a date where he could be present. The matter was moved to the May 2nd 2023 Board Meeting.

The Sheriff further reported on the staffing issues, and additional stresses that the Dispatch Center and Sheriff's Office are facing. He also reported an additional corrections officer resignation.

Pam, with the Disaster Recovery operations, updated the Board on OES and the Governor's 2023 Storm Proclamation.

Martee Graham, Auditor - Controller updated the Board on the 2022 Audit process, Craig Goodwin addressed and updated the Board and CAO's questions.

Tracey Ferguson, Director of Planning, reported to the Board on the upcoming Scheduled Community Workshops for the Recovery RSF.

## **ACTION AGENDA**

### **1. UPDATES AND REPORTS**

#### **A. DIXIE FIRE COLLABORATIVE**

Report, update, and discussion on Dixie Fire Collaborative efforts

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

Report, and update, on Pentamation, Tyler/ Munis software migration and efforts.

Greg Ellingson reported on the progress of the HR Payroll Module.

## 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.

**Motion:** Approve the all consent matters, excluding Item 2.G.1. as amended, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

### **A. AUDITOR - CONTROLLER**

- 1) Approve and authorize the Auditor/ Controller to allow Extra - Help Employees to work more than 29 hours per week. Not to exceed 1,560 hours per 12-month period of November 1st through October 31st.

### **B. BOARD OF SUPERVISORS**

- 1) Approve and authorize the Chair to sign a letter to the Department of Transportation (Caltrans) for an encroachment permit for the Almanor Recreation and Park District for the 42nd Annual Chester 4<sup>th</sup> of July Fun Run, to be held on July 4, 2023 from 9:00 A.M. – 9:30 A.M.
- 2) Approve and authorize the Chair to sign a letter supporting Nor-Cal EMS Board of Directors opposing AB 1168.

### **C. CLERK OF THE BOARD**

- 1) Approve Board Minutes for March 2023.

### **D. FAIR**

- 1) Request approval for exemption of the 29 hour per week limit for the seasonal Extra Help during fair time and adjacent months.

### **E. INFORMATION TECHNOLOGY**

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Department of Information Technology and Megabyte Systems Inc.; for Megabyte property tax software support and maintenance; effective July 1, 2022; not to exceed \$128,000.00; approved as to form by County Counsel.
- 2) Authorize no contract payment of \$6,106.00 to Four J's for annual software maintenance and support; funds have been budgeted as part of the 2022/2023 I.T. budget.

### **F. PROBATION DEPARTMENT**

- 1) Authorize the Chief of Probation to recruit and fill, funded and allocated; 1.0 FTE Deputy Probation Officer position; vacancy due to resignation.
- 2) Authorize the Chief of Probation to recruit and fill, funded and allocated; 1.0 FTE Probation Assistant position; vacancy due to resignation.
- 3) Authorize the Chief of Probation to recruit and fill, funded and allocated; 1.0 FTE Administrative Assistant position; vacancy due to resignation.

### **G. PUBLIC HEALTH**

- 1) Approve and authorize the Director of Public Health to recruit and fill (1) one extra-help assistant cook position for the Senior Services program at the Portola site.

## H. PUBLIC WORKS

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Public Works and InterMountain Disposal, to host the Tire Amnesty Day Event; not to exceed \$10,000.00 (Costs reimbursed by CalTrans "Clean California Program"); approved as to form by county Counsel.
- 2) Approve and authorize the Chair to sign an Agreement between Plumas County Public Works Department and ABS Builders, Inc., for repairs to the Chester Transfer Station; not to exceed \$36,688.00; approved as to form by County Counsel.

## 3. FEATHER RIVER TOURISM ASSOCIATION

- A. Receive the 2022 Annual report from Feather River Tourism Association per the Marketing District Management Plan dated October 6, 2020; and Approve and authorize a bridge loan of \$24,000.00 to cover late receipt of FRTA Assessments for Quarter 4 of 2022; discussion and possible action. **Roll call vote**

Receive the 2022 Annual report from Feather River Tourism Association per the Marketing District Management Plan dated October 6, 2020;

**Following board discussion and added staff reports, FRTA withdrew the loan request. No action was taken by the Board.**

## 4. DEPARTMENTAL MATTERS

### A. AGRICULTURE WEIGHTS AND MEASURES - Willo Vieira

- 1) Adopt **RESOLUTION** approving the execution of an Agreement between Plumas County Agricultural Department and the California Department of Food and Agriculture (CDFA) to reimburse the County to perform Exotic Pest Detection Trapping; in the Amount of \$7,857.00; and to authorize the Agricultural Commissioner to sign the Agreement on behalf of the Board of Supervisors; approved as to form by County Counsel; discussion and possible action.  
**Roll call vote**

**Motion:** Adopt [RESOLUTION No. 23 - 8775](#) approving the execution of an Agreement between Plumas County Agricultural Department and the California Department of Food and Agriculture (CDFA) to reimburse the County to perform Exotic Pest Detection Trapping; in the Amount of \$7,857.00; and to authorize the Agricultural Commissioner to sign the Agreement on behalf of the Board of Supervisors.

**Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

[View Resolution](#)

- 2) Approve and authorize the Agricultural Commissioner to adjust the Agricultural and Standards Technician's workweek to a (10) ten-hour, (4) four-day weekly schedule. This would be with the agreement of the affected employee and consistent with Personnel Rule 8.5; discussion and possible action.

**Motion:** Approve and authorize the Agricultural Commissioner to adjust the Agricultural and Standards Technician's workweek to a (10) ten-hour, (4) four-day weekly schedule. This would be with the agreement of the affected employee and consistent with Personnel Rule 8.5.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**B. BUILDING DEPARTMENT - Charles White**

- 1) Approve and authorize a supplemental budget request for an additional twenty-two thousand dollars (\$22,000.00) to be added to the Building Departments budget for FY 22/23, previously approved fifty thousand (\$50,000.00) to purchase two new 2022, or 2023 compact 4x4 extra cab standard bed trucks for use by the Building Department and Code Enforcement Division; discussion and possible action. **Four/ fifths roll call vote**

**Motion:** Approve and authorize a supplemental budget request for an additional twenty-two thousand dollars (\$22,000.00) to be added to the Building Departments budget for FY 22/23, previously approved fifty thousand (\$50,000.00) to purchase two new 2022, or 2023 compact 4x4 extra cab standard bed trucks for use by the Building Department and Code Enforcement Division.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Approve and authorize the Director of Building Services to adjust the Chief Code Enforcement Officer's work schedule from eight hours per day, five days per week to ten hours per day, four days per week, from the first payroll date in April, to the first payroll date in October. The remaining months of the year would remain at eight hours per day, five days per week, in accordance with the current Building Department work schedule; discussion and possible action.

**Motion:** Approve and authorize the Director of Building Services to adjust the Chief Code Enforcement Officer's work schedule from eight hours per day, five days per week to ten hours per day, four days per week, from the first payroll date in April, to the first payroll date in October. The remaining months of the year would remain at eight hours per day, five days per week, in accordance with the current Building Department work schedule.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

**Discussion with the CAO and Staff, followed by a brief explanation of the request by the Building Director, and Public Comment:**

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**C. PROBATION - Keevin Allred**

- 1) Adopt **RESOLUTION** to establish 27 new Plumas County Probation Department Policies and Procedures through Lexipol; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 23-8776](#) to establish 27 new Plumas County Probation Department Policies and Procedures through Lexipol.

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

[View Resolution](#)

**D. PUBLIC WORKS** - John Mannle

- 1) Adopt **RESOLUTION**, Establishing the 2022 Plumas County Maintained Mileage; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 23-8777](#), Establishing the 2022 Plumas County Maintained Mileage.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

[View Resolution](#)

**E. SOCIAL SERVICES** - Neal Caiazzo

- 1) Adopt **RESOLUTION** approving the execution Grant Agreement between Plumas County Department of Social Services and the California Department of Aging to participate in the Access to Technology Grant Program, to provide technology to older adults and adults with disabilities who are engaged with departmental staff through the department's IHSS program; and authorize supplemental budget transfer of \$157,462.00 of unanticipated Grant funds from Social Services account 70590/ 44381 ATT Grant into Social Services account 70590/ 520206 Access to Technology; approved as to form by County Counsel; discussion and possible action. **Four/ fifths roll call vote**

**Motion:** Adopt [RESOLUTION No. 23-8778](#) approving the execution Grant Agreement between Plumas County Department of Social Services and the California Department of Aging to participate in the Access to Technology Grant Program, to provide technology to older adults and adults with disabilities who are engaged with departmental staff through the department's IHSS program; and authorize supplemental budget transfer of \$157,462.00 of unanticipated Grant funds from Social Services account 70590/ 44381 ATT Grant into Social Services account 70590/ 520206 Access to Technology.

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 4 Hagwood.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

[View Resolution](#)

**F. TREASURER/ TAX COLLECTOR** - Julie White

- 1) Approve and authorize the Quincy Fire Protection District (QFPD) to withdraw funds from the County Treasury, and determine a mutually acceptable date of withdraw per Government Code 61053(d); (QFPD has approximately \$2.3 million in the Treasury); discussion and possible action.

**Motion:** Approve and authorize the Quincy Fire Protection District (QFPD) to withdraw funds from the County Treasury, and determine a mutually acceptable date of withdraw per Government Code 61053(d); (QFPD has approximately \$2.3 million in the Treasury).

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**G. HUMAN RESOURCES** - Nancy Selvage

- 1) Adopt a **RESOLUTION** to amend the Fiscal Year 2022-2023 pay schedule to increase the base wages to \$41.05 for the Plumas County Undersheriff; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

***This matter has been moved to the Board of Supervisors meeting scheduled for May 2, 2023, for consideration.***

- 2) Adopt a **RESOLUTION** to approve the updated Employee Background Investigation Policy per Internal Revenue Service (IRS) Publication 1075; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 23-8779](#) to approve the updated Employee Background Investigation Policy per Internal Revenue Service (IRS) Publication 1075.

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 4 Hagwood.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

[View Resolution](#)

**H. PLANNING** - Tracey Ferguson

- 1) Planning Director informational update on the release the Guidelines and Application for the Plumas County/City of Portola Economic Development (CDBG-CV2-3) Microenterprise Business Assistance and Recovery Loan Program pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act; discussion only

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

- A. Adopt **RESOLUTION** approving the applicant to apply for grant funds from the state of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds and appoints the County Administrative Officer as agent to conduct all negotiations, execute and submit all documents necessary for the completion of the project; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 23-8780](#) approving the applicant to apply for grant funds from the state of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds and appoints the County Administrative Officer as agent to conduct all negotiations, execute and submit all documents necessary for the completion of the project.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

[View Resolution](#)

- B. Approve an authorized Board Chair to ratify and sign an Agreement between the County Administrative Office and Sierra Buttes Trail Stewardship (SBTS) for OHV trail maintenance; effective January 1, 2023; not to exceed \$215,722.00; as approved to form by County Counsel; discussion and possible action.

**Motion:** Approve an authorized Board Chair to ratify and sign an Agreement between the County Administrative Office and Sierra Buttes Trail Stewardship (SBTS) for OHV trail maintenance; effective January 1, 2023; not to exceed \$215,722.00.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan,

Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

C. **Continued from March 21, 2023:**

Review proposal from the California State Association of Counties to use 1% of the Local Assistance and Tribal Consistency Fund (LATCF) allocated to Plumas County to fund the start-up of the National Center for Public Lands Counties. CAO recommendation that the Board approve the use of \$20,000.00 of the LATCF allocated to Plumas County to fund the start-up of the National Center for Public Lands Counties; discussion and possible action. **Four/ fifths roll call vote**

**Following a recap of the March 21st Board meeting by Debra Lucero, CAO and a brief board discussion:**

**Motion:** Approve the use of \$7,500.00 of the LATCF allocated to Plumas County to fund the start-up of the National Center for Public Lands Counties

**Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 4 Hagwood.

**Vote:** Motion Passed by split vote (**summary:** Yes = 4 No = 1).

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood.

**No:** Supervisor - District 5 Engel.

6. **BOARD OF SUPERVISORS**

A. Review the current state of the Museum Board Association; discussion and possible action.

**Following a brief discussion regarding the Museum Commission, there was an agreed consensus of the Board of Supervisors to seek out interested applicants to make the Museum Commission viable.**

B. **CORRESPONDENCE**

Supervisor Goss received correspondence regarding the National Monument Status; correspondence with Behavioral Health Staff regarding Behavioral Health Commission Agenda posting; correspondence with Greenville folks regarding the Greenville High School retooling. PUSD will be at the Community meeting to provide an update on the matter.

Supervisor Hagwood received correspondence on the Monument topic; correspondence regarding vehicle abatement, and the Lawry House project.

Supervisor Engel received correspondence regarding the status of the Museum Board; correspondence regarding HWY 70 being opened; correspondence regarding the Monument Status, and CDC payments.

Supervisor McGowan received correspondence regarding the monument from many different sources; correspondence regarding the promoting of a new education program for forestry and forest jobs.

Supervisor Ceresola received correspondence regarding the Monument Status; correspondence regarding groundwater inquiries; road repair; correspondence regarding the Food Bank location, and fire consolidation matters.

C. **INFORMATIONAL ANNOUNCEMENTS**

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

Reported by Supervisor Hagwood regarding matters related to County Government and include attending the Transportation Commission meeting, and attended a meeting of the Lawry House Sub-committee of the Museum Association.

Reported by Supervisor Goss regarding matters related to County Government and included attending the Plumas RSF Working Group Chair and Co-chair meeting; attended the Behavioral Health Commission meeting; the Plumas Unified School District (PUSD) meeting, attended the Plumas LAFCo Budget meeting, the Plumas County Transportation Commission (PCTC) meeting, and the National Monument Meeting held on April 3, 2023.

Reported by Supervisor McGowan regarding matters related to County Government and included attending the Transportation Commission Meeting, the Sierra Air Quality Meeting, and also met with Seneca Firewise Group.

Reported by Supervisor Engel regarding matters related to County Government and included attending an RSF meeting.

Reported by Supervisor Ceresola regarding matters related to County Government and included attending the Sierra Air Quality meeting, and met with the Water Master at Sierra Valley.

## **7. CLOSED SESSION**

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

- A. 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
- B. Conference with real property negotiator, regarding facilities: Lawry House, APN 115-062-013, 60 Bradley Street, Quincy
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- D. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- F. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Plumas County v. Pacific Gas and Electric Company, et al, Superior Court of the State of California, County of San Francisco, Original Case No. CGC-21-596070

- G. Conference with Legal Counsel: Claim against the County filed by Richard Joshua V. Sia on March 28, 2023.

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

Chair Ceresola reported that closed session Item 7.BG Conference with Legal Counsel; Claim against the County filed by Ricard Joshua V. Sia on March 28, 2023 was denied, and there was no additional reportable action taken in the closed session.

**8. ADJOURNMENT**

Adjourn meeting to Tuesday, April 11, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California



### **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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON APRIL 11, 2023**

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### **STANDING ORDERS**

#### **Live Stream of Meeting**

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

#### **ZOOM Participation**

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

#### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

### **CALL TO ORDER**

#### **Roll Call.**

**Present:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel

### **PLEDGE OF ALLEGIANCE**

Greg Ellingson led the Pledge of Allegiance.  
Supervisor Ceresola read Pastor George Tarleton's emailed Prayer.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

None Heard

### **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.

Jeff Engel told a story about a USPS box for delivery and about why he likes living in a small town. Clint Koble reported that Kristian York, the Vice President of the Sierra Business Council, is holding a series of Community Meetings on Comprehensive Economic Development Strategy (CEDS).

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

Sheriff Todd Johns, spoke in recognition of National Dispatchers week, and invited the Board members to come by and see what the county dispatchers do.

Speaking to Clint Koble's Public Comment, Tracy Ferguson, Planning Director, requested that Kristen York, Sierra Business Council, Vice President, provide a Presentation for the Board on the CEDS process.

## **ACTION AGENDA**

### **1. UPDATES AND REPORTS**

#### **A. DIXIE FIRE COLLABORATIVE**

Report, update, and discussion on Dixie Fire Collaborative efforts

Clint Koble provided a brief report on the Dixie Fire Collaborative activities and upcoming schedule.

#### **B. PLUMAS COUNTY FIRE SAFE COUNCIL** - Rachel Wehrman

Update and information regarding an upcoming event.

Rachel Wehrman updated the Board on upcoming events that the PCFSC will be hosting, as well as the upcoming fuel reduction projects.

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

Report, and update, on Pentamation, Tyler/ Munis software migration and efforts.

Greg Ellingson gave a brief IT update regarding the Tylor Munis migration process.

### **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.

**Motion:** Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

## **A. AUDITOR - CONTROLLER**

- 1) Authorize the Auditor/Controller to recruit and fill funded and allocated; 1.0 FTE Payroll Specialist I/II; vacancy due to promotion.

## **B. BEHAVIORAL HEALTH**

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Behavioral Health and Current Electric & Alarm Inc., for monitoring alarm systems; effective January 1, 2023; not to exceed \$5,000.00; approved to form by County Counsel.

## **C. CODE ENFORCEMENT**

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Code Enforcement and David Humphrey, dba Crescent Tow and Repair for the Vehicle Abatement Services Towing Contract; effective March 1, 2023; not to exceed \$10,000.00; approved as to form by County Counsel.

## **D. SHERIFF**

- 1) Approve and authorize the Chair to sign an Agreement between the Plumas County Sheriff's Office and A&P Helicopter Inc., for the term of one year starting on June 1, 2023; not exceed \$75,000.00; approved as to form by County Counsel.

## **3. FEATHER RIVER TOURISM ASSOCIATION**

- A. Approve and authorize a loan of \$15,000.00 against what is owed to FRTA to cover late receipt of FRTA assessments for Quarter 4 of 2022; discussion and possible action. **Four/ fifts roll call vote**

**Motion:** Approve and authorize a loan of \$15,000.00 against what is owed to FRTA to cover late receipt of FRTA assessments for Quarter 4 of 2022

**Action:** Approve, **Moved by** Supervisor - District 2 Goss.

Joe Niesyn of Feather River Tourism requested that there be an amendment for the requested loan not become due after they receive the second quarter payment of 2023

**Motion:** Approve and authorize a loan of \$15,000.00 against what is owed to FRTA to cover late receipt of FRTA assessments for Quarter 4 of 2022; to be due after the second quarter assessments are paid out, as amended **Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

Board and staff discussion continued.

Treasurer-Tax Collector, Julie White, provided a brief review of the TOT process and additional information. Staff, Board and CAO discussion continued;

**Following discussion, the motion on the floor and second were withdrawn by Supervisor Goss and Supervisor McGowan.**

## **4. DEPARTMENTAL MATTERS**

### **A. AGRICULTURAL WEIGHTS AND MEASURES** - Willo Vieira

- 1) Authorize a supplemental budget transfer request of \$5,375.00 from Agricultural Department account 541980 into expenditure account 20425, to fulfill a contract with the successful bidder, ABS Contractors, for a four-bay garage; additional costs are due to construction cost increases; discussion and possible action. **Four/ fifts roll call vote**

**Motion:** Authorize a supplemental budget transfer request of \$5,375.00 from Agricultural Department account 541980 into expenditure account 20425, to fulfill a contract with the successful bidder, ABS Contractors, for a four-bay garage; additional costs are due to construction cost increases.

**Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

- 2) Approve and authorize the Chair to sign an Agreement between Plumas County Agricultural Weights and Measures Department and ABS Builders Inc., to provide materials, equipment and labor to construct a 52' x 25 Four Bay Garage; not to exceed \$55,375.00; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize the Chair to sign an Agreement between Plumas County Agricultural Weights and Measures Department and ABS Builders Inc., to provide materials, equipment and labor to construct a 52' x 25 Four Bay Garage; not to exceed \$55,375.00.

**Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

#### **B. INFORMATION TECHNOLOGY - Greg Ellingson**

- 1) Approve and Authorize the following supplemental budget transfers: \$97,588.02 from IT ARPA account 2022048/48021 into IT account 2022052/520411 for Software/Maintenance; \$12,277.13 from IT ARPA account 2022048/48021 into IT account 2022052/529851 for Computer Hardware/Supplies; for a total of \$109,865.15; discussion and possible action. **Roll call vote**

**Motion:** Approve and Authorize the following supplemental budget transfers: \$97,588.02 from IT ARPA account 2022048/48021 into IT account 2022052/520411 for Software/Maintenance; \$12,277.13 from IT ARPA account 2022048/48021 into IT account 2022052/529851 for Computer Hardware/Supplies; for a total of \$109,865.15.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

#### **C. FACILITY SERVICES - JD Moore**

- 1) Approve and authorize the Chair to ratify and sign an Amendment to the Agreement between Facility Services and Bob's Janitorial Service for custodial services at the 'Blue Annex' (formerly known as the Old Probation Building); effective April 1, 2023; not to exceed \$202,210.20 annually.

**Motion:** Approve and authorize the Chair to ratify and sign an Amendment to the Agreement between Facility Services and Bob's Janitorial Service for custodial services at the 'Blue Annex' (formerly known as the Old Probation Building); effective April 1, 2023; not to exceed \$202,210.20 annually.

**Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

**D. PUBLIC WORKS - SOLID WASTE - John Mannle**

**1) 10:00 AM - TIME CERTAIN PUBLIC HEARING:**

Introduce and waive first reading of an **ORDINANCE** of the County of Plumas, State of California, adding Chapter 14 of Title 6 of the Plumas County Code relating to the Plumas County Organic Waste Disposal reduction; approved as to form by County Counsel. **Roll Call Vote**

Solid Waste Program Manager Sean Graham, provided a brief description, requirements by the state, and affected entities of the proposed Ordinance.

Supervisor Ceresola opened the Public Hearing

- Supervisor Ceresola asked for Public Comment, and heard none.

**Chair Ceresola closed the public hearing and brought back to the Board for action.**

**Motion:** **ORDINANCE** of the County of Plumas, State of California, adding Chapter 14 of Title 6 of the Plumas County Code relating to the Plumas County Organic Waste Disposal reduction, is read and continued to **April 18, 2023** for adoption

**Action:** Move approval, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

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

**A. County Administrative Officer's Report for March 2023.**

View - [Item 5.A. - CAO Report March 2023](#)

**B. Approve and authorize the Chair to sign an Agreement between Plumas County and CliftonLarsonAllen LLP (CLA), to provide Accounting Assistance for the Auditor Controller, Treasurer - Tax Collector, Human Resource Payroll Conversion Project; at a cost of \$185.00 per hour, not to exceed \$128,000.00; approved as to form by County Counsel; discussion and possible action.**

**Motion:** Approve and authorize the Chair to sign an Agreement between Plumas County and CliftonLarsonAllen LLP (CLA), to provide Accounting Assistance for the Auditor Controller, Treasurer - Tax Collector, Human Resource Payroll Conversion Project; at a cost of \$185.00 per hour, not to exceed \$128,000.00.

**Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

**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 May 9, 2023; discussion and possible action.**

**Motion:** Approve the recommendation to continue the Emergency - 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; and bring it back within 30 days, on May 9, 2023.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

## **B. APPOINTMENTS**

- 1) Appoint Cynthia Lusk to the Plumas - Sierra County Fair Board as a District 5 representative; for a three-year term as recommended; discussion and possible action.

**Motion:** Appoint Cynthia Lusk to the Plumas - Sierra County Fair Board as a District 5 representative; for a three-year term as recommended.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

- 2) Appoint Curtis Marshal, Donald Powell, and Mary Kliejunas to the Portola Cemetery District Board, for a four-year term as recommended; discussion and possible action.

**Motion:** Appoint Curtis Marshal, Donald Powell, and Mary Kliejunas to the Portola Cemetery District Board, for a four-year term as recommended.

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

## **C. CORRESPONDENCE**

Supervisor Goss received correspondence regarding the National Monument Status, correspondence regarding Forest Service Matters, and correspondence regarding the Pink BMW sitting on Goat Hill located on Forest Service land.

Supervisor McGowan received correspondence regarding the National Monument Status; correspondence regarding road conditions, and potholes.

Supervisor Engel received correspondence regarding the National Monument Status, sink holes, and special use permits.

Supervisor Ceresola received correspondence regarding the National Monument Status, road conditions, rising water levels, and Fire District consolidation matters.

## **D. INFORMATIONAL ANNOUNCEMENTS**

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

Reported by Supervisor McGowan regarding matters related to County Government and had no further information to report.

Reported by Supervisor Goss regarding matters related to County Government and included several meetings with DTSC; and attended a meeting with the RSF working groups

Reported by Supervisor Engel regarding matters related to County Government and included attending an RSF working group meeting; and has been invited to attend the Grizzley Lake CSD meeting, and is scheduled to attend the Greenville RSF meeting in Greenville over the weekend.

Reported by Supervisor Ceresola regarding matters related to County Government and had no further information to report.

## 7. CLOSED SESSION

### ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. 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
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- 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
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Plumas County v. Pacific Gas and Electric Company, et al, Superior Court of the State of California, County of San Francisco, Original Case No. CGC-21-596070
- F. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Forest Service Employees for Environmental Ethics v. United States Forest Service, United States District Court for the District of Montana, Missoula Division, Case. No. 9:22-CV-168-DLC

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

Supervisor Ceresola reported that there was no reportable action taken in the closed session.

### **8. ADJOURNMENT**

Adjourn meeting to Tuesday, April 18, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California

Adjourned meeting to Tuesday, April 18, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California



### **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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON APRIL 18, 2023**

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### **STANDING ORDERS**

#### **Live Stream of Meeting**

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

#### **ZOOM Participation**

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

#### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

### **CALL TO ORDER**

#### **Roll Call.**

**Present:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

### **PLEDGE OF ALLEGIANCE**

Supervisor Ceresola led the Pledge of Allegiance.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

None heard.

### **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.

Laurie Beatley provided public comment regarding the Public Health request for reorganization and out of class pay.

Rebecca Gateway provided public comment regarding the human resources oversight on recruitment and hiring.

Sam Blesse, of the Emergency Care Committee, commented regarding the ongoing emergency PCSO dispatch staffing crisis.

Joe Hoffman, Plumas Forestry Ranger, updated the Board on ongoing projects and upcoming projects

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

Director of Plumas County Public Health, Dr. Dana Loomis, reported on, and provided the Board with the 2022 Plumas County Community Health Assessment.

Director of the Planning Department, Tracey Ferguson, provided the Board with the revised County redistricting map. She additionally reported on the 2021 Wildfire Community meetings and upcoming scheduled meetings.

Grant Manager, Zachary Gately provided an update on the outgoing ARPA grant funds, the deadline for applications, and the applications that have been received and logged from business and non-profit entities in each district.

## **ACTION AGENDA**

### **1. UPDATES AND REPORTS**

#### **A. DIXIE FIRE COLLABORATIVE**

Report, update, and discussion on Dixie Fire Collaborative efforts

Clint Koble provided a brief report to the board.

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

Report, and update, on Pentamation, Tyler/ Munis software migration and efforts.

Report for the Munis HR/ Payroll module was skipped this week.

## 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.

**Motion:** Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

### A. BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to sign Agreements between Plumas County Behavioral Health and the following employees of Plumas County Behavioral Health: Jessica McGill, Matthew Ward, Eliza Fletcher and Gary Sanderson for the MHSA Workforce Education and Training Behavioral Health Employee Loan Assumption Program. A Workforce Education and Training program (WET – 70579) described in the current, approved MHSA Program and Expenditure Plan, 21-23; not to exceed \$10,000.00 per Agreement; approved as to form by County Counsel.

### B. SOCIAL SERVICES DEPARTMENT

- 1) Authorize the Director of Social Services to recruit and fill funded, and allocated; 1.0 FTE Social Worker Supervisor I/II position.

### C. PUBLIC WORKS

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Works Department and Ferrellgas, Inc. dba Brown's Gas Company, Inc. as the successful bidder for Propane Fuel; effective January 1, 2023; not to exceed Fifteen Thousand Dollars and 00/100 (\$15,000.00); approved as to form by County Counsel.

## 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 BOARD OF SUPERVISORS AND CONVENE AS THE QUINCY LIGHTING DISTRICT GOVERNING BOARD.

- 1) Approve and authorize a supplemental budget increase for the Quincy Lighting District budget unit 26040 in the amount of \$43,000.00 in order to pay unbudgeted expenses, including repayment of a loan from the General Fund; discussion and possible action. **Roll call vote**

**Motion:** Approve and authorize a supplemental budget increase for the Quincy Lighting District budget unit 26040 in the amount of \$43,000.00 in order to pay unbudgeted expenses, including repayment of a loan from the General Fund;

**Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**B. ADJOURN AS THE QUINCY LIGHTING DISTRICT GOVERNING BOARD AND CONVENE AS THE CRESCENT MILLS LIGHTING DISTRICT GOVERNING BOARD.**

- 1) Approve a supplemental budget increase for the Crescent Mills Lighting District budget unit 26020 in the amount of \$2,000.00 in order to pay unbudgeted expenses, including repayment of a loan from the General Fund; discussion and possible action. **Roll call vote**

**Motion:** Approve a supplemental budget increase for the Crescent Mills Lighting District budget unit 26020 in the amount of \$2,000.00 in order to pay unbudgeted expenses, including repayment of a loan from the General Fund;

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**C. ADJOURN AS THE CRESCENT MILLS LIGHTING DISTRICT GOVERNING BOARD AND RECONVENE AS THE BOARD OF SUPERVISORS**

**4. DEPARTMENTAL MATTERS**

**A. COUNTY COUNSEL** - Gretchen Stuhr

- 1) Adopt **RESOLUTION** pursuant to Personnel Rule 1.05 amending and clarifying the Personnel Rules and approving the "Plumas County Policy Clarifying Flex Time and Four Day Work Week Holiday Requirements Pursuant to Plumas County Personnel Rules" and "Clarification of Personnel Rules – Deferred Holidays"; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Following a report from Deputy County Counsel Sara James, discussion and comments with staff and the Board**

**Motion:** Adopt **RESOLUTION 23- 8781** pursuant to Personnel Rule 1.05 amending and clarifying the Personnel Rules and approving the "Plumas County Policy Clarifying Flex Time and Four Day Work Week Holiday Requirements Pursuant to Plumas County Personnel Rules" and "Clarification of Personnel Rules – Deferred Holidays"; to return to the Board with revised draft on the first meeting in July 2023, as amended.

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

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

- 1) Adopt **RESOLUTION** naming the Director of Public Health agency as the Board of Supervisors Authorized representative approved to ratify and sign an Agreement between Plumas County Public Health and Lassen-Sierra-Plumas Community Action Agency accepting the Community Service Block Grant (CSBG) funds in the amount of \$15,000.00 to fund specific services and activities through Plumas County Senior Services; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt **RESOLUTION 23-8782** naming the Director of Public Health agency as the Board of Supervisors Authorized representative approved to ratify and sign an Agreement between Plumas County Public Health and Lassen-Sierra-Plumas Community Action Agency accepting the Community Service Block Grant (CSBG) funds in the amount of \$15,000.00 to fund specific services and activities through Plumas County Senior Services;

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**C. SHERIFF'S OFFICE** - Todd Johns

- 1) Adopt a **RESOLUTION** authorizing the Plumas County Sheriff's Office to apply for and participate in the Federal Surplus Program (DGS- Department of General Services); approved as to form by County Counsel. **Roll call vote**

**Motion:** Adopt **RESOLUTION 23-8783** authorizing the Plumas County Sheriff's Office to apply for and participate in the Federal Surplus Program (DGS- Department of General Services);

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Approve and authorize a fixed asset purchase for replacement Snowcat Tracks from Kassbohrer All-Terrain Vehicles using the Sheriff's AB443 funds for an amount not to exceed \$10,000.00; discussion and possible action. **Roll call vote**

**Motion:** Approve and authorize a fixed asset purchase for replacement Snowcat Tracks from Kassbohrer All-Terrain Vehicles using the Sheriff's AB443 funds for an amount not to exceed \$10,000.00;

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**D. PLUMAS COUNTY LIBRARY** - Lindsay Fuchs

- 1) Adopt **RESOLUTION** authorizing the County Librarian to sign a grant Agreement and distribute \$5,364.00 funded by the California State Library Grant Program. With this grant, the Library is able to visit each community site at least three times during the 2023 summer to provide activities, books, and STEAM-related programming to Plumas County youth while they pick up necessary summer meals; approved as to form by County Counsel; discussion and possible action.

**Roll call vote**

**Motion:** Adopt **RESOLUTION 23-8784** authorizing the County Librarian to sign a grant Agreement and distribute \$5,364.00 funded by the California State Library Grant Program. With this grant, the Library is able to visit each community site at least three times during the 2023 summer to provide activities, books, and STEAM-related programming to Plumas County youth while they pick up necessary summer meals;

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**E. PLANNING - Tracey Ferguson**

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County and Workbench to provide professional services for the design and development of ADU construction plans that have been pre-plan checked by the Plumas County Building Department for the term of April 18, 2023 to September 30, 2023; not to exceed \$103,000; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize the Chair to sign an Agreement between Plumas County and Workbench to provide professional services for the design and development of ADU construction plans that have been pre-plan checked by the Plumas County Building Department for the term of April 18, 2023 to September 30, 2023; not to exceed \$103,000.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

**Vote:** Motion by split vote (**summary:** Yes = 4 No = 1).

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel.

**No:** Supervisor - District 4 Hagwood.

**2) 10:00 AM - TIME CERTAIN PUBLIC HEARING:**

Introduce and waive first reading of an **ORDINANCE** of the County of Plumas, State of California, amending Plumas County Code Title 9 Planning and Zoning, Chapter 2 Zoning, Article 4 General Requirements, Sec. 9-2.405 – Camping; and Article 13 – Single-Family Residential Zones (2-R, 3-R, 7-R), Sec. 9-2.1301 – Purpose (2-R, 3-R, 7-R); and Article 2 Definitions, adding Sec. 9-2.273.5 - “Prime Opportunity Areas”; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Tim Evans provided a staff report and recommendation**

**Supervisor Ceresola opened the Public Hearing**

**Public Comment was opened: no public comment was heard.**

**discussion followed by Staff and Board members**

**The Public Hearing was closed and brought back to the Board for action.**

**Motion:** An **ORDINANCE** of the County of Plumas, State of California, amending Plumas County Code Title 9 Planning and Zoning, Chapter 2 Zoning, Article 4 General Requirements, Sec. 9-2.405 – Camping; and Article 13 – Single-Family Residential Zones (2-R, 3-R, 7-R), Sec. 9-2.1301 – Purpose (2-R, 3-R, 7-R); and Article 2 Definitions, adding Sec. 9-2.273.5 - “Prime Opportunity Areas”; is read and continued to May 2, 2023 for adoption

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

**F. PUBLIC WORKS - SOLID WASTE - John Mannle**

**1) 10:15 AM - TIME CERTAIN PUBLIC HEARING:**

Adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on April 11, 2023, adding Chapter 14 of Title 6 of the Plumas County Code relating to the Plumas County Organic Waste Disposal reduction; approved as to form by County Counsel; discussion and possible action. **Four/ fifths roll Call Vote**

**Sean Graham provided a staff report and recommendation.**

**Supervisor Ceresola opened the Public Hearing**

**Public Comment was opened: no public comment was heard.**

**discussion followed by Staff and Board members**

**The Public Hearing was closed and brought back to the Board for action.**

**Motion:** Adopt an **ORDINANCE 2023- 1147** of the County of Plumas, State of California, first introduced on April 11, 2023, adding Chapter 14 of Title 6 of the Plumas County Code relating to the Plumas County Organic Waste Disposal reduction.

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

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

- A. The County Administrative Officer's weekly update and report.

Debra Lucero provided a report on the CSAC Legislative Conference; provided an overview of the Nevada County ICS Training approach, and updated the board on upcoming events.

- B. Information regarding the United Way of Northern California and Plumas Rural Service's partnership providing information and referral services for the Dixie Fire Recovery, and the continued evolution and development of the 211 Information and Referral Services towards 24 hour, 211 services, in Plumas County; discussion, direction and possible action.

**Motion:** Direction to County administrative Officer to Draft a letter to the United Way of Northern California and Plumas Rural Service's partnership in support of the referral services for the Dixie Fire Recovery, and the continued evolution and development of the 211 Information and Referral Services towards 24 hour, 211 services, in Plumas County for the Chair to sign once complete.

**Action:** Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

## **6. BOARD OF SUPERVISORS**

### **A. APPOINTMENTS**

- 1) Appoint Morrea Stout to the Planning Commission as the District 2 Representative, as recommended; discussion and possible action.

**Motion:** Appoint Morrea Stout to the Planning Commission as the District 2 Representative, as recommended;

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

### **B. CORRESPONDENCE**

**Motion:** To forgo Agenda Item 6.B. - Correspondence, and Item 6.C. - Informational Announcements, and report back at the May 2, 2023 meeting

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

C. **INFORMATIONAL ANNOUNCEMENTS**

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

**Motion:** To forgo, Agenda Items 6.B. - Correspondence, and 6.C. - Informational Announcements and report back at the May 2, 2023 meeting

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

7. **CLOSED SESSION**

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

A. 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

B. Conference with real property negotiator, regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000; Chester Complex, 251 E. Willow, APN 100062002000; Portola Court Building, 151 Nevada St., APN 126131001000, and Dame Shirley Plaza, Main St., APN 115-053-001

C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

D. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code

Section 54956.9

- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
  
- F. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Forest Service Employees for Environmental Ethics v. United States Forest Service, United States District Court for the District of Montana, Missoula Division, Case. No. 9:22-CV-168-DLC
  
- G. Conference with Legal Counsel: Claim against the County filed by Colten Fletcher on April 6, 2023.

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

Supervisor Ceresola reported that the Board of Supervisors denied Item 7.G. Claim against the County filed by Colten Fletcher on April 6, 2023. No additional reportable action was taken in Closed Session.

**8. ADJOURNMENT**

Adjourn meeting to Special Meeting on Tuesday, April 25, 2023, at Plumas Bank, 121 Crescent St, Greenville, California 95947

**THIS REGULAR MEETING OF THE BOARD OF SUPERVISORS  
WAS DEDICATED IN MEMORY OF  
BINK HUDDLESTON**



**PLUMAS COUNTY  
COUNTY CLERK-RECORDER  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Marcy DeMartile, Clerk/Recorder  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize the County Clerk-Recorder to recruit and fill funded and allocated 1.0 FTE Deputy Clerk-Recorder I/II; vacancy due to resignation.

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**Recommendation:**

Authorize County Clerk-Recorder to recruit and fill 1 FTE funded and allocated Deputy Clerk-Recorder I/II position due to resignation.

**Background and Discussion:**

This position became vacant as of April 7, due to resignation of employment by a previous employee. This position is critical to the daily recording of documents, as well as the issuance of vital records, and customer service to the public.

**Action:**

Approve and authorize the County Clerk-Recorder to recruit and fill funded and allocated 1.0 FTE Deputy Clerk-Recorder I/II;

**Fiscal Impact:**

Funded in the FY 2022-2023 approved budget.

**Attachments:**

1. Critical Staffing Questionnaire
2. Org Chart 2020
3. Deputy Clerk-Recorder II 2019(3)
4. Deputy Clerk-Recorder I 2019(3)

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED  
FOR FISCAL YEAR 2022/2023

1. Is this a legitimate business, statutory, or financial justification to fill the position?  
*The Deputy Clerk-Recorder I/II is essential in the daily processing of documents such as recordings, vital requests, Fictitious Business Name Statements, marriage licenses and customer service.*
2. Why is it critical that this position be filled at this time?  
*We are requesting that this position be filled as soon as possible as this position is critical in the daily operations of the Clerk-Recorder's office.*
3. How long has this position been vacant?  
*The position has been vacant since April 7, 2023, due to a resignation within the department.*
4. Can the department use other wages until the next budget cycle?  
*The department's wage and benefits portion of the 2022-2023 budget includes funding for this position.*
5. What are staffing levels at other counties for similar departments and/or positions?  
*Most other counties have multiple Deputy Clerk-Recorders to handle the daily and required duties in maintaining the accuracy and duties of the Clerk-Recorder's office daily operations.*
6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>? *This position is an essential position in the department.*
7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?  
*None*

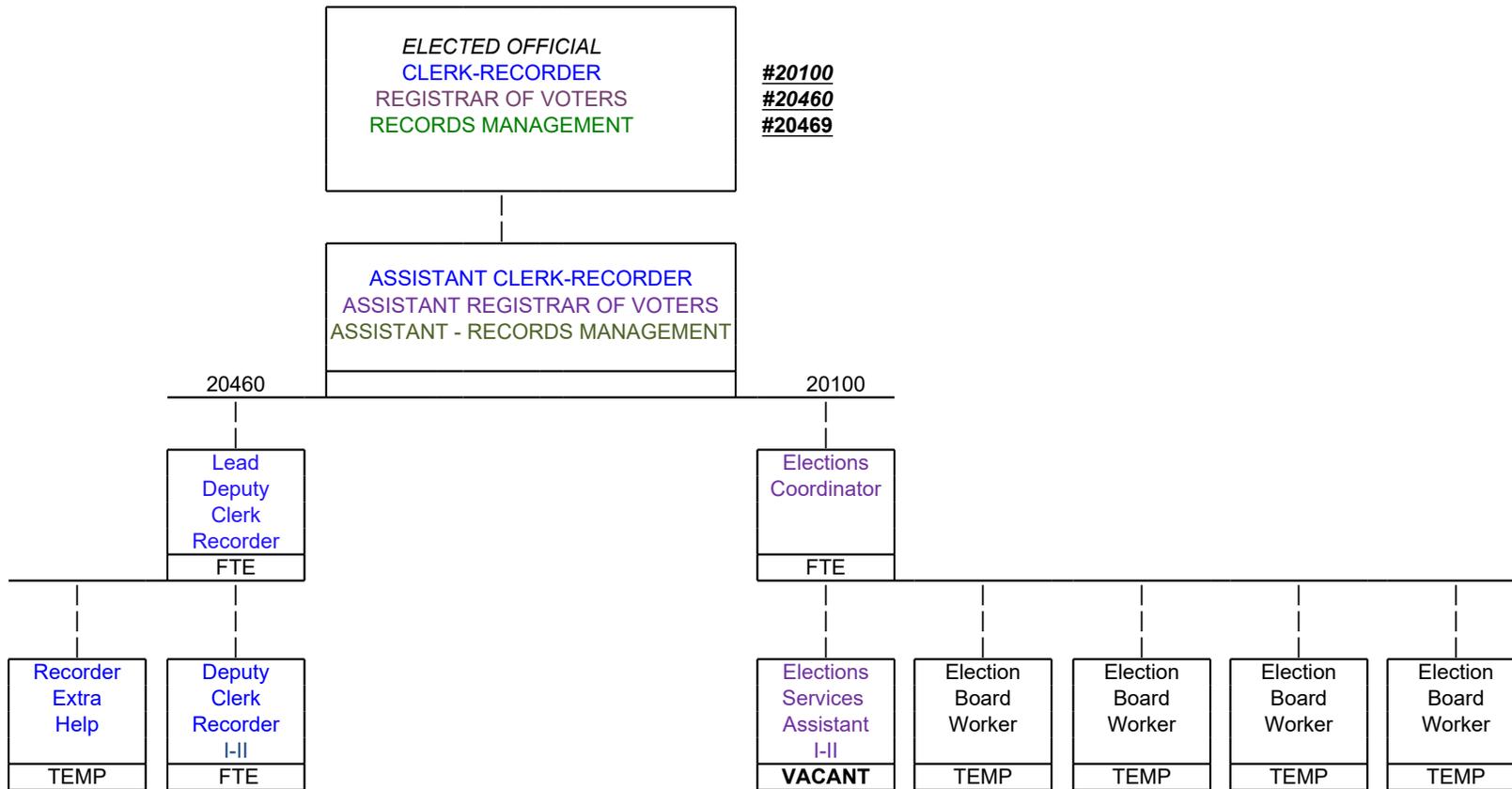
A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?  
*None*

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No*
9. Does the budget reduction plan anticipate the elimination of any of the requested positions?  
*No*

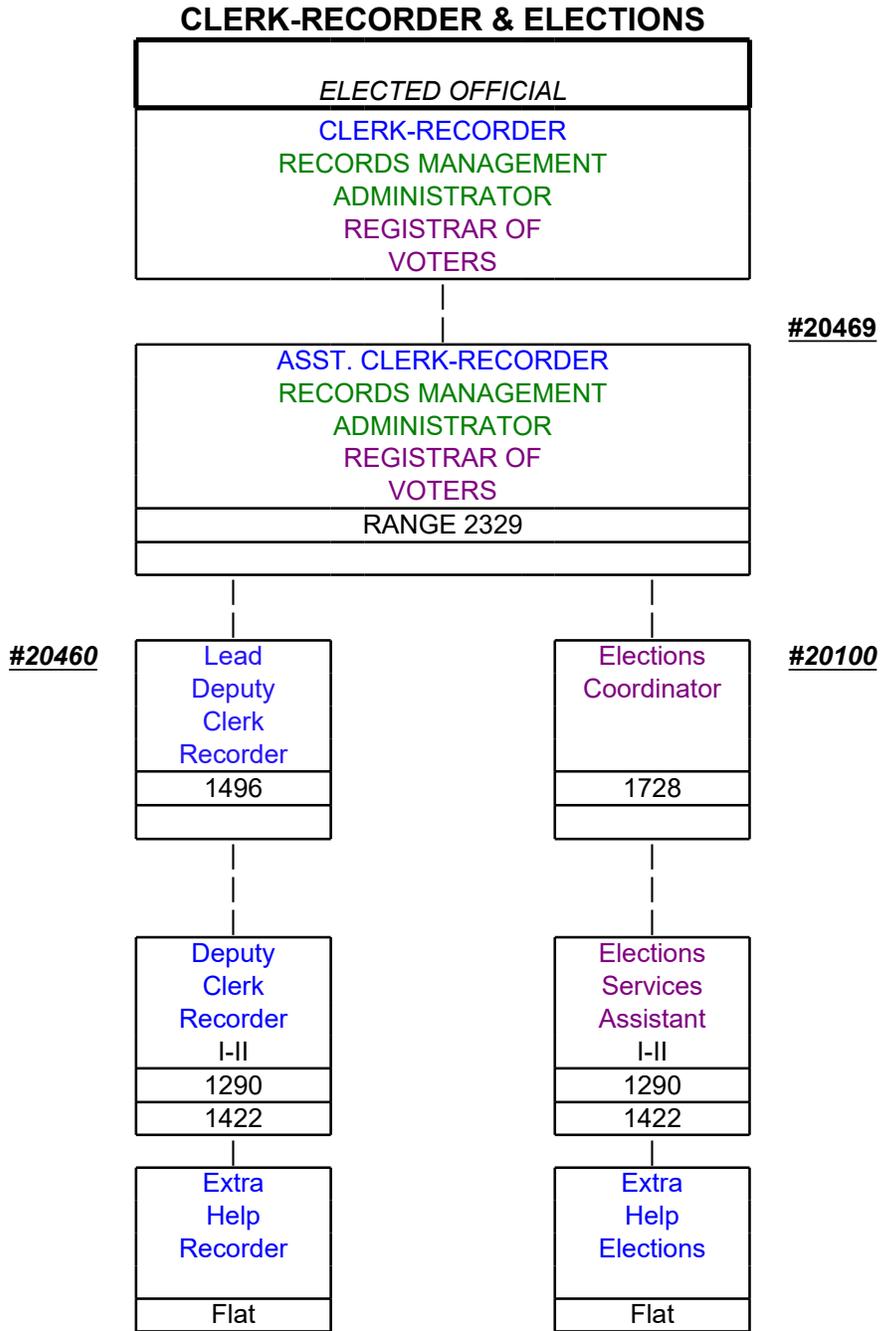
Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? *No*

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

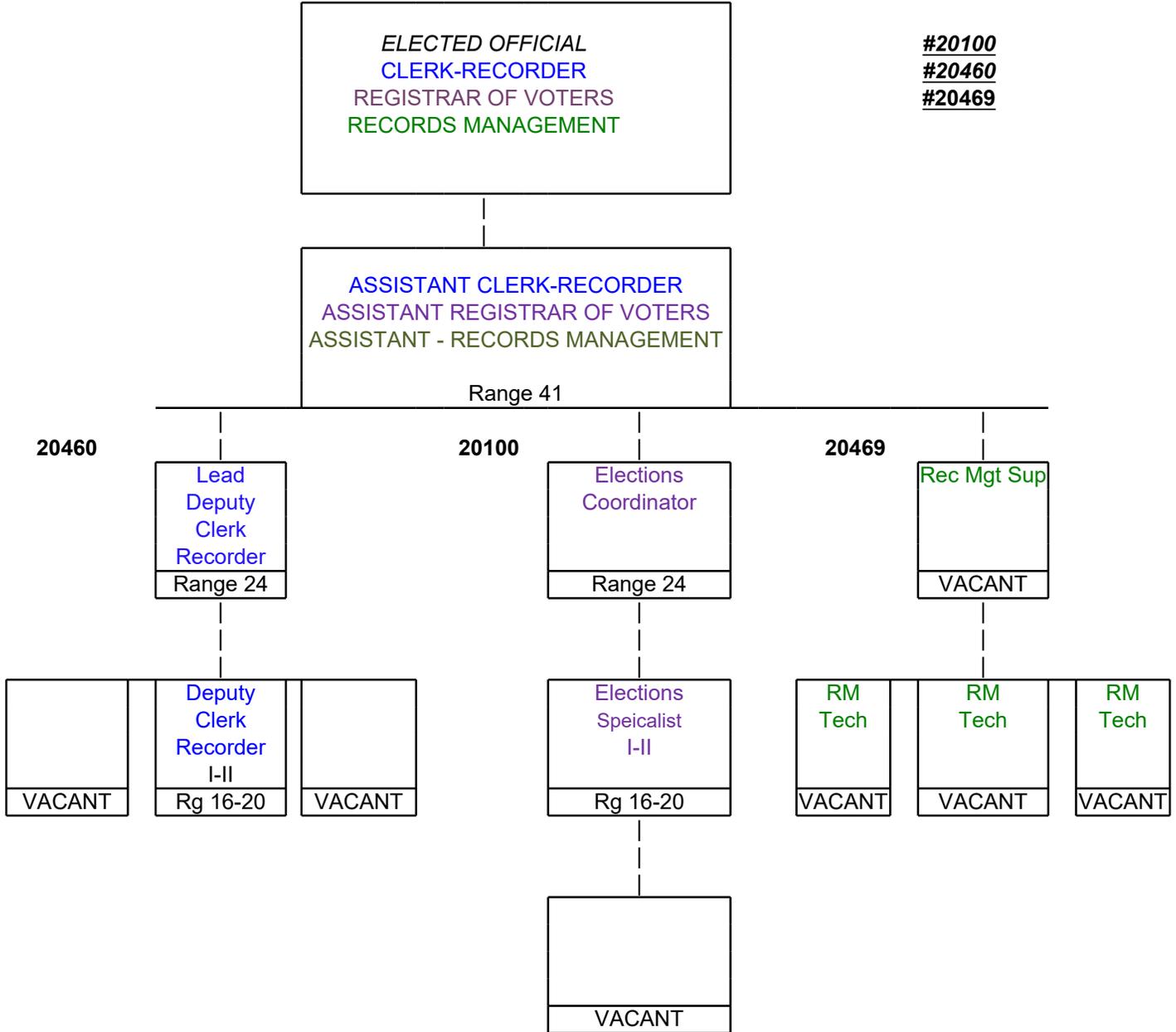
# ORGANIZATIONAL CHART 3/20/2020



**ORGANIZATIONAL CHART**



# ORGANIZATIONAL CHART



#20100  
#20460  
#20469

**DEPUTY CLERK-RECORDER II**

**DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording, protecting and preserving the County's official records; to participate and assist in the election process, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the full journey level in the Deputy Clerk-Recorder class series. Incumbents within this class are distinguished from the Deputy Clerk-Recorder I by the performance of the full range of duties as assigned including report preparation, invoicing, basic accounting and record keeping. Employees perform a variety of assignments, requiring substantial experience and working background.

**REPORTS TO**

Lead Deputy Clerk-Recorder

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **DEPUTY CLERK/RECORDER II - 2**

### **EXAMPLES OF DUTIES**

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Special emphasis on requirements for recording deeds and determining documentary transfer tax applicability.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Verifies indexed information from the specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares 30 day notices to fictitious business name statement customers.
- Reports to state agency fees collected for CEQA documents including environmental impact reports, notices of determination and other notices.
- Balances cash drawer and prepares daily deposits to the treasurer.
- Reconciles Gov Pay credit card transactions.
- Prepares invoices and tracks payments for official record index to title companies.
- Prepares invoices and tracks payments for map media subscribers.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Maintains inventory of office supplies.
- Issues marriage licenses and performs wedding ceremonies.
- Provides clerical support for the election process.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs.; correct hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

## **DEPUTY CLERK/RECORDER II - 3**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic, calculation, and distribution of fees.
- Computers and software applications.
- Operation and use of office equipment.
- Applicability of legal terminology, forms and procedures relating to official documents.
- Current laws requiring the collection of funds to be submitted to the state.
- Legal property descriptions and parcel numbers.
- Principles and procedures of record keeping.
- Accounting practices, database operation and information retrieval.
- Troubleshooting database program with vendor assistance.
- Advanced understanding of qualifying exemptions for no-fee transactions.
- Operations and advanced understanding of conversion of scanned images to archival microfilm.
- Spreadsheet development for tracking purposes of record location.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

#### **Ability to:**

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Keep logs and records of documents recorded, returned unrecorded and returned following recording.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines, scanners and postage machine.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

## **DEPUTY CLERK/RECORDER II - 4**

### **TRAINING AND EXPERIENCE:**

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

At least one (1) year of responsible experience performing a variety of office or administrative support work at a level equivalent to Deputy Clerk-Recorder I in Plumas County.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must possess 40 words per minute (WPM) typing certificate or pass exam.

Must pass a Department of Justice (DOJ) background check as a condition of employment

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

**DEPUTY CLERK-RECORDER I**

**DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording and maintaining records; to participate and assist in the election process, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Deputy Clerk-Recorder class. This class is distinguished from the Deputy Clerk-Recorder II by the performance of the more routine tasks and duties assigned to positions within the series including document recording and filing. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk-Recorder. When the requested experience and background has been acquired and sufficient work skills and knowledge are demonstrated, an incumbent may be promoted to Deputy Clerk-Recorder II.

**REPORTS TO**

Lead Deputy Clerk-Recorder

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **DEPUTY CLERK/RECORDER I - 2**

### **EXAMPLES OF DUTIES**

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Issues marriage licenses and performs wedding ceremonies.
- Enters and indexes appropriate information into a specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares documents for return mailings.
- Files CEQA documents including environmental impact reports, notices of determination and other notices.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Prepares marriage license packets, vital record request forms and mining claim forms.
- Maintains inventory of office supplies.
- Provides support for the election process.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

### **TYPICAL WORKING CONDITIONS**

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

## **DEPUTY CLERK/RECORDER I - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Computers and software applications.
- Operation and use of office equipment.
- Legal terminology, forms and procedures.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

#### **Ability to:**

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines and scanning equipment.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

## **DEPUTY CLERK/RECORDER I – 4**

### **TRAINING AND EXPERIENCE:**

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must possess 40 words per minute (WPM) typing certificate or pass exam.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

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



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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

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

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize the Board Chair to ratify and sign an Agreement between Facility Services and Smith Power Products, Inc. for inspection, maintenance, and repair of Plumas County's emergency generator systems; effective May 1, 2023; not to exceed \$25,000.00; approved as to Form by County Counsel.

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**Recommendation:**

Approve and authorize the Board Chair to ratify and sign an Agreement between Facility Services and Smith Power Products, Inc. for inspection, maintenance, and repair of Plumas County's emergency generator systems; effective May 1, 2023; not to exceed \$25,000.00; approved as to Form by County Counsel.

**Background and Discussion:**

Smith Power Products, Inc. provides emergency generator inspection, maintenance, and repair of the county's emergency generators in Chester, Quincy, and Portola. Contract provides for 3 inspections annually of the county's 10 emergency generators at a cost of \$12,150/year. The balance of the contract value is to cover the cost of any necessary repairs that may occur.

**Action:**

Approve and authorize Board Chair to ratify and sign contract between Facility Services and Smith Power Products, Inc. for inspection, maintenance, and repair of Plumas County's emergency generator systems. Approved as to Form by County Counsel. Contract not to exceed \$25,000.00.

**Fiscal Impact:**

The annual maintenance cost for the county's emergency generators had a slight increase in cost from \$10,915.00 in FY22/23 to \$12,150.00 in FY23/24; a difference of \$1,235.00. Typically, this service is budgeted in the General Fund for \$3,000.00 to \$4,000.00 over the cost of the annual maintenance to cover the cost of any minor repairs. In FY22/23, this department budgeted \$15,000.00 for generator maintenance. In FY23/24, this department may request \$16,000.00 to adjust for the slight increase in the annual maintenance cost. The contract amount is \$25,000.00 in the case that an emergency generator needs major repair. Obviously, major repairs are unforeseen but can occur at any point in time.

**Attachments:**

1. Smith Power Products, Inc.

Services Agreement

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

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Twenty Five Thousand Dollars** (\$25,000).
3. Term. The term of this agreement shall be from **May 1, 2023 through April 30, 2024**, unless terminated earlier as provided herein. County’s Board of Supervisors hereby ratifies, and approves for payment, services provided by Smith Power Products, Inc. from May 1, 2023 to date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

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

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

terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

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

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

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

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

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

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

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

County:

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

Contractor:

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

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

- 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:**

Smith Power Products, Inc., a Delaware Corporation

By: \_\_\_\_\_  
Name: Michael B. Smith  
Title: CEO  
Date signed:

By: \_\_\_\_\_  
Name: Kristin H. Ahmann  
Title: CFO  
Date signed:

**COUNTY:**

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

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

**ATTEST:**

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

Approved as to form:

  
\_\_\_\_\_  
Joshua Brechtel  
Deputy County Counsel

4/10/2023

**EXHIBIT A**

**Scope of Work**

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

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

**EXHIBIT B**

**Fee Schedule**

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

a. Correctional Facility	\$1,295.00
b. Courthouse Annex	\$1,350.00
c. Courthouse	\$1,395.00
d. Animal Shelter	\$1,250.00
e. All other units Quincy/Portola	\$1,130.00 each (4)
f. Units in Chester	\$1,170.00 each (2)

\*total cost for all 10 units: \$12,150.00

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

- a. \$145.00/hour regular time
- b. \$217.50/hour overtime

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



## Generator Service Department

March 30, 2023

Robert McAdams  
Fiscal officer II  
Plumas County Facility Services  
Quincy, CA 95971

Mr. McAdams,

As you requested. I have prepared the following proposal for renewal of the maintenance agreement on the standby generators at your facilities in Plumas County. We would like to offer the same services as before. This maintenance agreement will consist of 3 quarterly inspections and 1 annual service with inspection.

This maintenance agreement will include:

- Oil, oil filter and fuel filter change (annually).
- Test coolant
- Maintain supplemental coolant additives as needed
- Check list inspection of engine, generator, control panel, batteries, and transfer switches.\*
- Test safety shutdown systems.
- Test automatic transfer switches.
- Test auto-start time.
- Building load test ( if approved )

It is the customers' responsibility to maintain fluid in their equipment between scheduled inspections. However, our service personnel, they will top off fluids during scheduled inspections.

The **annual** cost for this maintenance agreement is as follows:

Correctional Facility	\$1295.00
County Annex	\$1350.00
Court House	\$1395.00
Animal Shelter	\$1250.00
All other units in Quincy and Portola	\$ 1130.00 each (4)
Units in Chester	\$ 1170.00 each (2)
Total annual cost for all 10 units	\$12,150.00

The maintenance agreement cost includes all labor, parts, materials, and mileage.

Coolant and hose changes will be performed at an additional cost. Any other repairs or maintenance will be performed on a time and materials basis at \$145 / hour regular time and \$217.50 / hour overtime. Travel mileage is \$0.75/ mile for any additional trips. Materials will be billed according to our "fleet" pricing schedule.

If you have any questions or require additional information, please do not hesitate to call me as listed below.

We appreciate your interest in the products and services offered by Smith Power Products and look forward to serving you.

Sincerely,  
**Smith Power Products, Inc.**

Rick VanSpeybrock  
Generator Service Engineer  
8 Glendale Ave. Sparks, NV 89431  
Office 775-359-1713  
Cell 775-530-1713

[rvanspeybrock@smithppi.com](mailto:rvanspeybrock@smithppi.com)

\* See generator maintenance scope of work.



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** JD Moore, Director of Facility Services  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize the Director of Facility Services & Airports to waive the rental fee for Chester Little League's use of the baseball field at Chester Park for the upcoming season.

---

**Recommendation:**

Approve and authorize the Director of Facility Services & Airports to waive the rental fee for Chester Little League's use of the baseball field at Chester Park for the upcoming season.

**Background and Discussion:**

Christopher Dean, on behalf of Chester Little League, has respectfully requested a fee waiver for use of the baseball field located within Chester Park.

Chester Little League "provides a positive, safe, and recreational opportunity for over 125 children in the greater Chester area. Little League strives to instill character, courage, and loyalty all while allowing kids to participate in a fun and active sport." Chester Little League ensures that all children that desire to play have the opportunity to do so, regardless of their ability to pay. Granting this fee waiver request will help Chester Little League continue this effort.

After reviewing this request, Facility Services has no issue with deviating from the fee schedule.

**Action:**

Facility Services & Airports respectfully recommends that the Honorable Board approve this fee waiver request.

**Fiscal Impact:**

Chester Little League fee waiver requests have been approved in the past, with little to no Fiscal Impact. The current rate on the Master Fee Schedule for Chester Park (Little League teams) is \$20.00 per team/season.

**Attachments:**

1. Chester Little League Fee Waiver Request - 2023



## **Chester Little League**

### **District 48**

To: The Plumas County Board of Supervisors

From: Christopher L. Dean, President Chester Little League

Date: 4/13/2023

RE: Request Fee Waiver for Chester Little League

My name is Christopher Dean and I am the President of Chester Little League. I have been asked by the Little League Board to request a waiver of fees for the use of Chester Park.

Every season Chester Little League coordinate with Cal-Fire to get a fire crew for multiple days to work on park and field clean-up. Businesses within Chester donate paint and other needed supplies for the crews to work with. After the crews take care of the more difficult work, Chester Little League parents, coaches, and board members hold an annual field cleanup day to "fine tune" the work of the fire crews. On average a total of 24 volunteer hours a year are committed to improving the park and field. In addition to these hours, Chester Fire Department has on multiple occasions used the ladder truck to fix or replace lights and have even had PG&E assist.

Little League provides a positive, safe, and recreational opportunity for over 125 children in the greater Chester area. Little League strives to instill character, courage, and loyalty all while allowing kids to participate in a fun and active sport. We ensure that all children that desire to play have the opportunity regardless of the families' ability to pay. By waving the county park use fee you will be helping our organization continue in this effort.

In closing, Little League volunteers would appreciate the counties consideration in awarding Chester Little League a waiver for the 2023 season.

On behalf of the Chester Little League Board, thank you for your consideration!

Christopher L. Dean

Chester Little League (District 48) President



**PLUMAS COUNTY  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** John Mannle, Director of Public Works  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize the Director of Public Works to recruit and fill extra-help positions for summer workers throughout its maintenance districts.

---

**Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to recruit and fill extra-help summer workers for all of its maintenance districts.

**Background and Discussion:**

Every year, the Public Works Department seeks extra-help employees to work during the summer months to help with projects across all of its maintenance districts, the maintenance shop, and the administration building, in the County.

The Department is requesting to recruit and fill these positions for the summer months of fiscal year 22/23.

Funding for these positions is allocated in the FY22/23 Public Works budget as approved by the Board of Supervisors on September 30, 2022

**Action:**

Authorization for the Department of Public Works to recruit and fill extra-help summer workers throughout its maintenance districts.

**Fiscal Impact:**

Use of budgeted funds in Extra Help as approved in the FY22/23 budget.

**Attachments:**

None



**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:** May 2, 2023  
**SUBJECT:** Approve and authorize the Director of Public Works/Road Department to recruit and fill, funded and allocated; 1.0 FTE PW Power Equipment Mechanic I/II position in the Quincy Maintenance Shop; vacancy due to retirement.

---

**Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Power Equipment Mechanic I/II in the Quincy Maintenance Shop.

**Background and Discussion:**

One (1) FTE PW Power Equipment Mechanic I/II will be retiring from the Quincy Maintenance shop effective May 31, 2023.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY22/23 budget of the Department of Public Works.

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

**Action:**

Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Power Equipment Mechanic I/II position in the Quincy Maintenance Shop

**Fiscal Impact:**

Use of funds for salaries as budgeted in the FY22/23 approved budget.

**Attachments:**

1. Critical Staffing Questionnaire
2. Department Org Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Power Equipment Mechanic I/II Position Quincy Shop**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Power Equipment Mechanic I/IIs are the workforce for maintaining and repairing County road equipment.**
- Why is it critical that this position be filled at this time?  
**Maintenance Workers are subject to 24 hour “call out” for road related emergencies and snow removal. If the equipment that they use is not serviceable, then they are unable to properly maintain County roads**
- How long has the position been vacant?  
**One week.**
- 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. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1? **N/A**
- 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? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department’s reserve account for the last three years?  

19/20	\$0	20/21	\$0	21/22	\$0
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**PLUMAS COUNTY  
PLANNING DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Heidi Wightman, Department Fiscal Officer II  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve the budget transfer in the amount of one-thousand dollars (\$1,000) from the Planning Department (20490) Publications/Legal Notices (527300) to Geographic Information Systems (GIS) Department (20510) Office Expense (521800); reviewed and approved by Auditor - Controller.

---

**Recommendation:**

Approve the budget transfer in the amount of one-thousand dollars (\$1,000) from Planning Department (20490) Publications/Legal Notices (527300) to Geographic Information Systems (GIS) Department (20510) Office Expense (521800).

**Background and Discussion:**

The GIS Department recently purchased a new printer/large mapping plotter. The plotter came with smaller "trial" size ink cartridges that will not last until the next fiscal year (FY23-24) at which time full-sized cartridges can be budgeted for and purchased.

Therefore, the purchase of the nine (9) additional full-sized required ink cartridges exceeds the amount of GIS Department budget available in the Office Expense line item.

The Planning Department budget has adequate unspent funds in the Publications/Legal Notices line item to fund the transfer to the Office Expense line item in the GIS Department budget.

See Attachment 1 - Budget Transfer Form - for more information and documentation of Auditor approval.

**Action:**

Approve the budget transfer in the amount of one-thousand dollars (\$1,000) from Planning Department (20490) Publications/Legal Notices (527300) to Geographic Information Systems (GIS) Department (20510) Office Expense (521800).

**Fiscal Impact:**

Sufficient funds were not budgeted in GIS and a transfer of \$1,000 between departments is viable because Planning has a surplus of unspent funds under the Publications/Legal Notices line item.

**Attachments:**

1. Request\_BudgetTransfer\_ApprovalAuditorOffice

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Planning & GIS Dept. No: 20490 & 20510 Date 4/20/2023

The reason for this request is (check one):

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

**TRANSFER FROM OR**       **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>0001</u>	<u>2049052</u>	<u>523700</u>	<u>Publications/Legal Notices</u>	<u>1,000.00</u>
Total (must equal transfer to total)				<u>1,000.00</u>

**TRANSFER TO OR**       **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>0001</u>	<u>2051052</u>	<u>521800</u>	<u>Office Expense</u>	<u>1,000.00</u>
Total (must equal transfer to total)				<u>1,000.00</u>

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.

RECEIVED  
APR 21 2023

Auditor's / Risk

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) See attached memo. \_\_\_\_\_

B) \_\_\_\_\_

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

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

Approved by Department Signing Authority: Heidi Wright

Approved/ Recommended  Disapproved/ Not recommended

Auditor/Controller Signature: Mawla Hale

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 PLANNING & BUILDING SERVICES

555 Main Street  
Quincy, CA 95971-9143  
(530) 283-7011

[www.plumascounty.us](http://www.plumascounty.us)



April 20, 2023

**TO:** The Honorable Board of Supervisors  
**FROM:** Tracey Ferguson, AICP, Planning Director   
**SUBJECT:** Agenda Request for May 2, 2023  
**RE:** Budget Transfer Between County Departments

## RECOMMENDED ACTION

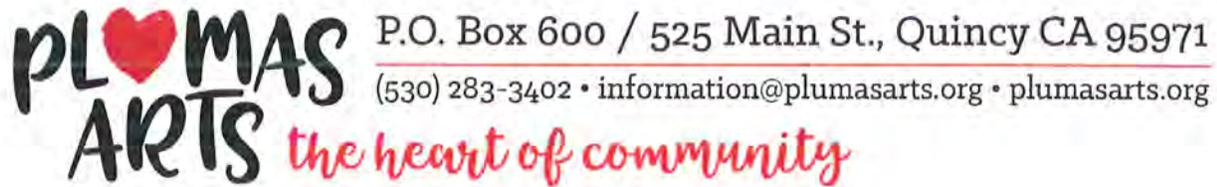
Approve the budget transfer in the amount of one-thousand dollars (\$1,000) from Planning Department (20490) Publications/Legal Notices (527300) to Geographic Information Systems (GIS) Department (20510) Office Expense (521800).

## BACKGROUND

The GIS Department recently purchased a new printer/large mapping plotter. The plotter came with smaller "trial" size ink cartridges that will not last until the next fiscal year (FY23-24) at which time full-sized cartridges can be budgeted for and purchased.

Therefore, the purchase of the nine (9) additional full-sized required ink cartridges exceeds the amount of GIS Department budget available in the Office Expense line item.

The Planning Department budget has adequate unspent funds in the Publications/Legal Notices line item to fund the transfer to the Office Expense line item in the GIS Department budget.



April 24, 2023

Plumas County Board of Supervisors,

We request the attached Resolution, to be included on the consent agenda, authorizing Plumas Arts to serve as the Plumas County representative in the California Arts Council's (CAC) statewide network for our State-Local Partnership (SLP) program grant application. This Resolution is required annually or biennially depending on the SLP grant funding cycle.

Plumas County Arts Commission (Plumas Arts) has served as the County's designated SLP since 1981. **We serve with distinction**, ranking consistently at the top of all counties applying, where Plumas Arts has long been considered a rural model.

We have included our 2021-2022 Fiscal Year Annual Report for your reference of Plumas Arts' activity during the previous fiscal year.

Thank you for your continued support,

Kara Rockett-Arseanult  
Executive Director

Plumas Arts  
PO Box 600  
Quincy, CA 95971  
(530)283-3402  
kara@plumasarts.org

Resolution No.

Designating the Plumas County Arts Commission (also known as Plumas Arts) as the Local Cultural Planning Agency for Plumas County and authorizing the application to the California Arts Council State-Local Partnership Program this year and in future years.

WHEREAS, the California Arts Council and the California State Legislature have established a State-Local Partnership Program designed to encourage local cultural planning, partnering, and decision making and to reach previously under-served constituents; and

WHEREAS, Plumas Arts has served Plumas County as the local arts planning, partnering, and programming designee to the California Arts Council State-Local Partnership Program with exemplary programming and service since 1981; and

WHEREAS, Plumas Arts has continuously provided arts programs and services in all communities of Plumas County and to other cultural and tourism organizations to further the arts, community, economy, and quality of life.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that the board does hereby designate Plumas Arts to serve as Plumas County's local art planning and programming agency now and forevermore and authorizes the current application to the California Arts Council State-Local Partnership Program.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California at a regular meeting of said board held on the **2<sup>nd</sup> of May, 2023.**

AYES:

NOES:

ABSENT:

ATTEST:

Chairman, Board of Supervisors

Clerk of said Board of Supervisors

# Plumas Arts Annual Report

FISCAL YEAR  
JULY 1, 2021- JUNE 30, 2022



## Plumas Arts cultivates communities in which arts and culture flourish.

This Annual Report summarizes Plumas Arts' programming for the 2021-2022 fiscal year. The report highlights our accomplishments, funding sources, events, and generous members and donors.

Plumas Arts celebrated our 40th Anniversary in October 2021, and celebrated retired Executive Director, Roxanne Valladao, who spent her 35-year career with Plumas Arts building the organization into what it is today.

While COVID restrictions were lessened and finally removed during the 2022 fiscal year, the year was not without hardship. The fiscal year started off with the devastating Dixie Fire, the largest single wildfire in California history. Evacuations and closures from the fire started in mid-July and were exacerbated by the burning of the Indian Falls, Greenville, and Canyon Dam communities. These losses shook the county and shaped the following year.

Despite many the challenges during this fiscal year, Plumas Arts was able to continue to work to bring our established arts programs and events back to our Plumas County communities.

Sincerely,

*Kara Rockett-Arsenault*

Executive Director



## STAFF



**Kara Rockett-Arsenault, Executive Director**

Kara has worked part-time with Plumas Arts since 2012, and was hired as Executive Director in October 2020.



**Suzanne de Martimprey, Gallery Manager**

Suzanne started with Plumas Arts in March 2022. Suzanne works to coordinate art displays at the Plumas Arts Gallery, Patti's Thunder Café, as well as coordinating membership.

Gratitude to our outgoing Gallery Manager, Sarah Harvey.



**Jennifer Kaufmann Ready, Events and Program Manager**

Jennifer was hired in June 2021 to manage and plan Plumas Arts events and work with the Artists in the Schools Program.

## BOARD OF DIRECTORS

**Dale Ready, *President*, Quincy**

**Penny Berry, *Vice President*, Portola**

**Will Lombardi, *Secretary*, Quincy**

**Jodi Beynon, Quincy**

**Sierra Blanton, Quincy**

**Jane Braxton Little, Greenville**

Many thanks to outgoing directors Darren Beatty (Quincy), Jeff Bryant (Lake Almanor), Judy Chynoweth (Chester), Ryan Schramel (Taylorsville), and Andrew Woodruff (Sattley)

Interested in joining the Board of Directors? Reach-out to [kara@plumasarts.org](mailto:kara@plumasarts.org)

# PROGRAMS

## Words & Music

Words & Music continued with virtual programming in December 2021 and February 2022. Virtual shows were filmed and aired on Plumas Arts' website and YouTube channel.

In early March 2022, indoor COVID restrictions were lifted, and allowed Words & Music to resume in-person programming at Patti's Thunder Café. March, April, May 2022 performances were all in-person and featured Tommy Miles, Tristan Kadish, and Todd Reasor with Andrew Ohren respectively.

Archived virtual shows can be found on [plumasarts.org/wm-virtual-archive](http://plumasarts.org/wm-virtual-archive)



Tommy Miles featured at March 2022 Words & Music

## Arts Education Programming

Arts Education, and access to art at a public school level, is a fundamental aspect of our organization. We strive to make quality arts education programming available to all students regardless of means.

Thanks to an Arts Exposure Grant through the California Arts Council, Plumas Arts was able to bring several assembly programs into elementary schools county wide. Through a partnership with Musica Sierra, Plumas Arts exposed children to Flamenco Dancing and Baroque music. Plumas Arts also brought creative musician and teacher, Joe Craven to all six elementary schools in Plumas County.



Spirit of Spain Assembly Program



Joe Craven Assembly Program

## Artists in the Schools

Artists in the Schools, a program run by Plumas Arts for 33 years that brings artists directly into every K-6 classroom in Plumas County to teach workshops, transitioned into a hybrid (part virtual, part in-person) program in spring 2022. Plumas Arts provided six-week workshops that covered a broad variety of topics from modern, pop art, and Zentangles to dance, puppet theatre, weaving, and watercolor. Over 800 students participated in the program this fiscal year.



Student Artworks created during in-person Artists in the Schools workshops.

## Poetry Out Loud

Poetry Out Loud, started by the National Endowment for the Arts and the Poetry Foundation, encourages students to learn about influential poetry through memorization and recitation. This program helps students at the high school level master public speaking skills, build self-confidence, and learn about literary history and contemporary life.

Students compete at the county level by mid-February, and county winners then compete at California Poetry Out Loud State Finals. At the state level, one winner will be selected to represent California in the national competition.

The local county Poetry Out Loud competition, coordinated by Margaret Garcia, was held in person February 2022 at the Plumas Arts Gallery and aired virtually on Plumas Arts' Facebook to friends and family.

## PLUMAS CREATES

*Highlighting the broadest and most extensive talent in our area.*

Plumas Creates was a project started by the Plumas Arts Board of Directors Sustainability Committee. During the pandemic, Plumas Arts wanted to ensure that artists continued to have the opportunity to share their artwork and passion. Board members Ryan Schramel and Jane Braxton Little filmed, interviewed, and assembled video spotlights to showcase artists in the places they create to share their craft and inspiration. Filming of artists by Jane Braxton Little and Will Lombardi continued during the 2021-2022 fiscal year. To watch any of the archived videos visit [plumasarts.org/plumas-creates](https://plumasarts.org/plumas-creates)

## PLUMAS ARTS GALLERY

Plumas Arts Gallery, also known as the Capitol Arts Gallery, displays art from over 60 member artists. Gallery feature shows and gallery opening receptions were held monthly and featured everything from student art during Student Art Month to photography, paintings, and embroidery.

Board member Will Lombardi continued to film and interview featured gallery artists, a publicity and awareness campaign initiated during the pandemic. The interviews have been shared through Plumas Arts' Facebook and YouTube channels, email newsletters, and at [plumasarts.org](https://plumasarts.org)

Plumas Arts also coordinates the art display at Patti's Thunder Café, a popular eating establishment in Quincy, which also has hosted the in-person Words & Music program for 30 years. This art display rotates on a bi-monthly schedule.

Featured artist show schedules can be found at [plumasarts.org/gallery](https://plumasarts.org/gallery)



Plumas Arts was thrilled to hold in-person events in Fiscal Year 2022. Many events in the fall and winter of 2021 continued to require masks, but by the spring and summer 2022, most events were held as normal.

The 51st Annual **Almanor Art Show**, planned for July 31-August 1, 2021 was canceled due to the Dixie Fire actively burning in the Chester/Lake Almanor area.

September 15, 2021- Quincy's 14th Annual **Wild & Scenic Film Festival** was held as a hybrid event with both virtual and in-person options.

October 2, 2021- Plumas Arts celebrated our **40th Anniversary** with free music at Dame Shirley Plaza, a silent auction to benefit Dixie Fire relief programs, and a community mural project to help bolster spirits and a sense of community.

The 17th Annual **Mountain Harvest Beer Festival**, planned for October 16, 2021 was canceled since the Plumas-Sierra County Fairgrounds continued to be used as a Dixie Fire incident center for firefighters.

In the winter of 2021-2022, Plumas Arts held **Gallery Paint Night**, evenings of guided painting with local artists, as a fundraiser for our Artists in the Schools program. These popular events are held four times a year in November, December, March, and April.

May 14, 2022- We participated in the **Plumas Children's Fair** promoting and bringing awareness to our Artists in the Schools Program.

May 15, 2022- Plumas Arts helped facilitate a **Music on the Green** revival in Greenville. A decades long tradition and celebrated event, Jane Braxton Little and Hank Alrich along with staff coordinated a day of free music with local Indian Valley musicians. The Community Mural project, started at the 40th Anniversary event, was completed at Music on the Green.



June 16, 2022- We kicked off a new summer music series, **Music in the Plaza**. The third Thursday in June, July, and August featured free and family friendly music at Dame Shirley Plaza in Quincy.

The 51st Annual **Almanor Art Show**, was rescheduled for June 25 and 26, 2022. The long running art show historically took place the first weekend in August, but due to smoke and fire concerns, Plumas Arts now holds the event the last weekend of June.



# TOWN HALL THEATRE



The Town Hall Theatre, a first-run feature film business and community performing arts venue at 469 Main Street in Quincy, has been operated by Plumas Arts since 1989. In 2003, the Theatre was deeded to Plumas Arts by the Town Hall Association when the Association deemed that Plumas Arts was carrying on their mission of maintaining the facility and preserving the space as a community gathering place.

The Theatre ran regularly scheduled movies since re-opening in May 2021. While attendance has suffered a bit from online streaming services, on-screen advertising and private rentals have allowed the theatre to remain viable.



## Aeron Christensen, Theatre Manager

Aeron started with Plumas Arts in August 2021. Aeron screens movies, manages many aspects of the Town Hall Theatre business, and oversees concessions staff.

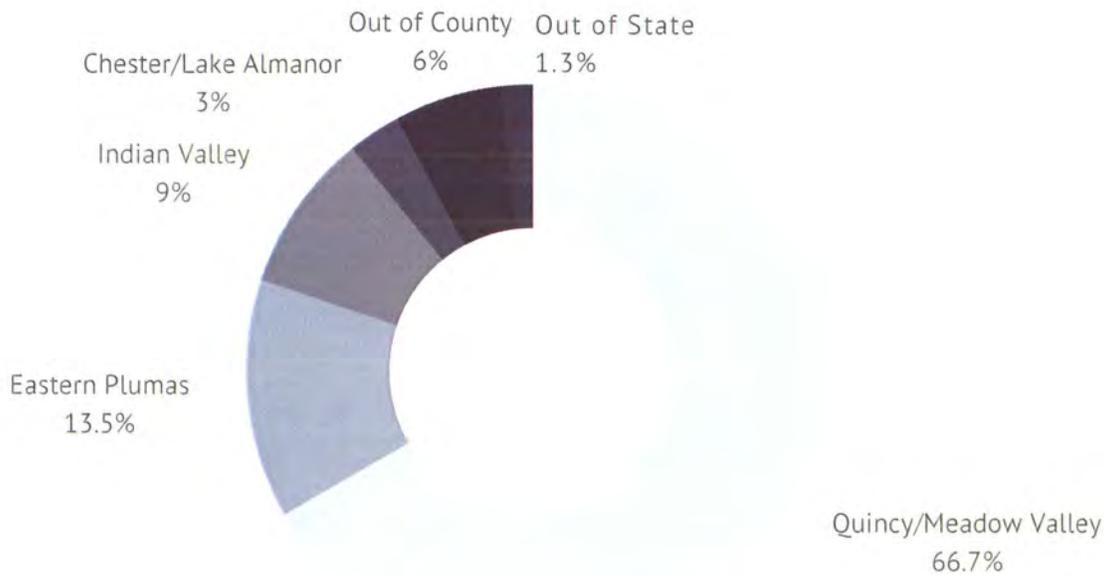
December 5, 2021, Plumas Arts brought **Dear Darling**, Natalie Hagwood, Casey Lipka, and Hannah Jane Kile, to the Town Hall Theatre. The first in-person concert at the theatre since the beginning of the pandemic, the Dear Darling Concert was well attended and a much needed evening of beautiful LIVE music.



# MEMBERSHIP

*Membership is our lifeblood, supporting all the many programs we provide to all the communities within Plumas County. Membership support makes our work possible.*

Members provide ongoing annual or recurring monthly support. During Fiscal Year 2022, Plumas Arts maintained about 850 members.



**Membership By Community**



*We love to support Plumas Arts because they really are "The Heart of the Community." Local art, Artists in Schools Program, Artist Openings, and fabulous events. It is so special to be able to purchase local art from the gallery and attend the diverse events around our beautiful county.*

*- Van & Diane Bowman*

Susan Allen & Wayne  
Cartwright

Katie Bagby & Ron Logan

Terry Ball & Brenda Lantow

Curtis Michael Caton Jr.

Susan Christensen

Rose Dembosz

Sarah Gallagher

Josh Huddleston

Jeff & Tracy Kepple

Jennifer Lacy

Katherine Manganaro

Larry & Julie Newman

Christine Peters

Kathy Peters

Jeremy & Kimberly Pilkington

James & Rhonda Ready

James & Barbara Rockett

Michael Rodriguez

Christopher Stanton

James Westcott

Thank you to Susie Bennett, Carla Hamilton, Elizabeth Schramel, and Louise Young for your continued volunteer help.

## BUSINESS AND NON-PROFIT SPONSORS

Bread for the Journey Feather River Chapter

California Arts Council

California Humanities

County of Plumas

Feather Financial

Feather River College

Feather River College Foundation

Feather River Food Coop

Feather River Outdoors

Little-Kittinger Foundation

The Lost Sierra Company

Madden Plumbing and Heating

Plumas Bank

Plumas Children's Council

Plumas County Public Health Agency

Plumas County Office of Education

Plumas District Hospital

Plumas Health Care Foundation

Plumas Rapids

Plumas Unified School District

Quincy Collective

Quincy Pharmacy

Sierra Pacific Industries

The Toy Store

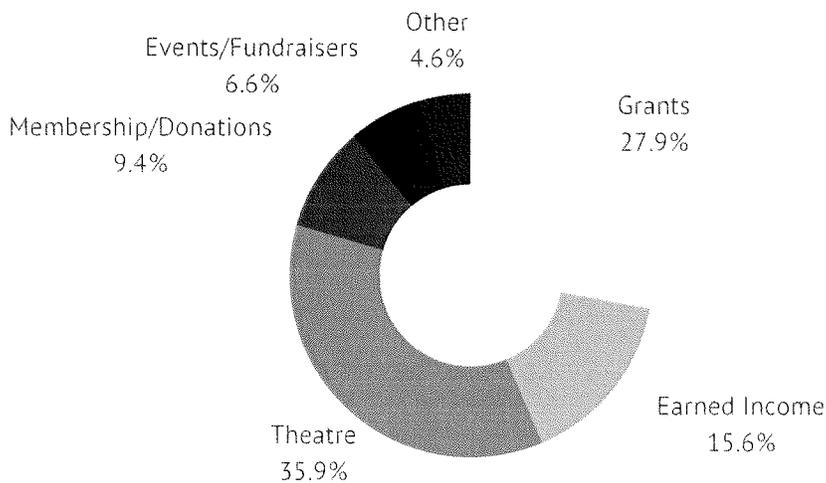


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# FINANCES

Plumas Arts was honored to be the recipient of several grants during Fiscal Year 2022. We received grant funding from:

- **California Humanities** for Pachuca Production’s Speaking to Fire project and Silver Linings event.
- **California Arts Council** through their Arts Exposure Program, General Operating Support Grant, and as part of their State Local Partnership. Monies received we directed towards operational support, free arts programming for students and the public, and the Poetry Out Loud program.
- **Plumas Children’s Council** for support of the Music in the Plaza summer music series.
- **Plumas County Office of Education** as matching funds for our Artists in the Schools Program.
- **Small Business Association** through their Shuttered Venue Operator Grant program.



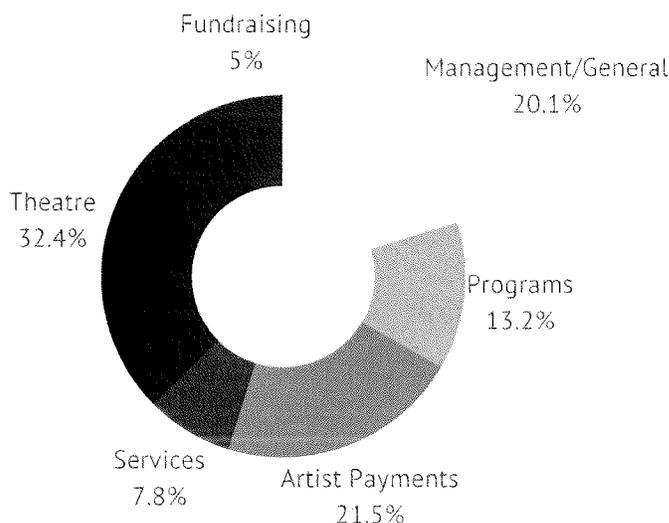
**Revenue By Source**

### Revenue

Grants	\$98,750
Earned Income	\$55,252
Theatre	\$126,961
Membership/Donations	\$33,166
Events/Fundraisers	\$23,176
Other	\$16,127

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**TOTAL** **\$353,432**



**Expenses by Category**

### Expenses

Management/General	\$64,979
Programs	\$42,413
Artist Payments	\$69,361
Services	\$25,130
Theatre	\$104,462
Fundraising	\$16,134

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**TOTAL** **\$322,479**

13

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525 Main Street  
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Quincy, CA 95971  
530.283.3402





**PLUMAS COUNTY  
BECKWORTH COUNTY SERVICES DISTRICT  
MEMORANDUM**

---

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

**FROM:** John Mannle, Director of Public Works

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize the Chair to sign a purchase order for a new pump and controller totaling \$17,359.26 with Rockwell Engineering & Eq. Co., Inc. for Sewer Lift Station Pump; and authorize the Chair to sign an Agreement between Plumas County Public Works and Jet Plumbing for the installation; installation agreement not to exceed \$56,150.00; approved as to form by County Counsel; discussion, direction and possible action.

---

**Recommendation:**

The Manager of BCSA respectfully recommends the Governing Board vote to authorize the Chair to sign the purchase order for a new pump and controller totaling \$17,359.26 with Rockwell Engineering & Eq. Co., Inc. and the agreement with Jet Plumbing for the not to exceed amount of \$56,150.

The Manager of BCSA further requests direction from the Board of Directors on whether to pursue a temporary 5 year rate increase of \$14 per month through the Proposition 218 process to repay \$61,000 loan from the General Fund

**Background and Discussion:**

At the December 6, 2022 BCSA Board Meeting, the Governing Board voted to approve sole source acquisition for new sewer pump and installation. The sewer chopper pump and control panel has been recommended by NCE Engineering after investigating the best submersible pump for this application.

Staff has been working with Jet Plumbing and NCE to resolve installation questions. Jet Plumbing raised several good questions during the process of quoting a not to exceed proposal which took additional time to ensure compatibility. It was determined that the existing pump controller would not be compatible with the new sewer pump. The pump and controller are to be purchased through Rockwell Engineering & EQ. Co., Inc. Purchase Order for approval totaling \$17,359.26 submitted for approval.

Jet Plumbing submitted an hourly not to exceed proposal to remove existing deteriorated piping, install the new chopper pump and reinstall the existing sewer pump to be utilized as a backup. An agreement with Jet Plumbing with not to exceed amount of \$56,150 has been approved as to form by County Counsel. The installation cost far exceeds what was originally estimated, due to the deteriorated piping requiring removal and excavation outside the wet well for new piping.

In addition to the expenditure for pump, controller and installation, a pump truck estimated at \$2,300, pump house roof removal estimated at \$1,200 and staff time estimated at \$1,500 are needed. Total estimated cost for pump replacement totals \$85,009.26. BCSA staff has requested additional ARPA funds to cover the additional expenditure that directly relates to non-flushable wipe and COVID. Total emergency repairs directly related to wipes to date totals \$67,827.77. Total additional requested ARPA funds equal \$119,837.03.

**Action:**

Sewer Lift Station Pump Purchase Replacement and Installation and loan repayment; discussion and possible action.

**Fiscal Impact:**

The fiscal impact is high. Further grant funds are sought due to COVID repairs and current pump replacement. A Proposition 218 process will be required to raise rates to pay off current and possible future loans from the General Fund.

**Attachments:**

1. Jet Plumbing Contract
2. Jet Plumbing Signed by County Counsel
3. BCSA Memo Pump Station Repairs 042123
4. BCSA Pump Repairs Funding 032223

## Construction Agreement

This Agreement is made by and between the Beckwourth County Service Area, a political subdivision of the State of California, (hereinafter referred to as “County”), and Jet Services, Inc., a Nevada corporation, DBA Jet Plumbing & Drain Service (hereinafter referred to as “Contractor”).

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with materials and services as set forth in Exhibit A, attached hereto (hereinafter referred to as the “Work”).
2. Compensation. County shall pay Contractor for the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Fifty-Six Thousand One Hundred Fifty Dollars and No/100 (\$56,150) (hereinafter referred to as the “Contract Amount”), unless the Contract Amount has been adjusted pursuant to Section 15 of this Agreement.
3. Term. The term of this agreement shall be from Execution through October 31, 2023, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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

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

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

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

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

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

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

Beckwourth County Service Area:

John Mannle, P.E., Manager  
1834 East Main Street  
Quincy, CA 95971  
(530) 283-6268

Contractor:

Jet Services, Inc., A Nevada Corporation, DBA Jet Plumbing & Drain Service  
1553 Hymer Avenue  
Sparks, NV 89431  
Attention: Tommy Stegmaier

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).

- 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:**

Jet Services, Inc.,  
a Nevada Corporation,  
DBA Jet Plumbing & Drain Service

By: \_\_\_\_\_  
Name: James Walker  
Title: CEO & CFO  
Date signed: \_\_\_\_\_

**Beckwourth CSA:**

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:

 \_\_\_\_\_ 3/22/2023  
Joshua Brechtel  
Deputy County Counsel

**Exhibit “A”  
Scope of Work**

Work is to consist of contractor performing as outlined in the response to the bid request attached as Exhibit C.

Any work needed to be performed outside of the Scope of Work as outlined in Exhibit C, will be quoted in writing by Contractor and signed and approved by County before beginning performance of any supplemental work.

Work excluded from this contract includes the following that will be contracted by Beckwourth CSA:

1. New sewer pump and controller will be purchased by Beckwourth CSA (BCSA)
2. Sewer vacuum truck will be contracted separately by BCSA
3. New controller will be wired by electrician contracted by BCSA prior to pump installation.
4. Pump station roof to be removed by BCSA contracted contractor and reinstalled after pump installation.
5. Despite any clauses to the contrary in Exhibit C, any wood/wire fencing removal and replacement if needed will be contracted by BCSA

All work is being done on the Eastern side of the sewage ejection lift station that’s located at 80956 Hwy 70 in Beckwourth, California and any references to the “left hand side” in the proposal should be interpreted as the Eastern side.

**EXHIBIT “B”  
Fee Schedule**

Amount		Per Hour	Maximum
3	underground plumbing technicians for a maximum of 48 hours of labor @ \$280.00 per hour (includes 3 technicians and any and all travel time that is spent and used driving to and from the job),	280	13,440
3	confined space certified plumbing technicians for a maximum of 36 hours of labor @ \$600.00 per hour (includes 3 technicians and any and all travel time that is spent and used driving to and from the job),	600	21,600
1	supervisor for a maximum of 12 hours of labor @ \$90.00 per hour (includes one supervisor and any and all travel time that is spent and used driving to and from the job	90	1080
1	a maximum of 4 days of use of our heavy equipment at @ \$650.00 per day (Includes our CDL driver, 12 yard dump truck, equipment trailer, mini excavator and Bobcat or backhoe, Wacker, and concrete saw),	650/day	2600
1	concrete core drilling work	unknown	2250
1	a maximum of \$250.00 for safety barricades and caution tape		250
1	a maximum of 3 days of use of our confined space safety equipment @\$500.00 per day	500/day	1500
1	a maximum of 3 days of use of some safety shoring equipment @ \$575.00 per day	575/day	1725
1	a maximum of \$6,850.00 for plumbing material	unknown	6850
1	a maximum of \$276.00 for crushed rock	unknown	276
1	\$350.00 for dumping fees	unknown	350
1	one crane truck for one 8 hour day of use @ \$3,686.00 for the 8 hour day (includes travel time that is spent and used driving to and from the job)	3686/day	3686
<b>TOTAL MAX:</b>			<b>55,607</b>

The bid contains a 36-hour minimum charge for our underground crew, a 28 hour minimum charge for our confined space certified plumbing technicians, an 8 hour minimum charge for our supervisor, a 3 day minimum charge for our heavy equipment, a minimum of \$3,686.00 for the crane truck and a \$350.00 minimum charge for the dumping fees.

Proposed fee schedule is based on performing all work as written and described in the proposed work areas. Additional work that is not specifically written or described in the response bid (attached as Exhibit C) is not included in the bid price and if any additional work is needed, the job will stop, customer will be informed and a written quote with the additional work and price will be submitted and approved by County before performing any supplemental work.



**PLUMBING ~ HEATING**  
**and**  
**DRAIN SERVICES**

**PROPOSAL**

NV Contractors Lic 24184  
 CA Contractors Lic 783823  
 NV Excavation Lic 0057304  
 NV Mfgd Housing Lic B0703

Plumbing, Heating & Sewer Contractors  
 1553 Hymer Avenue  
 Sparks, NV 89431

Phone (775) 331-3933  
 Fax (775) 331-5584  
 www.JetPlumbing.com

Phone	5306165588	Date	3/9/2023
Job Location	80956 HIGHWAY 70 BECKWOURTH CA Estimator Tommy		
Job #	355077		

TO: BECKWOURTH COMMUNITY SERVICE A  
 1834 E MAIN ST  
 QUINCY CA 95971

**We hereby submit specifications and estimates for:**

TIME AND MATERIAL BID PRICE TO EXCAVATE AND RE-PIPE THE CUSTOMER'S SEWAGE EJECTION LIFT STATION AND INSTALL THE NEW CUSTOMER SUPPLIED VAUGHAN SUBMERSIBLE CHOPPER SEWAGE PUMP:  
 To be fair with our customer we feel the best way to bid the job is at a time and material basis. Meaning the time and material it will take to perform the work and make the needed repairs. The time and material proposed price given is being based on three underground plumbing technicians for a maximum of 48 hours of labor @ \$280.00 per hour (includes 3 technicians and any and all travel time that is spent and used driving to and from the job), three confined space certified plumbing technicians for a maximum of 36 hours of labor @ \$600.00 per hour (includes 3 technicians and any and all travel time that is spent and used driving to and from the job), one supervisor for a maximum of 12 hours of labor @ \$90.00 per hour (includes one supervisor and any and all travel time that is spent and used driving to and from the job), a maximum of 4 days of use of our heavy equipment at @ \$650.00 per day (Includes our CDL driver, 12 yard dump truck, equipment trailer, mini excavator and Bobcat or backhoe, Wacker, and concrete saw), a maximum of \$2,250.00 for concrete core drilling work, a maximum of \$250.00 for safety barricades and caution tape, a maximum of 3 days of use of our confined space safety equipment @ \$500.00 per day, a maximum of 3 days of use of some safety shoring equipment @ \$575.00 per day, a maximum of \$6,850.00 for plumbing material, a maximum of \$276.00 for crushed rock, a maximum of \$350.00 for dumping fees and tax and a maximum of one crane truck for a maximum one 8 hour day of use @ \$3,686.00 for the 8 hour day (includes travel time that is spent and used driving to and from the job). Note: When we called and got an estimate from the crane company we asked them for an 8 hour price. Due to this the bid price given is based on the crane company spending and using a maximum of 8 hours of labor on the job (includes any kind of travel time to and from the job). If it is found that the crane company ends up spending and using more time than the 8 hours we are quoting then the customer will be charged the extra time the crane company uses and charges us as an unknown job extra cost. Note: We really don't think this will happen or be an issue but you never know because a lot of stuff can happen on jobs like these.

Also please note that even though this is a time and material bid price the job will still have a 36 hour minimum charge for our underground crew, a 28 hour minimum charge for our confined space certified plumbing technicians, an 8 hour minimum charge for our supervisor, a 3 day minimum charge for our heavy equipment, a minimum of \$3,686.00 for the crane truck and a \$350.00 minimum charge for the dumping fees. This was verbally explained to Rob when we talked to him on the phone.

\*\*\* This is a time and material bid. Customer will be charged for labor and material spent and used working on the job. \*\*\*

THE WRITTEN PROPOSED DESCRIPTION OF WORK TO BE DONE:

<b>We Propose</b> hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:	<b>\$56,150.00</b>
Payment to be made as follows: Half down is required prior to scheduling the job. The complete balance of the job is due and must be paid upon the completion of the job. Please be sure to read all of the very important job notes that are written above.	

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be excuted only upon written approval from owner or owners agent and will bcomes an extra change over and above this proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Commensation Insurance.

Authorized Signature

Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PLUMBING ~ HEATING**  
**and**  
**DRAIN SERVICES**

**PROPOSAL**

NV Contractors Lic 24184  
 CA Contractors Lic 783823  
 NV Excavation Lic 0057304  
 NV Mfgd Housing Lic B0703

Plumbing, Heating & Sewer Contractors  
 1553 Hymer Avenue  
 Sparks, NV 89431

Phone (775) 331-3933  
 Fax (775) 331-5584  
 www.JetPlumbing.com

Phone	5306165588	Date	3/9/2023
Job Location	80956 HIGHWAY 70 BECKWOURTH CA Estimator Tommy		
Job #	355077		

TO: BECKWOURTH COMMUNITY SERVICE A  
 1834 E MAIN ST  
 QUINCY CA 95971

**We hereby submit specifications and estimates for:**

Work is to consist of marking the known outside excavation areas with marking paint and we are to notify Underground Service Alert (USA) and have them try and locate all the buried outside underground utilities that might be in our related work areas as required by law prior to saw cutting, jack hammering or performing any excavation work. Supply and place traffic signs, safety barricades and caution tape as needed in order to redirect foot traffic around and away from our related work areas and to try help protect our outside work area that is located at 80956 Hwy 70 in Beckwourth California.

On the left hand side of the sewage ejection lift station that's located at 80956 Hwy 70 in Beckwourth California at the area and location where Rob Thorman of the Plumas County Public Works Department showed us where their old existing 4" pressurized drain line connects and ties onto their old existing 6" pressurized sewer line we are to take apart and remove of any of the old existing fencing that is needed in order for us to perform our excavation work. On the left hand side of the sewage ejection lift station that's located at 80956 Hwy 70 in Beckwourth California at the area and location where Rob Thorman of the Plumas County Public Works Department showed us where their old existing 4" pressurized drain line connects and ties onto their old existing 6" pressurized sewer line we are to cut out, remove and dispose of any live vegetation that is needed in order for us to perform our excavation work. Supply, install and lay some visqueen down on the ground as needed in order to try and help protect our work area and to give our technicians a place to put their excavation spoils only if it is found that it is needed. On the left hand side of the sewage ejection lift station that's located at 80956 Hwy 70 in Beckwourth California at the area and location where Rob Thorman of the Plumas County Public Works Department showed us where their old existing 4" pressurized drain line connects and ties onto their old existing 6" pressurized sewer line we are to excavate a maximum of a 12' long X 8' wide X 7' deep hole and we are to try and completely expose the customers old existing pressurized outside underground sewer main piping.

Once the old existing pressurized sewer main piping has been completely exposed we are to completely shut down all power to the customers old existing sewage ejection lift station using the breaker panel that's located and sits on the left hand side of the customers sewage ejection lift station building.

In our outside excavation hole we are to cut out, remove and dispose of a maximum of a 10' section of the customers old existing pressurized drain piping that is located down inside our written proposed excavation hole.

Enter into the sewage ejection lift station room and we are to disconnect, cut out, remove and dispose of the old existing ground level pump

<b>We Propose</b> hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:	<b>\$56,150.00</b>
Payment to be made as follows:	
Half down is required prior to scheduling the job. The complete balance of the job is due and must be paid upon the completion of the job. Please be sure to read all of the very important job notes that are written above.	

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be excuted only upon written approval from owner or owners agent and will bcomes an extra change over and above this proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Commensation Insurance.

Authorized Signature

Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PLUMBING ~ HEATING**  
**and**  
**DRAIN SERVICES**

**PROPOSAL**

NV Contractors Lic 24184  
 CA Contractors Lic 783823  
 NV Excavation Lic 0057304  
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 1553 Hymer Avenue  
 Sparks, NV 89431

Phone (775) 331-3933  
 Fax (775) 331-5584  
 www.JetPlumbing.com

Phone	5306165588	Date	3/9/2023
Job Location			
80956 HIGHWAY 70		CA	
Estimator Tommy			
Job #	355077		

TO: BECKWOURTH COMMUNITY SERVICE A  
 1834 E MAIN ST  
 QUINCY CA 95971

**We hereby submit specifications and estimates for:**

equipment that is no longer in use.

Set up our confined space safety equipment and we are to get it ready to enter down into the customers sewage ejection lift station. Once the confined space safety equipment has been set up we are to enter down into the customers sewage ejection lift station.

Drop down inside the customers sewage ejection lift station we are to cut out, remove and dispose both of the old existing check valves, all of the old existing vertically and horizontally installed drain piping and the old existing pump volute that's located and sits down inside the customers sewage ejection lift station. Cut out, remove and dispose of the old existing rail system only if it is found that it is needed.

Once the written above work has been performed we are to core drill a maximum of 2 holes through the customers concrete sewage ejection lift station pit "only" if it is found that it is needed. Once and "if" the holes have been drilled we are to drop the new customer supplied 3" 230V 3HP Vaughan submersible chopper sewage pump down into the customers sewage old existing sewage ejection pit.

Once the new customer supplied chopper pump has been placed down inside the customer's old existing lift station we are to supply and install some new non-existing 3" schedule 80 PVC drain piping. The new schedule 80 PVC drain piping that we are to supply and install is to run from the new customer supplied chopper pump and the old existing sewage ejection pump that's located down at the bottom of the customers sewage ejection pit, run up to the old existing drain lines or the holes we might have core drilled through the customers concrete lift station wall, run through the old existing drain lines or through the holes we might have core drilled through the customers concrete lift station wall and they area to run over and out to the excavation hole we dug on the exterior left hand side of the customers lift station.

Once the new 3" schedule 80 drain piping has been installed we are to supply and install new some additional drain pipe, drain fittings and the related material that is needed in order to connect and tie the new 3" schedule 80 drain piping that we supplied and installed and we are to hook it up to the old and new sewer pumps that are located down inside the customers sewage ejection lift station and to the old existing 6" pressurized sewer main line that's located down inside the excavation hole that's located on the exterior left hand side of the customers old existing lift station.

In the customer's sewage ejection lift station we are to supply and install some new non-existing uni-strut in order to try and help support and secure the new 3" vertically installed schedule 80 drain piping that we installed.

<b>We Propose</b> hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:	<b>\$56,150.00</b>
Payment to be made as follows:	
Half down is required prior to scheduling the job. The complete balance of the job is due and must be paid upon the completion of the job. Please be sure to read all of the very important job notes that are written above.	

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be excuted only upon written approval from owner or owners agent and will bcomes an extra change over and above this proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Commensation Insurance.

Authorized Signature

\_\_\_\_\_  
 Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PLUMBING ~ HEATING**  
**and**  
**DRAIN SERVICES**

**PROPOSAL**

NV Contractors Lic 24184  
 CA Contractors Lic 783823  
 NV Excavation Lic 0057304  
 NV Mfgd Housing Lic B0703

Plumbing, Heating & Sewer Contractors  
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TO: BECKWORTH COMMUNITY SERVICE A  
 1834 E MAIN ST  
 QUINCY CA 95971

**We hereby submit specifications and estimates for:**

In our outside excavation hole we are to supply and install some new quickcrete around the new sewer piping that penetrates through and out of the customers old existing left station. In our outside excavation hole we are to supply and install some new sewer pipe, fittings and the related material that is needed in order to cap and abandon the customer's old existing 4" pressurized sewer main piping only if it is found that it is needed.

At the control panel that's located inside the left station building we are to connect the new chopper pumps wiring on to the new sewage ejection lift station control panel that the customer had installed by another contractor.

Once the written above work has been performed we are to restore all power to the customer's sewage ejection lift station and we are to visually check and inspect our work and make sure the old and the new pumps are working and make sure our work is leak free.

At our outside excavation hole we are to supply, install some new 3/4" crush rock. The new 3/4" crushed rock that we are to supply and install is being installed in order to try and help prevent future settling of the new sewer piping we installed. Backfill and compact our excavation hole using some additional 3/4" crushed rock and some of the native soils that we removed. Completely remove and dispose of any leftover excavation spoils we have and we are to haul them away to an approved dump site/location. Rake out our related work areas in order to complete the job.

The proposed price given is for the written above work only and it doesn't include any additional work that's not specifically written or described in the bid. Additional work that's not specifically written or described in the bid is not included in the bid price we are giving our customer and it will be considered as an unknown job extra cost if it is found that it is needed. Please be sure to read all of the very important job notes that are written below.

**NOTES OF THE JOB:**

1. The proposed price given doesn't include removing or reinstalling the lift stations roof top and it must be done by others.
2. The rooftop must be removed before we get to the job. If the roof isn't removed before we get the job the customer will be charged for any and all of the standby time we have waiting for the roof to get removed. Standby time is chargeable time and the customer will be charged for any and all time that is spent and used waiting for the roof to get removed.

**We Propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **\$56,150.00**

Payment to be made as follows:  
 Half down is required prior to scheduling the job. The complete balance of the job is due and must be paid upon the completion of the job. Please be sure to read all of the very important job notes that are written above.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be excuted only upon written approval from owner or owners agent and will bcomes an extra change over and above this proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Commensation Insurance.

Authorized Signature

*J. Simkins*  
 \_\_\_\_\_  
 Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PLUMBING ~ HEATING**  
**and**  
**DRAIN SERVICES**

**PROPOSAL**

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80956 HIGHWAY 70		CA	
Estimator Tommy			
Job #	355077		

TO: BECKWORTH COMMUNITY SERVICE A  
1834 E MAIN ST  
QUINCY CA 95971

**We hereby submit specifications and estimates for:**

- The proposed price given doesn't include installing the new control panel that's required to make the new 3" 230V 3HP Vaughan submersible chopper sewage pump work. The new control panel must be installed by others and it's not included in the bid price we are giving. The only electrical work we will do is hook the new pump wiring on to the new control panel.
- The proposed price given doesn't include any kind of electrical installs or work and it must be done by others. The only electrical work we will do is hook the new chopper pump wiring on to the new panel the customer had installed.
- When we met with Rob he said he would have a couple of their pump trucks on standby in case we need stuff pumped down.
- The proposed price given doesn't include cutting out, removing or replacing any of the wooden/wire fencing that's located and sits next to our outside excavation area. If it is found that any of the old existing wooden/wire fencing needs to be removed, reinstalled or replaced it will have to be done by the customer and its not included in the bid price.
- For the safety of our plumbers and subcontractors the proposed price given is based on performing all work when the weather is good. Meaning we can't do this job if it's raining, snowing or if there is snow on the ground. If we tried doing the work during bad weather conditions it's super possible the job could go bad and we aren't going to take that chance.
- If it is found that additional work is needed due to unforeseen problems, the job will stop, the customer will be informed and given a new bid price to complete the job as needed. We will not continue on without getting authorization first.
- Once we have a signed proposal, please allow our office staff time to schedule the work and special order material.
- Proposed price is based on normal digging conditions only. If it is found that there is some type of obstruction that slows down the digging process, some type of obstruction preventing us from digging or that additional manpower and equipment is needed the job will stop, the customer informed and given an additional price to complete the job.
- Proposed price is based on performing work during regular business hours only. (Mon thru Fri. 8:00 A.M. to 5:00P.M.)
- Price is based on installing the new piping using the existing grade levels that we have to work with underground.
- If it is found that the customer's sewer line has settled and that we have no proper pipe grade levels to work with in order to install the new line, the job will stop, the customer will be informed and given an additional bid price to complete the job.
- Proposed price given is based on performing all work as written and described in our proposed work areas. Additional work that's not specifically written or described in the bid is not included in the bid price we are giving our customer.
- Proposed price given is based on performing all work as written and described in the bid. Once the line is exposed if we should find that additional piping needs to be cut out and replaced the job will stop, the customer will be informed and given an additional bid price to make repairs as needed. Additional repairs not written in the bid in not included in the bid price.
- When working in this area it is sometimes found when excavating that there are really big and a massive amount of rocks. If when

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All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be excuted only upon written approval from owner or owners agent and will bcomes an extra change over and above this proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Commensation Insurance.

Authorized Signature

Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PLUMBING ~ HEATING  
and  
DRAIN SERVICES**

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Job #	355077		

TO: BECKWOURTH COMMUNITY SERVICE A  
1834 E MAIN ST  
QUINCY CA 95971

**We hereby submit specifications and estimates for:**

excavating we should find or hit some type of obstruction that slows down the digging process, something that is preventing us from digging or that additional manpower and equipment is needed the job will stop, the customer informed and given an additional price to complete the job. If this should happen it will be considered and charged as a job extra cost/charge.

17. When working we will do our very best to not hit, break or cause any kind of secondary damage to any existing underground utilities. However, if something should get hit or damaged, we at Jet Plumbing, Heating and Drain Services cannot and will not be held responsible for any repairs, costs, or charges. If this should happen it will be a job extra cost.

18. Obviously we will do our very best not to cause or create any kind of secondary damage to the customers property or the neighbor's property when we are doing our work. However, if something should get hit or damaged, we at Jet Plumbing, Heating and Drain Services cannot and will not be held responsible for any repairs, costs, or charges.

19. Proposed price is for the written work that is described. Non listed or written work is not included in the bid price given.

20. There is a 1 year warranty on new piping we install. A one year warranty is given on labor, mechanical fittings and equipment (first year only). Warranty is based on material and workmanship and material defects only. Dirt, freeze breaks or vandalism repairs are not included. Warranty is based on workmanship and installation of material that we supply and install.

21. No warranties can be given on the old existing drain piping and pump that we will be forced to tie on and connect to.

22. No warranties can be given on any of the material that the customer supplies us with.

23. No warranty can be given on the customer's old existing pump system that will be left in place/use.

24. Proposed price is based on performing all work that is written and described in our written proposal. If it is found that additional piping needs to be replaced once the line is exposed, the job will stop, the customer will be informed and given an additional bid price to complete the job. If this should happen it will be considered as a job extra cost.

25. Currently it is completely unknown if there are any underground utilities that might be stopping, blocking or preventing us from performing the proposed work. If it is found that we must come up with a new game plan to excavate the proposed work area the job will stop, the customer will be informed and given an additional bid price to perform the work.

26. Proposed price does not include any kind of live vegetation replacements (trees, bushes, grass, etc.)

27. If there is standby time caused by waiting for access, the customer will be charged a job extra cost. Any and all standby time waiting for our customer will be charged as a job extra cost that's not included in the bid price given.

28. The proposed price given is being based on excavating a maximum of 12' long X 8' wide X 7' deep hole on the exterior left hand side of the customers lift station room. Additional excavation work might be charged as a job extra cost.

29. Proposed price given is based on performing all work as needed in our written proposed excavation hole. If it is found that additional

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Authorized Signature

Jessica Simkins

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TO: BECKWOURTH COMMUNITY SERVICE A  
 1834 E MAIN ST  
 QUINCY CA 95971

**We hereby submit specifications and estimates for:**

30. piping must be replaced, the job will stop, the customer will be informed and given an additional bid price. The proposed price given is to perform all work as written and described in the proposal. The proposed price does not include any additional work that's not specifically written or described in the bid. Additional work will be a job extra cost.
31. Proposed price does not include removing or replacing any of the existing sewer piping that is located outside of our written proposed and described work area. Additional non listed pipe removal and replacements are not included in the bid.
32. Proposed price does not include repairs or replacements of any unknown underground oil tank or oil tank lines.
33. The time and material proposed price given is being based on three underground plumbing technicians for a maximum of 48 hours of labor @ \$280.00 per hour (includes 3 technicians and any and all travel time that is spent and used driving to and from the job), three confined space certified plumbing technicians for a maximum of 36 hours of labor @ \$600.00 per hour (includes 3 technicians and any and all travel time that is spent and used driving to and from the job), one supervisor for a maximum of 12 hours of labor @ \$90.00 per hour (includes one supervisor and any and all travel time that is spent and used driving to and from the job), a maximum of 4 days of use of our heavy equipment at @ \$650.00 per day (Includes our CDL driver, 12 yard dump truck, equipment trailer, mini excavator and Bobcat or backhoe, Wacker, and concrete saw), a maximum of one crane truck for a maximum one 8 hour day of use @ \$3,686.00 for the 8 hour day (includes travel time that is spent and used driving to and from the job). A maximum of \$2,250.00 for concrete core drilling work, a maximum of \$250.00 for safety barricades and caution tape, a maximum of 3 days of use of our confined space safety equipment @ \$500.00 per day, a maximum of 3 days of use of some safety shoring equipment @ \$575.00 per day, a maximum of \$6,850.00 for plumbing materials, a maximum of \$276.00 for crushed rock, a maximum of \$350.00 for dumping fees and tax.
34. This is a time and material bid. Customer will be charged for labor and material spent and used working on the job. However please note that even though this is a time and material bid price the job will still have a 36 hour minimum charge for our underground crew, a 28 hour minimum charge for our confined space certified plumbing technicians, an 8 hour minimum charge for our supervisor, a 3 day minimum charge for our heavy equipment, a minimum of \$3,686.00 for the crane truck and a \$350.00 minimum charge for the dumping fees. This was verbally explained to Rob when we talked to him on the phone.
35. When we called and got an estimate from the crane company we asked them for an 8 hour price. Due to this the bid price given is based on the crane company spending and using a maximum of 8 hours of labor on the job (includes any kind of travel time to and from the job). If it is found that the crane company ends up spending and using more time than the 8 hours we are quoting the customer will be charged the extra time as an unknown job extra cost. Note We don't think this will happen.
36. The proposed price given is based on a special reduced plumbing rate in order to be fair and make the bid price more appealing to our customer. If it is found that additional time and materials are needed in order to make the repairs, the job will stop, the customer will be

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Authorized Signature

Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PLUMBING ~ HEATING**  
**and**  
**DRAIN SERVICES**

**PROPOSAL**

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TO: BECKWOURTH COMMUNITY SERVICE A  
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**We hereby submit specifications and estimates for:**

- informed and given an additional bid price to complete the job.
37. The proposed price given is for the written above work only and it doesn't include any additional work that's not specifically written or described in the bid. Additional work that's not specifically written or described in the bid is not included in the bid price we are giving our customer and it will be considered as an unknown job extra cost if it's needed.
38. If it is found that additional time and materials are needed in order to make the repairs, the job will stop, the customer will be informed and given an a verbal and hand written price to complete the job. Additional time, material and equipment isn't included. Additional, time, material, equipment and crane company hours isn't included in the bid price.
39. Some of the stuff that's written in the proposal might not have been verbally explained to the customer. However the information is written in the proposal we sent our customer and the way we look at it is the customer did receive and get the information because it's written and described in the bid price we sent our customer.
40. By signing the proposal the customer has read, agrees and understands all that is written in the proposal and job notes.

**EXCLUSIONS:** Repair, replacement or installation of, drywall, paint, tape, texture, cabinets, walls, drywall, flooring, tile, carpet, floor coverings, toilet flanges, wood, wood framing, metal framing, electrical, recirculation pumps, water valves, failed manometer repairs, plugged drains, toilets, water lines, existing plumbing, existing well pump system and equipment, non-written or non-listed repairs or work that's not specifically written or described in the proposal, existing drain system, plugged drains, sediment blockages, sediment built-up, plugged drain damages, unknown underground utility repairs or replacements, electrical systems, existing plumbing fixtures, flooding, secondary damage repairs or costs, leak locates, lead testing, asbestos testing, lateral sewer line replacements, fence replacements, concrete walls, live vegetation repairs or replacements, etc., etc.

**We Propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **\$56,150.00**

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Authorized Signature

Jessica Simkins

**Note: This proposal may be withdrawn by us if not accepted within 30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

**CONTRACTOR:**

Jet Services, Inc.,  
a Nevada Corporation,  
DBA Jet Plumbing & Drain Service

By: James Walker  
Name: James Walker  
Title: CEO & CFO  
Date signed: 3-24-2023

**Beckwourth CSA:**

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 3/22/2023  
Deputy County Counsel



Beckwourth CSA currently has loans from the general fund from 2016, 2017 and 2022 totaling \$61,000 and a loan through RCRC totaling \$100,000 for grant cash flow which is required to be repaid no later than December 31, 2023. If the remaining emergency repair and pump repair costs listed on the attached sheet is reimbursed by ARPA funds, \$119,837 additional funding, BCSA's cash balance will dip to a projected cash balance of \$50,000 in December 2023.

On March 17, 2023, the operator observed and reported the main sewer pond overflowing to the center portion of the property and did not leave the sewer pond property. Staff contracted with Wilburn Construction to set a 6 inch water pump to pump the main pond effluent to the three backup ponds. The total cost through April 7<sup>th</sup> totals \$9,073.35, not including staff time.

Beckwourth CSA has no mechanism for repaying the \$61,000 loans plus interest to the General Fund without conducting a proposition 218 process to raise the sewer fees. Raising fees to all 72 connections by \$14 per month would take 5 years to pay off the \$61,000 in loans, not including interest. Including interest would require in excess of a 33% rate increase over the current rate of \$44.50 per month.

If \$119,837 in additional ARPA funds are not approved, Beckwourth CSA would need additional loans from the General Fund totaling \$100,000, raise rates further or other source of funding. Beckwourth CSA customers paying this through increased rates would require an increase of \$23 per month for all 72 connections for 5 years. This additional fee along with increase to pay off \$61,000 in current debt would raise the base monthly fee from \$44.50 to \$81.50 per month.

Enclosure

# BCSA ARPA FUNDS

3/22/2023

Labor 19/20	1058.58	
Replace pump	\$4,117.33	
Labor 20/21	\$2,095.39	
Jet Plumbing	\$2,196.00	
Plumas Sanitation	\$1,715.00	
Plumas Sanitation	\$1,575.00	
Jet Plumbing	\$1,646.00	
Plumas Sanitation	\$4,040.00	
Jet Plumbing	\$4,966.46	
	\$23,409.76	5/10/21 Memo

Easy Rooter	\$1,650.00	
Jet Plumbing	\$3,334.83	
Labor Sept 2021	\$513.84	
	\$5,498.67	9/24/21 Memo

Plumas Sanitation	\$1,980.00	
Easy Rooter	\$2,100.00	
Jet Plumbing	\$2,096.00	
Labor Oct 2021	\$914.35	
	\$7,090.35	10/25/21 Memo

**Total ARPA previously applied for \$35,998.78**

Plumas Sanitation	\$4,830.00	May 2022
Jet Plumbing	\$2,143.29	May 2022
Plumas Sanitation	\$4,655.00	June 2022
Jet Plumbing	\$2,125.12	June 2022
Waters Pump	\$1,140.00	July 2022
Waters Pump	\$1,455.00	July 2022
Plumas Sanitation	\$2,660.00	July 2022
Jet Plumbing	\$1,501.92	July 2022
Jet Plumbing	\$1,864.13	October 2022
Plumas Sanitation	\$5,975.00	October 2022
Labor May-Oct 2022	\$3,479.53	

**Total additional expenses \$31,828.99**

Estimated cost of new pump		
NCE Engineers	\$6,500.00	
Sewer pump	\$17,359.26	
Jet Plumbing	\$56,150.00	
Waters Pump Truck	\$2,300.00	
Roof removal	\$1,200.00	
Estimated labor	\$1,500.00	
<b>Total Estimated pump costs</b>	<b>\$85,009.26</b>	

**Total Expenses and estimated expenses to date \$152,837.03**



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

---

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

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

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize a supplemental budget transfer of \$53,045.68 from the General Fund for (20120 / 521334) OHV Trail Grant management in partnership with Sierra Buttes Trail Stewardship; reviewed and approved by Plumas County Auditor/Controller, general fund impact is refundable by California OHV Grant funding; discussion and possible action. Four/ fifths roll call vote

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**Recommendation:**

Approve supplemental budget transfer from General Fund of \$53,045.68 for 20120 / 521334 OHV Trail Grant management in partnership with Sierra Buttes Trail Stewardship.

**Background and Discussion:**

Sierra Buttes Trail Stewardship (SBTS) is a CA state OHV grant-funded, non-profit organization located in Quincy that has been partnered with Plumas County since FY14/15 when SBTS requested the county be the grant administrator after Plumas National Forest fell out of 'good standing' with CA OHV; grant administration was assigned to Facility Services at that point. SBTS has been growing ever since, planning, creating, and maintaining more and more trail systems within the county; mostly in the Quincy area. SBTS added another field crew in FY21/22 and again in FY22/23 with 20 full-time, year-round local employees currently. The trails that SBTS creates bring tourists to the county for some great outdoor recreation in Plumas leading to tax revenue gained for the county.

Funds expended by Plumas County to facilitate SBTS operations are 100% reimbursed by CA OHV along with administrative fees for Facility Services staff time. Recently, SBTS turned in its final invoice for FY22/23 totaling \$119,592 which will exceed the approved OHV budget of \$300,000 by \$53,045.68. Currently, Plumas County has expended \$233,454.22 this FY and has been reimbursed for \$151,241.12 with \$4,878.87 of the reimbursed funds going towards Facility Services' staff time. There are 2 payments totaling \$87,091.97 currently outstanding that have been submitted by SBTS to CA OHV for review and reimbursement to the county. SBTS confirms that all outstanding payments due to the county will be reimbursed by the end of FY22/23. Therefore, Facility Services respectfully requests the additional funding for this program be approved.

**Action:**

Approve supplemental budget transfer from General Fund of \$53,045.68 for 20120 / 521334 OHV Trail Grant management in partnership with Sierra Buttes Trail Stewardship.

**Fiscal Impact:**

This supplemental budget request will impact General Fund at first but General Fund will be reimbursed for the full amount prior to the end of FY22/23 plus administrative fees for Facility Services staff time.

**Attachments:**

1. 20230418091021

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Facility Services Dept. No: 20120 Date 4/13/2023

The reason for this request is (check one):

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

**TRANSFER FROM OR**  **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001			Use of Fund Balance	53,045.68
Total (must equal transfer to total)				53,045.68

**TRANSFER TO OR**  **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20120	521334	OHV Trail Grant	53,045.68
Total (must equal transfer to total)				53,045.68

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) See Board memo for explanation for request. \_\_\_\_\_

B) \_\_\_\_\_

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

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

Approved by Department Signing Authority: *[Signature]*

Approved/ Recommended  Disapproved/ Not recommended  
Auditor/Controller Signature: *[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.



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** JD Moore, Director of Facility Services  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize the Chair to sign Supplemental Services Agreement No. 11 between Plumas County and Brandley Engineering, for engineering services for the Runway 8-26 Joint Reseal project at Nervino Airport. Agreement not to exceed Sixty Five Thousand Five Hundred dollars and 00/100 (\$65,500.00) (County responsibility is 5.5% at \$3,602.50); approved as to form by County Counsel; discussion and possible action.

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**Recommendation:**

Approve and authorize Board Chair to sign Supplemental Services Agreement No. 11 between Plumas County and Brandley Engineering, for engineering services for the Runway 8-26 Joint Reseal project at Nervino Airport. Agreement not to exceed Sixty Five Thousand Five Hundred dollars and 00/100 (\$65,500.00); approved as to form by County Counsel.

**Background and Discussion:**

Plumas County entered into a Special Services Agreement with Brandley Engineering on November 1, 2018 (amended on June 1, 2021), with Engineer to perform engineering planning and design work, including design and construction supervision for the development of Rogers Field in Chester, Gansner Field in Quincy, and Nervino Airport in Beckwourth.

Supplemental Services Agreement (No. 11) shall include engineering services during bid and award, engineering during construction and final project closeout, and Resident Engineering, testing and inspection for the Reseal Joints in Runway 8-26 Pavements project at Nervino Airport in Beckwourth, California.

Supplemental Services Agreement No. 11 shall not exceed \$65,500.00; As this project is part of the Airport Capital Improvement Program (ACIP), FAA participation is 90% (\$58,950.00), State participation is 4.5% (\$2947.50), and County participation is 5.5% (\$3,602.50).

**Action:**

Facility Services & Airports respectfully requests that the Honorable Board of Supervisors approve Supplemental Services Agreement No. 11.

**Fiscal Impact:**

The County's participation is only 5.5% (\$3,602.50) of the total amount (\$65,500.00), so the fiscal impact will be minimal. There are sufficient funds available in the Airport budget to cover the costs.

**Attachments:**

1. Supplemental Agreement 11 - Nervino RW Joint Seal Construct.

**SUPPLEMENTAL SERVICES AGREEMENT NO. 11**

**(CONSULTING AIRPORT ENGINEER)**

THIS SUPPLEMENTAL AGREEMENT is made and entered into this 2 day of \_\_\_\_\_  
May, 2023, by and between PLUMAS COUNTY, hereinafter referred to as COUNTY, and BRANDLEY ENGINEERING, INC., hereinafter referred to as ENGINEER:

W I T N E S S E T H:

WHEREAS, County has entered into a Special Services Agreement dated the 1st day of November, 2018, and amended on June 1, 2021, with Engineer to perform engineering planning and design work, including design and construction supervision, for development of the Rogers Field, Chester; Gansner Field, Quincy, and Nervino Airport, Beckwourth, California, and

WHEREAS, County desires Engineer to perform specific services under the said Special Services Agreement,

NOW, THEREFORE, IN CONSIDERATION OF the covenants and agreements herein set forth, it is hereby agreed:

1. This agreement supplements said Special Services Agreement, and the terms of said Agreement apply hereto.

2. **Project**

The project covered by this Supplemental Services Agreement shall include engineering services during bid and award, engineering during construction and final project closeout, and Resident Engineering, Testing and Inspection for Reseal Joints in Runway 8-26 Pavements at Nervino Airport in Beckwourth, California.

3. **Scope of Work**

Engineer shall provide the services described in the Scope of Work attached hereto as **Exhibit "A" Scope of Work – Reseal Joints in Runway 8-26 Pavements – Engineering During Bid, Award, and Construction** and incorporated herein by reference.

4. **Compensation**

Engineer shall be paid in accordance with the fee schedule set forth in **Exhibit "B"** **Breakdown of Proposed Engineering Fees** attached hereto and made a part of this Agreement. Engineer's compensation shall in no case exceed Sixty Five Thousand Five Hundred dollars (\$65,500.00).

This work will be performed at standard billing rates shown in **Exhibit "C"** **Schedule of Charges** attached hereto and made a part of this Agreement.

5. **Time of Completion**

The Engineering Services during Construction and Final Project Closeout will be conducted during the entire construction phase. Final record drawings and final report will be prepared within thirty (30) calendar days of receipt of contractor's final redline drawings and closeout documents.

For the Construction Management services Engineer shall begin on the work assigned immediately after the construction contract is awarded and shall provide all construction management services required during the construction of this project.

6. **Federal Compliance Requirements**

The Federal Compliance Requirements are included in Exhibit D, Required Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects.

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

PLUMAS COUNTY, a political subdivision of the State of California

By \_\_\_\_\_  
Dwight Ceresola

Title Board Chair

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

"COUNTY"

ATTEST:

By \_\_\_\_\_  
Heidi White

Title Clerk of the Board

Date Signed \_\_\_\_\_

BRANDLEY ENGINEERING

  
\_\_\_\_\_  
Melissa Brandley, P.E., CFO, Secretary

Date Signed: 4-17-2023

"ENGINEER"

Approved as to form:

  
\_\_\_\_\_  
Joshua Brechtel  
Deputy County Counsel

## EXHIBIT A

### **NERVINO AIRPORT BECKWOURTH, CALIFORNIA**

#### **SCOPE OF WORK**

#### **Reseal Joints in Runway 8-26 Pavements – Engineering During Bid, Award, and Construction**

The project covered by this Agreement shall include the following work at Nervino Airport, Beckwourth, California:

- Reseal Joints in Runway 8-26 Pavements including Connector taxiways

The scope of work covered by this Agreement shall include the following:

Phase 1 – Project Formulation - DBE Program and Goal Calculation - Preparation of a Disadvantaged Business Enterprise (DBE) Program and goal calculation as required by 49 CFR Part 26. This will be included in the engineering scope under the proposed contract.

Phase 2 – Engineering Services During Bid and Award - The engineering design requirements during bid and award will include the following:

- ◆ Assist County in distributing final plans and specifications to prospective contractors
- ◆ Participate in a pre-bid meeting for all prospective contractors.
- ◆ Respond to any questions and comments from prospective contractors.
- ◆ Preparation of required addenda.
- ◆ Assist County in awarding contract including preparation of Abstract of Bids and evaluation of bids.

Phase 3 - Engineering Design Services During Construction and Project Closeout

- ◆ Participate in a pre-construction conference.
- ◆ Provide engineering surveillance of all construction operations, including attendance at weekly construction meetings, preparation of any change orders required, preparation of contractor pay estimates, preparation of F.A.A. reimbursement requests, review of all contractor submittals, and preparation of final as-constructed drawings and final engineer's report.

Phase 4 – Resident Engineering, Testing and Inspection - The Contractor will be required to furnish submittals for all materials proposed for use on the project and meet all requirements of the plans and specifications. The Engineer will provide all Quality Assurance Inspection, which will include the following:

- Furnish qualified Resident Project Representative to review and monitor all construction activities.
- Provide all inspection required as included in the quality assurance program including providing technicians and inspectors as required.
- Provide traffic safety inspectors and Safety Plan implementation.

EXHIBIT B

NERVINO AIRPORT  
BECKWORTH, PLUMAS COUNTY, CALIFORNIA

RESEAL JOINTS - RUNWAY 8-26 - CONSTRUCTION

BREAKDOWN OF ENGINEERING FEES

Staff	Hours	Rate	Total
<b><u>Project Formulation - DBE Program and Goal Calculation</u></b>			
DBE Program (Plumas County Airports)	L.S.	L.S.	\$ 1,660.00
DBE Goal Calculation (Specific to Airport)	L.S.	L.S.	6,000.00
Principal Engineer	2.50	\$ 300.00	750.00
<i>Total DBE Program &amp; Goal</i>			\$ 8,410.00
		Use	\$ 9,000.00
<b><u>Engineering During Bid and Award</u></b>			
Principal Engineer	10.0	\$ 300.00	\$ 3,000.00
Senior Engineer	6.0	180.00	1,080.00
Junior Engineer	5.0	120.00	600.00
Project Administrator	5.0	100.00	500.00
Clerical	5.0	85.00	425.00
Mileage	250.0	0.655	163.75
<i>Total - Engineering During Bid/Award</i>			\$ 5,768.75
		Use	\$ 6,000.00
<b><u>Engineering During Construction and Final Project Closeout</u></b>			
Principal Engineer	30.0	\$ 300.00	\$ 9,000.00
Senior Engineer	30.0	180.00	5,400.00
Project Administrator	10.0	100.00	1,000.00
Clerical	20.0	85.00	1,700.00
Mileage	500.0	0.66	327.50
<i>Total Engineering During Construction</i>			\$ 17,427.50
		Use	\$ 17,500.00
<b><u>Resident Engineering, Testing, and Inspection</u></b>			
Resident Engineer:			
Regular Time	115.0	\$ 190.00	\$ 21,850.00
Overtime	17.0	285.00	4,845.00
Apprentice			
Regular Time	20.0	95.00	1,900.00
Overtime	5.0	142.50	712.50
Per Diem	12.0	200.00	2,400.00
Vehicle Rental	12.0	50.00	600.00
Mileage	775.0	0.655	507.63
<i>Total Resident Engineering</i>			\$ 32,815.13
		Use	\$ 33,000.00
<b>TOTAL ENGINEERING FEES</b>			<b>\$ 65,500.00</b>

**EXHIBIT C  
 NERVINO AIRPORT  
 RESEAL JOINTS IN RUNWAY 8-26 PAVEMENTS  
 ENGINEERING DURING BID, AWARD, AND CONSTRUCTION**

**BRANDLEY ENGINEERING, INC.**

**SCHEDULE OF CHARGES**

Engineering Services

Project Formula – DBE Program and Goal Calculation	\$ 9,000
Engineering During Bid and Award	6,000
Engineering During Construction & Project Closeout	17,500
Resident Engineering, Testing and Inspection	<u>33,000</u>
 Total Proposed Engineering Fees Not to Exceed Without Prior Approval of County	      <u>\$65,500</u>

**STANDARD SCHEDULE OF HOURLY RATES**

Personnel

Principal Engineer .....	\$300.00/Hour
Senior Engineer .....	\$180.00/Hour
Junior Engineer .....	\$120.00/Hour
Senior Drafter.....	\$120.00/Hour
Junior Drafter .....	\$100.00/Hour
Laboratory Technician .....	\$90.00/Hour
Laboratory Apprentice .....	\$50.00/Hour
Project Administrator .....	\$100.00/Hour
Clerical.....	\$85.00/Hour
 Resident Engineer.....	 \$190.00/Hour
Apprentice.....	\$95.00/Hour

Travel and Equipment Rental

Per Diem .....	\$200/Day
Vehicle Rental.....	\$50.00/Day + \$0.655/Mile

Outside Consultants

Services by Outside Consultants.....	Cost + 10%
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**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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

**FROM:** JD Moore, Director of Facility Services

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize the Chair to sign Supplemental Services Agreement No. 12 between Plumas County and Brandley Engineering, for engineering services for the Runway 16-34 Joint Reseal project at Rogers Field. Agreement not to exceed Eighty Eight Thousand dollars and 00/100 (\$88,000.00), (County responsibility is 5.5% at \$4,840.00); approved as to form by County Counsel; discussion and possible action.

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**Recommendation:**

Approve and authorize Board Chair to sign Supplemental Services Agreement No. 12 between Plumas County and Brandley Engineering, for engineering services for the Runway 16-34 Joint Reseal project at Rogers Field. Agreement not to exceed Eighty Eight Thousand dollars and 00/100 (\$88,000.00); approved as to form by County Counsel.

**Background and Discussion:**

Plumas County entered into a Special Services Agreement with Brandley Engineering on November 1, 2018 (amended on June 1, 2021), with Engineer to perform engineering planning and design work, including design and construction supervision for the development of Rogers Field in Chester, Gansner Field in Quincy, and Nervino Airport in Beckwourth.

Supplemental Services Agreement (No. 12) shall include engineering services during bid and award, engineering during construction and final project closeout, and Resident Engineering, testing and inspection for the Reseal Joints in Runway 16-34 Pavements project at Rogers Field in Chester, California.

Supplemental Services Agreement No. 12 shall not exceed \$88,000.00; As this project is part of the Airport Capital Improvement Program (ACIP), FAA participation is 90% (\$79,200.00), State participation is 4.5% (\$3,960.00), and County participation is 5.5% (\$4,840.00).

**Action:**

Facility Services & Airports respectfully requests that the Honorable Board of Supervisors approve Supplemental Services Agreement No. 12.

**Fiscal Impact:**

The County's participation is only 5.5% (\$4,840.00) of the total amount (\$88,000.00), so the fiscal impact will be minimal. There are sufficient funds available in the Airport budget to cover the costs.

**Attachments:**

1. Supplemental Agreement 12 - Rogers RW Joint Seal Construct.

**SUPPLEMENTAL SERVICES AGREEMENT NO. 12**  
**(CONSULTING AIRPORT ENGINEER)**

THIS SUPPLEMENTAL AGREEMENT is made and entered into this 2 day of \_\_\_\_\_  
May, 2023, by and between PLUMAS COUNTY, hereinafter referred to as COUNTY, and BRANDLEY ENGINEERING, INC., hereinafter referred to as ENGINEER:

W I T N E S S E T H:

WHEREAS, County has entered into a Special Services Agreement dated the 1st day of November, 2018, and amended on June 1, 2021, with Engineer to perform engineering planning and design work, including design and construction supervision, for development of the Rogers Field, Chester; Gansner Field, Quincy, and Nervino Airport, Beckwourth, California, and

WHEREAS, County desires Engineer to perform specific services under the said Special Services Agreement,

NOW, THEREFORE, IN CONSIDERATION OF the covenants and agreements herein set forth, it is hereby agreed:

1. This agreement supplements said Special Services Agreement, and the terms of said Agreement apply hereto.

2. **Project**

The project covered by this Supplemental Services Agreement shall include engineering services during bid and award, engineering during construction and final project closeout, and Resident Engineering, Testing and Inspection for Reseal Joints in Runway 16-34 Pavements and Associated Pavements Between Runway and Hold Bars at Roger Field in Chester, California.

3. **Scope of Work**

Engineer shall provide the services described in the Scope of Work attached hereto as Exhibit "A" **Scope of Work – Reseal Joints in Runway 16-34 Pavements and Associated**

**Pavements Between Runway and Hold Bars – Engineering During Bid, Award, and Construction** and incorporated herein by reference.

4. **Compensation**

Engineer shall be paid in accordance with the fee schedule set forth in **Exhibit “B” Breakdown of Proposed Engineering Fees** attached hereto and made a part of this Agreement. Engineer’s compensation shall in no case exceed Eighty Eight Thousand dollars (\$88,000.00).

This work will be performed at standard billing rates shown in **Exhibit “C” Schedule of Charges** attached hereto and made a part of this Agreement.

5. **Time of Completion**

The Engineering Services during Construction and Final Project Closeout will be conducted during the entire construction phase. Final record drawings and final report will be prepared within thirty (30) calendar days of receipt of contractor’s final redline drawings and closeout documents.

For the Construction Management services Engineer shall begin on the work assigned immediately after the construction contract is awarded and shall provide all construction management services required during the construction of this project.

6. **Federal Compliance Requirements**

The Federal Compliance Requirements are included in Exhibit D, Required Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects.

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

PLUMAS COUNTY, a political subdivision of the State of California

By \_\_\_\_\_  
Dwight Ceresola

Title Board Chair

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

"COUNTY"

ATTEST:

By \_\_\_\_\_  
Heidi White

Title Clerk of the Board

Date Signed \_\_\_\_\_

BRANDLEY ENGINEERING

Melissa S Brandley  
Melissa Brandley, P.E., CFO, Secretary

Date Signed: 4-17-2023

"ENGINEER"

Approved as to form:

Joshua Brechtel  
Deputy County Counsel

## EXHIBIT A

### **ROGERS FIELD CHESTER, CALIFORNIA**

#### **SCOPE OF WORK**

#### **Reseal Joints in Runway 16-34 Pavements and Associated Pavements Between Runway and Hold Bars – Engineering During Bid, Award, and Construction**

The project covered by this Agreement shall include the following work at Rogers Field, Chester, California:

- Reseal Joints in Runway 16-34 Pavements and Associated Pavements Between Runway and Hold Bars including Connector taxiways

The scope of work covered by this Agreement shall include the following:

Phase 1 – Project Formulation - DBE Program and Goal Calculation - Preparation of a Disadvantaged Business Enterprise (DBE) Program and goal calculation as required by 49 CFR Part 26. This will be included in the engineering scope under the proposed contract.

Phase 2 – Engineering Services During Bid and Award - The engineering design requirements during bid and award will include the following:

- ◆ Assist County in distributing final plans and specifications to prospective contractors
- ◆ Participate in a pre-bid meeting for all prospective contractors.
- ◆ Respond to any questions and comments from prospective contractors.
- ◆ Preparation of required addenda.
- ◆ Assist County in awarding contract including preparation of Abstract of Bids and evaluation of bids.

Phase 3 - Engineering Design Services During Construction and Project Closeout

- ◆ Participate in a pre-construction conference.
- ◆ Provide engineering surveillance of all construction operations, including attendance at weekly construction meetings, preparation of any change orders required, preparation of contractor pay estimates, preparation of F.A.A. reimbursement requests, review of all contractor submittals, and preparation of final as-constructed drawings and final engineer's report.

Phase 4 - Resident Engineering, Testing and Inspection - The Contractor will be required to furnish submittals for all materials proposed for use on the project and meet all requirements of the plans and specifications. The Engineer will provide all Quality Assurance Inspection, which will include the following:

- Furnish qualified Resident Project Representative to review and monitor all construction activities.
- Provide all inspection required as included in the quality assurance program including providing technicians and inspectors as required.
- Provide traffic safety inspectors and Safety Plan implementation.

**EXHIBIT B**

**ROGERS FIELD  
CHESTER, PLUMAS COUNTY, CALIFORNIA**

**RESEAL JOINTS IN RUNWAY 16-34 PAVEMENTS AND ASSOCIATED  
PAVEMENTS BETWEEN RUNWAY AND HOLD BARS - CONSTRUCTION**

**BREAKDOWN OF ENGINEERING FEES**

Staff	Hours	Rate	Total
<b><u>Project Formulation - DBE Program and Goal Calculation</u></b>			
DBE Program (Plumas County Airports)	L.S.	L.S.	\$ 1,660.00
DBE Goal Calculation (Specific to Airport)	L.S.	L.S.	6,000.00
Principal Engineer	2.50	\$ 300.00	750.00
<i>Total DBE Program &amp; Goal</i>			\$ 8,410.00
		<i>Use</i>	\$ 9,000.00
<b><u>Engineering During Bid and Award</u></b>			
Principal Engineer	10.0	\$ 300.00	\$ 3,000.00
Senior Engineer	6.0	180.00	1,080.00
Junior Engineer	5.0	120.00	600.00
Project Administrator	5.0	100.00	500.00
Clerical	5.0	85.00	425.00
Mileage	300.0	0.655	196.50
<i>Total - Engineering During Bid/Award</i>			\$ 5,801.50
		<i>Use</i>	\$ 6,000.00
<b><u>Engineering During Construction and Final Project Closeout</u></b>			
Principal Engineer	40.0	\$ 300.00	\$ 12,000.00
Senior Engineer	35.0	180.00	6,300.00
Project Administrator	20.0	100.00	2,000.00
Clerical	25.0	85.00	2,125.00
Mileage	900.0	0.655	589.50
<i>Total Engineering During Construction</i>			\$ 23,014.50
		<i>Use</i>	\$ 24,000.00
<b><u>Resident Engineering, Testing, and Inspection</u></b>			
Resident Engineer:			
Regular Time	160.0	\$ 190.00	\$ 30,400.00
Overtime	34.0	285.00	9,690.00
Apprentice			
Regular Time	28.0	95.00	2,660.00
Overtime	7.0	142.50	997.50
Per Diem	16.0	200.00	3,200.00
Vehicle Rental	17.0	50.00	850.00
Mileage	1,200.0	0.655	786.00
<i>Total Resident Engineering</i>			\$ 48,583.50
		<i>Use</i>	\$ 49,000.00
<b>TOTAL - PROJECT NO. 1</b>			<b>\$ 88,000.00</b>

**EXHIBIT C  
Rogers Field  
RESEAL JOINTS IN RUNWAY 16-24 PAVEMENTS  
ENGINEERING DURING BID, AWARD, AND CONSTRUCTION**

**BRANDLEY ENGINEERING, INC.**

**SCHEDULE OF CHARGES**

Engineering Services

Project Formula – DBE Program and Goal Calculation	\$ 9,000
Engineering During Bid and Award	6,000
Engineering During Construction & Project Closeout	24,000
Resident Engineering, Testing and Inspection	<u>49,000</u>
 Total Proposed Engineering Fees Not to Exceed Without Prior Approval of County	     <u>\$88,000</u>

**STANDARD SCHEDULE OF HOURLY RATES**

Personnel

Principal Engineer .....	\$300.00/Hour
Senior Engineer .....	\$180.00/Hour
Junior Engineer .....	\$120.00/Hour
Senior Drafter.....	\$120.00/Hour
Junior Drafter .....	\$100.00/Hour
Laboratory Technician.....	\$90.00/Hour
Laboratory Apprentice.....	\$50.00/Hour
Project Administrator.....	\$100.00/Hour
Clerical.....	\$85.00/Hour
 Resident Engineer.....	 \$190.00/Hour
Senior Inspector.....	\$180.00/Hour
Apprentice.....	\$95.00/Hour

Travel and Equipment Rental

Per Diem.....	\$200/Day
Vehicle Rental.....	\$50.00/Day + \$0.655/Mile

Outside Consultants

Services by Outside Consultants.....	Cost + 10%
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**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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

**FROM:** JD Moore, Director of Facility Services

**MEETING DATE:** May 2, 2023

**SUBJECT:** Approve and authorize Board Chair to sign Supplemental Services Agreement No. 13 between Plumas County and Brandley Engineering, for engineering services required for the design of the New Beacon Tower and Beacon at Gansner Field. Agreement not to exceed Sixty Four Thousand dollars and 00/100 (\$64,000.00); (County responsibility is 5.5% at \$3,520.00); approved as to form by County Counsel; discussion and possible action.

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**Recommendation:**

Approve and authorize Board Chair to sign Supplemental Services Agreement No. 13 between Plumas County and Brandley Engineering, for engineering services required for the design of the New Beacon Tower and Beacon at Gansner Field. Agreement not to exceed Sixty Four Thousand dollars and 00/100 (\$64,000.00); approved as to form by County Counsel.

**Background and Discussion:**

Plumas County entered into a Special Services Agreement with Brandley Engineering on November 1, 2018 (amended on June 1, 2021), with Engineer to perform engineering planning and design work, including design and construction supervision for the development of Rogers Field in Chester, Gansner Field in Quincy, and Nervino Airport in Beckwourth.

Supplemental Services Agreement (No. 13) shall include engineering services required for the engineering design of the New Beacon Tower and Beacon at Gansner Field in Quincy, California.

Supplemental Services Agreement No. 13 shall not exceed \$64,000.00; As this project is part of the Airport Capital Improvement Program (ACIP), FAA participation is 90% (\$57,600.00), State participation is 4.5% (\$2,880.00), and County participation is 5.5% (\$3,520.00).

**Action:**

Facility Services & Airports respectfully requests that the Honorable Board of Supervisors approve Supplemental Services Agreement No. 13.

**Fiscal Impact:**

The County's participation is only 5.5% (\$3,520.00) of the total amount (\$64,000.00), so the fiscal impact will be minimal. There are sufficient funds available in the Airport budget to cover the costs.

**Attachments:**

1. Supplemental Agreement 13 - Gansner Beacon Tower and Beacon Design

**SUPPLEMENTAL SERVICES AGREEMENT NO. 13**

**(CONSULTING AIRPORT ENGINEER)**

THIS SUPPLEMENTAL AGREEMENT is made and entered into this 2 day of \_\_\_\_\_  
May, 2023, by and between PLUMAS COUNTY, hereinafter referred to as  
COUNTY, and BRANDLEY ENGINEERING, INC., hereinafter referred to as ENGINEER:

**W I T N E S S E T H:**

WHEREAS, County has entered into a Special Services Agreement dated the 1st day of November, 2018, and amended on June 1, 2021, with Engineer to perform engineering planning and design work, including design and construction supervision, for development of the Nervino Airport, Beckwourth; Gansner Field, Quincy, and Rogers Field, Chester, California, and

WHEREAS, County desires Engineer to perform specific services under the said Special Services Agreement,

NOW, THEREFORE, IN CONSIDERATION OF the covenants and agreements herein set forth, it is hereby agreed:

1. This agreement supplements said Special Services Agreement, and the terms of said Agreement apply hereto.

2. **Project**

The project covered by this Supplemental Services Agreement shall include engineering services required for the engineering design of the New Beacon Tower and Beacon at Gansner Field in Quincy, California.

3. **Scope of Work**

Engineer shall provide the services described in the Scope of Work attached hereto as **Exhibit "A" Scope of Work – New Beacon Tower and Beacon – Engineering Design** and incorporated herein by reference.

4. **Compensation**

Engineer shall be paid in accordance with the fee schedule set forth in **Exhibit "B"** **Breakdown of Proposed Engineering Fees** attached hereto and made a part of this Agreement. Engineer's compensation shall in no case exceed Sixty Four Thousand dollars (\$64,000.00).

This work will be performed at standard billing rates shown in **Exhibit "C"** **Schedule of Charges** attached hereto and made a part of this Agreement.

5. **Time of Completion**

The preparation of the engineering design, plans, and specifications will be completed within six (6) months of receipt of authorization to proceed.

6. **Federal Compliance Requirements**

The Federal Compliance Requirements are included in Exhibit D, Required Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects.

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

PLUMAS COUNTY, a political subdivision of the State of California

By \_\_\_\_\_  
Dwight Ceresola

Title Board Chair \_\_\_\_\_

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

"COUNTY"

ATTEST:

By \_\_\_\_\_  
Heidi White

Title Clerk of the Board \_\_\_\_\_

Date Signed \_\_\_\_\_

BRANDLEY ENGINEERING

  
\_\_\_\_\_  
Melissa Brandley, P.E., CFO, Secretary

Date Signed: 4-17-2023 \_\_\_\_\_

"ENGINEER"

Approved as to form:

  
\_\_\_\_\_  
Joshua Brechtel  
Deputy County Counsel

**EXHIBIT A**

**GANSNER FIELD  
QUINCY, CALIFORNIA**

**SCOPE OF WORK  
New Beacon Tower and Beacon – Engineering Design**

The project covered by this Agreement shall include the following work at Gansner Field, Quincy, California:

- New Beacon Tower and Beacon – Engineering Design

The scope of work covered by this Agreement shall include the following:

**Phase 1 - Preliminary Engineering:**

- ◆ Project Formulation – DBE Program and Goal Calculation
- ◆ Prepare environmental documents including Categorical Exclusion (NEPA)
- ◆ Preliminary Engineering/Project Scoping
- ◆ Geotechnical Studies

**Phase 2 - Engineering Design Through Preparation of Plans and Specifications**

- ◆ Perform complete engineering design.
- ◆ Prepare complete plans and specifications for this project, ready for bid
- ◆ Prepare Engineer's Report including engineer's estimate of construction costs for the proposed project and Construction Safety and Phasing Plan.

**EXHIBIT B**

**GANSNER FIELD  
QUINCY, PLUMAS COUNTY, CALIFORNIA**

**NEW BEACON TOWER AND BEACON - DESIGN**

**BREAKDOWN OF ENGINEERING FEES**

**New Beacon Tower and Beacon**

**Phase 1 - Preliminary Engineering**

***Project Formulation - DBE Program and Goal Calculation***

DBE Program (Plumas County Airports)	Lump Sum		\$ 1,080.00
DBE Goal Calculation (Specific to Airport)	Lump Sum		8,000.00
Principal Engineer	2.5 Hrs @	\$ 300.00	750.00
<i>Total DBE Program &amp; Goal</i>			<u>\$ 8,410.00</u>
<i>Total DBE Program &amp; Goal - Use</i>			<u>\$ 9,000.00</u>

***Environmental Studies - Cat Ex***

NEPA Project Manager	3.5 Hrs @	\$ 300.00	\$ 1,050.00
Principal Engineer	1 Hrs @	300.00	300.00
<i>Total Environmental Studies</i>			<u>\$ 1,350.00</u>
<i>Total Environmental Studies - Use</i>			<u>\$ 2,000.00</u>

***Preliminary Engineering/Project Scoping***

Principal Engineer	2 Hrs @	\$ 300.00	\$ 600.00
Senior Engineer	7 Hrs @	\$ 180.00	\$ 1,260.00
Project Administrator	2 Hrs @	100.00	200.00
<i>Total Project Scoping</i>			<u>\$ 2,060.00</u>
<i>Total Project Scoping - Use</i>			<u>\$ 2,000.00</u>

***Geotechnical Studies***

Drill Test Holes	Lump Sum		\$ 5,000.00
Resident Engineer	10 Hrs @	\$ 190.00	1,900.00
Per Diem	1 Day @	200.00	200.00
Mileage	300 Miles @	0.655	196.50
Principal Engineer	20 Hrs @	300.00	6,000.00
Junior Engineer (Lab)	28 Hrs @	120.00	3,360.00
Senior Drafter	4 Hrs @	120.00	480.00
Laboratory Apprentice (Lab)	8 Hrs @	50.00	400.00
Outside Laboratory Testing	Lump Sum		500.00
<i>Total Geotechnical Studies</i>			<u>\$ 18,036.50</u>
<i>Total Geotechnical Studies - Use</i>			<u>\$ 19,000.00</u>
<i>Total Preliminary Engineering</i>			<u>\$ 32,000.00</u>

**Phase 2 - Engineering Design:**

***Engineering Services up through Preparation of Plans, Specifications, and Reports***

Principal Engineer	40 Hrs @	\$ 300.00	\$ 12,000.00
Senior Engineer	25 Hrs @	180.00	4,500.00
Junior Engineer/Senior Drafter	20 Hrs @	120.00	2,400.00
Project Administrator	25 Hrs @	100.00	2,500.00
Clerical	30 Hrs @	85.00	2,550.00
Structural Subconsultant			2,000.00
Electrical Subconsultant			8,000.00
<i>Total Engineering Design</i>			<u>\$ 31,950.00</u>
<i>Total Engineering Design - Use</i>			<u>\$ 32,000.00</u>

***Total Engineering Fees*** \$ 64,000.00

**EXHIBIT C**

**Gansner Field  
NEW BEACON TOWER AND BEACON  
ENGINEERING DESIGN**

**BRANDLEY ENGINEERING, INC.**

**SCHEDULE OF CHARGES**

Engineering Services

Project Formulation – DBE Program and Goal Calculation	\$ 9,000
Environmental Studies – Cat Ex	2,000
Preliminary Engineering/Project Scoping	2,000
Geotechnical Studies	19,000
Engineering Design & Preparation of Plans and Specs	<u>32,000</u>
Total Proposed Engineering Fees Not to Exceed Without Prior Approval of County	<u>\$64,000</u>

**STANDARD SCHEDULE OF HOURLY RATES**

Personnel

Principal Engineer .....	\$300.00/Hour
Senior Engineer .....	\$180.00/Hour
Junior Engineer .....	\$120.00/Hour
Senior Drafter .....	\$120.00/Hour
Junior Drafter .....	\$100.00/Hour
Laboratory Technician .....	\$90.00/Hour
Laboratory Apprentice .....	\$50.00/Hour
Project Administrator .....	\$100.00/Hour
Clerical .....	\$85.00/Hour
Resident Engineer .....	\$190.00/Hour
Apprentice .....	\$95.00/Hour

Travel and Equipment Rental

Per Diem .....	\$200/Day
Vehicle Rental .....	\$50.00/Day + \$0.655/Mile

Outside Consultants

Services by Outside Consultants .....	Cost + 10%
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**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:** May 2, 2023

**SUBJECT:** Approve and authorize the Chair to ratify and sign an amendment to the Agreement Between Facility Services and Bob's Janitorial Services, to provide janitorial services for the Plumas County Sheriff's office; effective May 1, 2023; adding an additional \$19,200.00 per annually to the remainder of the existing contract; total contract not to exceed \$221,410.20 annually; discussion and possible action.

---

**Recommendation:**

Approve and authorize Board Chair to ratify and approve contract amendment back to May 1, 2023 between Facility Services and Bob's Janitorial for janitorial services at the Plumas County Sheriff's Office. Contract value not to exceed \$221,410.20 annually. Item not Approved as to Form by County Counsel.

**Background and Discussion:**

Per the request of the County Administrative Officer, Debra Lucero, and County Sheriff, Todd Johns, this contract amendment addresses janitorial services to be provided at the Sheriff's Administrative Office in Quincy. County Counsel has declined to approve this contract amendment due to CA Government Code 31000 but has stated that this contract amendment is correctly written in its content. Therefore, this department respectfully requests that this contract amendment be ratified back to May 1, 2023 and approved for signature by the Board Chair.

**Action:**

Approve and authorize Board Chair to ratify and approve contract amendment back to May 1, 2023 between Facility Services and Bob's Janitorial for janitorial services at the Plumas County Sheriff's Office. Contract value not to exceed \$221,410.20 annually. Item not Approved as to Form by County Counsel

**Fiscal Impact:**

This contract amendment has direct budgetary impact on Facility Services' budget as this service was not budgeted in the FY22/23 budget approval process. For the remainder of this Fiscal Year, Facility Services' budget will be impacted \$3,200 in additional charges for this service. It is this department's understanding that the Sheriff's Office allocated funds for this service in their budget and has agreed to reimburse this department for the additional expense of these services. Facility Services will then add this annual expense into its budget request for janitorial services in FY23/24. This contract amendment will increase janitorial services by \$19,200 annually.

**Attachments:**

1. 20230421092504

**SECOND AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND BOB'S JANITORIAL SERVICE**

This Second Amendment to Agreement ("Amendment") is made on May 1, 2023, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and Tim Ringo, a sole proprietor doing business as BOB'S JANITORIAL SERVICE ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and BOB'S JANITORIAL SERVICE have entered into a written Agreement dated September 7, 2021, (the "Agreement"), in which BOB'S JANITORIAL SERVICE agreed to provide janitorial services to Plumas County.
  - b. Because the Plumas County Sheriff's Office does not currently have any contracted custodial services, the parties desire to change the agreement to include custodial services for the Sheriff's Office.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Paragraph 3 is amended to read as follows:

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 Six Hundred Seventeen Thousand Four Hundred Eighty dollars and 60/100 (\$617,480.60).
  - b. Paragraph 4 is amended to read as follows:

Term. The term of this agreement shall be from **October 1, 2021 through September 30, 2024**, unless terminated earlier as provided herein. County's Board of supervisors hereby ratifies, and approves for payment, services provided by Bob's Janitorial Service at the Plumas County Sheriff's Office from May 1, 2023 to date of approval of this Agreement by the Board of Supervisors.
  - c. Exhibits A, B, & C are amended as follows:

Please see attached Exhibits.

3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated September 7, 2021, shall remain unchanged and in full force and effect.

**CONTRACTOR:**

**COUNTY:**

\_\_\_\_\_  
Tim Ringo, owner  
Bob's Janitorial Service  
Date:

\_\_\_\_\_  
Dwight Ceresola, Chair  
Board of Supervisors  
Date:

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
Deputy County Counsel  
Date:

\_\_\_\_\_  
Heidi White  
Clerk of the Board  
Date:

**Exhibit A**  
**Scope of Work (Subject to Change Prior to Award)**

1. Contractor shall provide professional cleaning services for the County of Plumas at the **Quincy Memorial Hall, Fairgrounds Admin, Courthouse Annex, Courthouse, Library & Museum, Permit Center, Gansner Park, Gansner Airport bathroom, Blue Annex, Plumas County Sheriff's Office, and the Facility Services Building**. Specific services required and the frequency with which the services are to be provided varies by location and is specified in the attached Exhibit B - Schedule of Services. The following outlines the minimum requirements expected to be performed by the contractor. Please see custodial minimum standards attachment, which is incorporated herein by reference.
  - A. Services Required (not all surface/material types apply – verify conditions for each building)
    - a. Daily Restroom Services
      - a. Clean and sanitize all sinks, toilets, counter tops and mirrors
      - b. Polish all chrome and hardware
      - c. Wash and disinfect all floors, strip and wax linoleum floors as necessary
      - d. Wash all walls and partitions
      - e. Empty waste receptacles
      - f. Replenish all paper & soap dispensers to full
    - b. Monthly Restroom Services
      - a. Clean all ceiling and wall mounted HVAC vents
      - b. De-scale toilets, urinals and faucets
      - c. Wash all walls and toilet partitions
    - c. Daily Office/Common Room Services/Entrance Lobby
      - a. Vacuum carpeted areas thoroughly
      - b. Disinfect countertops and polish table tops
      - c. Dust cases, pictures, ledges and fire extinguishers
      - d. Wet mop all floors, strip and wax linoleum as necessary
      - e. Clean, sanitize and polish drinking fountains
      - f. Wet wipe handrails, spindles and handrail base
      - g. Empty waste receptacles
      - h. Remove all cobwebs
      - i. Empty all outside trash, ashtrays and cigarette butt receptacles in entrance/exit areas
      - j. Sweep entrances and clean entrance mats
      - k. Clean all glass entrance and interior doors
      - l. Clean/wipe/polish stairwells, balconies, ledges, handrails, spindles and handrail base

d. Monthly Office/Common Room Services

- a. Spot clean walls
- b. Clean window sills and ledges
- c. Clean all ceiling and wall mounted HVAC vents
- d. Wet wipe doors
- e. Spot clean carpets
- f. Dust blinds
- g. Dust cabinet above cubicles

e. Annual Cleaning (spring - date to be determined as weather becomes mild)

- a. Interior and exterior window glass washing
- b. Carpet cleaning and shampooing
- c. Restore/Cut Polish marble floors, stairs wainscoting

B. Scheduling of Work

Contractor shall provide professional cleaning services designated by the number of service days per week for each of the locations and departments as listed in the attached **Exhibit B – Schedule of Services**. All work is to be performed after regular business hours. Contractor shall in no way interfere with the normal work of building occupants.

C. Contractor shall attend a monthly meeting, with tenant representatives to discuss areas of concern including security, confidentiality, and quality of service. The Contractor will be informed in advance of the date, time, and location of the meeting.

D. Other specifications

- a. No portion of the work shall be subcontracted without prior written consent of the County of Plumas. In the event that the selected contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the County with the names, qualifications and experience of the proposed subcontractors. The contractor shall at all times remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- 2. The contractor is responsible for instructing their employees on appropriate safety measures and is not to permit employees to place mops, brooms, machines and other equipment in walkways, halls, elevators, stairways, and any other traffic lanes or other locations in such a manner as to create safety hazards. Janitorial service workers shall be required to interrupt performance of their work, if necessary, to allow passage of traffic through corridors.
- b. Contractor is responsible for performing a background check on each of contractor's employees that performs work under this contract. The background check must include at a minimum an investigation of whether

the employee has a record of criminal activity. Contractor is responsible for requiring each of contractor's employees that perform work under this contract to sign the confidentiality statement attached hereto as Exhibit D. Evidence of the background check and copies of the signed confidentiality statements shall be submitted to the County for each employee prior to that employee performing work under this contract. Contractor and subcontractor shall submit names and Driver License numbers of each employee to the County. The County reserves the right to exclude any of Contractor's employees from eligibility to perform work under this contract.

- c. Only employees of the contractor or subcontractor may enter County facilities. The County reserves the right to request additional security requirements to be implemented that are necessary to protect County facilities. Evidence of bonding will be required upon execution of this contract.
- d. No material shall be used which will damage building finishes, including walls, wall coverings, fixtures, furnishings, floor, floor covering, toilet fixtures, woodwork, painted surfaces, laminate surfaces, plumbing, furniture, or any other items being cleaned. Contractor is responsible for providing all cleaning supplies and providing Material Safety Data Sheets (MSDS) for all cleaning products used to clean County buildings. The County will supply all paper goods.
  - i. Contractor is encouraged to use cleaning products that have been certified by Green Seal or the Environmental Protection Agency's Design for the Environment (DfE) program.
  - ii. Surfaces, fixtures or furnishings damaged by contractor's employees or agents shall be replaced or repaired to the satisfaction of the County by the contractor, at no cost to the County. It shall be the responsibility of the contractor and the County to mutually agree upon condition of surfaces, fixtures, furnishings, or other property before starting work on this contract.

## **2. Emergency Janitorial Services**

- A. Contractor shall provide emergency, professional janitorial services on an "as-needed" basis upon request by County.
- B. Services contemplated by the parties include, but are not limited to, the following: Professional janitorial services at various county facilities that do not fall within the scope of work in the building specific contract on file.













**Exhibit C  
Fee Schedule**

<b>ANNUAL FEE SCHEDULE</b>	
<b>Facility</b>	<b>Fee</b>
Quincy Memorial Hall	10,159.20
Fairgrounds Admin / Facility Services Building	7,956.00
Courthouse Annex	62,475.00
Courthouse	55,080.00
Library & Museum	24,480.00
Permit Center	18,360.00
Gansner Park (Apr 15 – Oct 15)	3,000.00
Blue Annex	19,800.00
Plumas County Sheriff's Office	19,200.00
Gansner Airport bathroom	900.00

Payment will be made by the County in accordance with the Auditor-Controller's schedule for issuing recurring vendor payments.

**Emergency Janitorial Services:**

- A. Labor and equipment rental: \$65 per hour
- B. **Emergency Janitorial Services** not to exceed **Five Thousand dollars** (\$5,000) per contract year.
- A. Contractor shall be paid monthly upon submittal of written invoice to County setting forth the following:
  - a. A description of the services provided including the date(s) of service(s), amount of time expended, and any applicable hourly rate
- B. County shall make payment within 30 days of receipt of Contractor's invoice
- C. In no event shall the total amount paid to Contractor exceed the maximum amount set forth in Line B above



**PLUMAS COUNTY  
LIBRARY DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Lindsay Fuchs, County Librarian  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Authorize supplemental budget transfer to 20670/46230 for \$1,000.00, supplemental expenditure account 20670 / 524510 Books; discussion and possible action.

---

**Recommendation:**

Authorize supplemental budget transfer to 20670/46230 for \$1,000.00, supplemental expenditure account 20670/524510 Books for \$1,000.00.

**Background and Discussion:**

The Library accepts donations to help fund services, programs, and materials. The LIDS Foundation provides support directly to local communities and to charitable organizations, and has provided the Library with \$1,000.00 to spend on books for the Sierra County Stations to expand our materials collection.

**Action:**

Authorize supplemental budget transfer to 20670/46230 for \$1,000.00, supplemental expenditure account 20670/524510 Books for \$1,000.00.

**Fiscal Impact:**

These are additional, unexpected funds that will be used for specific book materials per donation guidelines.

**Attachments:**

1. Budget Transfer - LIDS Foundation

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Library Dept. No: 20670 Date 3/16/2023

The reason for this request is (check one):

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

**TRANSFER FROM OR**  **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>001</u>	<u>20670</u>	<u>46230</u>	<u>Donations</u>	<u>1,000.00</u>
Total (must equal transfer to total)				<u>1,000.00</u>

**TRANSFER TO OR**  **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>001</u>	<u>20670</u>	<u>524510</u>	<u>Books</u>	<u>1,000.00</u>
Total (must equal transfer to total)				<u>1,000.00</u>

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) Unanticipated donation revenue for specific materials.

B) \_\_\_\_\_

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

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

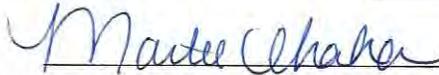
Approved by Department Signing Authority: \_\_\_\_\_



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.



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** DeLena Jones  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Adopt a RESOLUTION approving the execution of a vendor transportation agreement between Public Health Agency and Blue Cross of California Partnership Plan and Affiliates, Anthem, for the provision of vehicle transportation services to Anthem members, and appoint the Director of Public Health as the authorized representative for the Plumas County Board of Supervisors in regard to this contract; approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Approve and authorize the Public Health Director to sign a contract with Blue Cross of California Partnership Plan and Affiliates, Anthem, for the provision of vehicle transportation services to Anthem members.

**Background and Discussion:**

Anthem is a California corporation licensed by the Director of the California Department of Managed Health Care to operate a health care service plan pursuant to the Knox-Keene Health Care Service Plan Act of 1975. Anthem has a contract(s) with the California Department of Health Care Services to provide Medi-Cal benefits, including non-medical transportation services, to eligible persons who are members of its Medi-Cal Managed Care ("MMC") Program. Anthem intends, by entering into this Agreement, to make available to persons who are assigned to Anthem under the MMC Program by contracting with Plumas County Public Health Care. PCPHA intends to provide such non-medical transportation services in a professional and appropriate, cost-efficient manner.

**Action:**

Approve and authorize the Public Health Director to sign a contract with Blue Cross of California Partnership Plan and Affiliates, Anthem, for the provision of vehicle transportation services to Anthem members.

**Fiscal Impact:**

There is no fiscal impact as this is funded through CDPH

**Attachments:**

1. 23-153 Anthem Blue Cross FINAL
2. 23-153 Resolution FINAL

**VENDOR TRANSPORTATION AGREEMENT**  
**BETWEEN**  
*Non Medical Transportation Entity*  
**AND**  
*Blue Cross of California Partnership Plan,*  
*Inc.*

This Agreement is by and between Blue Cross of California Partnership Plan, Inc. and Affiliates (“Anthem”) and Plumas County Public Health Agency (“Provider”).

**I. RECITALS**

- 1.1 Anthem is a California corporation licensed by the Director of the California Department of Managed Health Care to operate a health care service plan pursuant to the Knox-Keene Health Care Service Plan Act of 1975 and the Rules of the Director of the California Department of Managed Health Care promulgated thereunder (California Health & Safety Code, Sections 1340 to 1399.64 and California Code of Regulations, Sections 1300.43 to 1300.99, collectively, the "Knox-Keene Act"), including without limitation to issue benefit agreements covering the provision of health care services and to enter into agreements with PROVIDER.
- 1.2 Anthem has a contract(s) with the California Department of Health Care Services to provide Medi-Cal benefits, including non-medical transportation services, to eligible persons who are Members of its Medi-Cal Managed Care ("MMC") Program.
- 1.3 Provider is in the business of providing non-medical transportation services and possesses all licenses required in order to provide such non-medical transport.
- 1.5 Anthem intends by entering into this Agreement to make available to persons who are assigned to Anthem under the MMC Program by contracting with Provider. Provider intends to provide such non-medical transportation services in a professional and appropriate, cost-efficient manner.

**General Provisions**

1. **Non Medical Transportation Services.** During the term of this Agreement, Provider shall provide vehicle transportation services to Anthem Members via a vehicle either owned or leased by Provider. Attached hereto as Exhibit A and incorporated herein is All Plan Letter (“APL”)17-010 of the Department of Health Care Services (“DHCS”), containing the California Medi-Cal guidance that must be adhered to for non-medical transportation.
2. **Amendments and Schedules.** All amendments and schedules to this Agreement must be agreed to in writing by both parties.
3. **Confidentiality.** Except as otherwise required by law, the parties agree to hold one another’s confidential or proprietary information or trade secrets in trust and confidence and agree that such information shall be shared only for the purposes contemplated herein, and not for any other purpose.

4. **Compensation.** See Attachment A for Scope of Work Options

5. **Vehicle Requirements.** Plumas County Public Health Agency shall ensure that all vehicles transporting Members meet the following requirements:

- a. All vehicles shall have functioning, clean and accessible seat belts for each passenger seat position. Each vehicle shall utilize child safety seats when transporting children under age five or as specified by state and/or federal law.
- b. All vehicles must have proper registration and current insurance documents stored securely in the vehicle.
- c. All vehicles must be equipped with a functional fire extinguisher and shall display a current inspection tag or sticker as applicable.
- d. All vehicles shall have a functioning speedometer and odometer.
- e. All vehicles shall have the transportation provider's name, vehicle number (if applicable), and the Participating Provider's phone number prominently displayed within the interior of each vehicle.
- f. Smoking is prohibited in all vehicles while transporting Members. All vehicles shall post "no smoking" signs in all vehicle interiors, easily visible to the passengers.
- g. All vehicles shall be equipped with a first aid kit.
- h. Applicable vehicles must have current Brake and Lamp certificates.
- i. All vehicles must meet state, federal, local, and manufacturer's safety and mechanical operating and maintenance standards for the vehicles.
- j. Vehicles shall comply with the American's with Disabilities Act (ADA) regulations.
- k. All vehicles shall have a functioning two-way communication system to link all vehicles to the transportation providers' place of business.
- l. All vehicles shall have adequate and functioning heating and air conditioning systems.
- m. All wheelchair vehicles must have a hydraulically or electromechanical powered wheelchair lift which is mounted so as not to impair the structural integrity of the vehicle, wheelchair securement devices (or "tiedowns") and safety belts that meet state, federal and ADA requirements. Alternatively, wheelchair vehicles may be equipped with an ADA compliant retractable ramp system.
- n. Each vehicle must remain compliant with the California Department of Motor Vehicles, DHCS, ADA, and federal licensing and safety requirements for vehicles performing transportation on behalf of Members and the requirements of this Agreement and California Medi-Cal Program.

6. **Driver Requirements.** Plumas County Public Health Agency shall ensure that all drivers of vehicles transporting Members meet the following requirements:

- a. All drivers shall have a current valid driver's license and must be legally authorized by the state of California Department of Motor Vehicles to operate the motor vehicle to which he/she is assigned.
- b. All drivers shall have a certificate for first aid and CPR certification.

- c. Drivers shall not have any prior convictions for sexual abuse, barrier crimes, or crimes of violence.
- d. No driver or attendant shall use alcohol, narcotics, illegal drugs or drugs that impair ability to perform while on duty.
- e. All drivers and attendants shall wear or have visible, easily readable proper identification.
- f. Each driver must be neat and clean in appearance and courteous, patient and helpful to Members.

7. **Invoices Submission.** All invoices that are submitted must contain the following information (at a minimum):

- a. Date of service
- b. Patient (member) name
- c. Member ID
- d. Provider Tax Identification Number (TIN) – won't the TIN always be the same since we are contracting with entity that is providing the transportation?
- e. Location transported from
- f. Location transported to
- g. Patient (Member) Date of Birth
- h. Miles driven
- i. Mile cost (per mile) billed
- j. Per ride charge, if applicable
- k. Total billed charges

8. **Insurance.** Each party shall maintain in full force and effect at all times during the term of this Agreement appropriate insurance in accordance with industry standards for the activities conducted by such party related to the services described in this Agreement. Provider shall also maintain automobile liability insurance with a minimum \$1,000,000 per occurrence combined single limit for owned, non-owned and hired automobiles. Provider may adjust the insurance liability by giving written notice to Anthem.

9. **Independent Contractor.** The parties acknowledge and agree that each of the parties hereto shall be deemed an independent contractor, and not an employee or agent of the other party. Nothing contained herein shall, or shall be construed, to create a partnership, joint venture or any other relationship between the parties hereto.

10. **Blue Cross Blue Shield Association (BCBSA) "Anthem Blue Cross Service Marks.** Provider hereby acknowledges its understanding that this Agreement constitutes a contract between Provider and Anthem as an independent corporation, operating under a license with the Blue Cross and Blue Shield Association, an Association of independent Blue Cross and Blue Shield Plans (the "Association"), permitting Anthem to use the Blue Cross service mark in the State of California and that Anthem is not contracting as the agent of the Association. Provider further acknowledges and agrees that Provider has not entered into this Agreement based upon representations by any person other than Anthem and that no person, entity, or organizations other than Anthem shall be held accountable or liable to Provider for any of Anthem's obligations to Provider created under this Agreement. This section shall not create any additional obligations whatsoever on the part of

Anthem, other than those obligations created under other provisions of this Agreement.

11. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California except to the extent such laws conflict with or are preempted by any federal law, in which case such federal law shall govern.

12. **Entire Agreement.** This Agreement and any attachments and amendments thereto constitute the entire agreement and understanding between the parties with respect to the subject matter hereof, and supersede any prior understandings and agreements between the parties, whether written or oral, with respect to the subject matter hereof.

13. **Regulation.** Provider and ~~Amerigroup~~ Anthem are subject to the requirements of various local, state, and federal laws, rules and regulations. To the extent any provision is required to be in this Agreement by any of the above, either party is entitled to unilaterally amend this Agreement by written notice to the other party. In the event a party objects to such amendment within thirty (30) days following receipt of such notice, the amendment will take effect provisionally pending the resolution of the objection or the termination of this Agreement as otherwise provided for herein.

14. **Term and Termination.** This Agreement shall commence as of April 1, 2023 and shall terminate on Dec 31, 2023, unless earlier terminated as set forth herein. Either party may terminate this Agreement for any reason by giving fifteen (15) days' written notice to the other party of its intent to terminate.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed personally or by their duly authorized officers or agents.

**Blue Cross of California Partnership Plan, Inc.**  
Anthem

**Plumas County Public Health Agency**  
Provider

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

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

Name: Les Ybarra

Name: Dana Loomis

Title: President

Title: Director of Public Health

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

Approved as to form:

Name: Cassie Kam

  
\_\_\_\_\_  
Joshua Brechtel  
Deputy County Counsel

4/24/2023

## EXHIBIT A



JENNIFER KENT  
DIRECTOR

# State of California-Health and Human Services Agency Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

**DATE:** June 29, 2017

ALL PLAN LETTER 17-010

**TO:** ALL MEDI-CAL MANAGED CARE HEALTH PLANS

**SUBJECT:** NON-EMERGENCY MEDICAL AND NON-MEDICAL TRANSPORTATION SERVICES

### **PURPOSE:**

This All Plan Letter (APL) provides Medi-Cal managed care health plans (MCPs) with guidance regarding Non-Emergency Medical Transportation (NEMT) and Non-Medical Transportation (NMT) services. With the passage of Assembly Bill (AB) 2394 (Chapter 615, Statutes of 2016), which amended Section 14132 of the Welfare and Institutions Code (WIC), the Department of Health Care Services (DHCS) is clarifying MCPs' obligations to provide and coordinate NEMT and NMT services. In addition, this APL provides guidance on the application of NEMT and NMT services due to the Medicaid Mental Health Parity Final Rule (CMS-2333-F).

### **BACKGROUND:**

DHCS administers the Medi-Cal Program, which provides comprehensive health care services to millions of low-income families and individuals through contracts with MCPs. Pursuant to Social Security Act (SSA) Section 1905(a)(29) and Title 42 of the Code of Federal Regulations (CFR) Sections 440.170, 441.62, and 431.53, MCPs are required to establish procedures for the provision of Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) services for qualifying members to receive medically necessary transportation services. NEMT services are authorized under SSA Section 1902 (a)(70), 42 CFR Section 440.170, and Title 22 of the California Code of Regulations (CCR) Sections 51323, 51231.1, and 51231.2.

AB 2394 amended WIC Section 14132(ad)(1) to provide that, effective July 1, 2017, NMT is covered, subject to utilization controls and permissible time and distance standards, for MCP members to obtain covered Medi-Cal medical, dental, mental health, and substance use disorder services. Beginning on July 1, 2017, MCPs must provide NMT for MCP members to obtain medically necessary MCP-covered services and must make their best effort to refer for and coordinate NMT for all Medi-Cal services

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<sup>1</sup> [CMS-2333-F](#)

not covered under the MCP contract. Effective October 1, 2017, in part to comply with CMS-2333-F and to have a uniform delivery system, MCPs must also provide NMT for Medi-Cal services that are not covered under the MCP contract. Services that are not covered under the MCP contract include, but are not limited to, specialty mental health, substance use disorder, dental, and any other services delivered through the Medi-Cal fee-for-service (FFS) delivery system.

## **REQUIREMENTS:**

### **Non-Emergency Medical Transportation**

NEMT services are a covered Medi-Cal benefit when a member needs to obtain medically necessary covered services and when prescribed in writing by a physician, dentist, podiatrist, or mental health or substance use disorder provider. NEMT services are subject to a prior authorization, except when a member is transferred from an acute care hospital, immediately following an inpatient stay at the acute level of care, to a skilled nursing facility or an intermediate care facility licensed pursuant to Health and Safety Code (HSC) Section 1250<sup>2</sup>.

MCPs must ensure that the medical professional's decisions regarding NEMT are unhindered by fiscal and administrative management, in accordance with their contract with DHCS<sup>3</sup>. MCPs are also required to authorize, at a minimum, the lowest cost type of NEMT transportation (see modalities below) that is adequate for the member's medical needs. For Medi-Cal services that are not covered by the MCP's contract, the MCP must make its best effort to refer for and coordinate NEMT. MCPs must ensure that there are no limits to receiving NEMT as long as the member's medical services are medically necessary and the NEMT has prior authorization.

MCPs are required to provide medically appropriate NEMT services when the member's medical and physical condition is such that transport by ordinary means of public or private conveyance is medically contraindicated and transportation is required for obtaining medically necessary services<sup>4</sup>. MCPs are required to provide NEMT for members who cannot reasonably ambulate or are unable to stand or walk without assistance, including those using a walker or crutches<sup>5</sup>. MCPs shall also ensure door-to-door assistance for all members receiving NEMT services.

Unless otherwise provided by law, MCPs must provide transportation for a parent or a guardian when the member is a minor. With the written consent of a parent or guardian, MCPs may arrange NEMT for a minor who is unaccompanied by a parent or a guardian.

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<sup>2</sup> 22 CCR Section 51323 (b)(2)(C)

<sup>3</sup> Exhibit A, Attachment 1 (Organization and Administration of the Plan)

<sup>4</sup> 22 CCR Section 51323 (a)

<sup>5</sup> Manual of Criteria for Medi-Cal Authorization, Chapter 12.1 Criteria for Medical Transportation and Related Services

MCPs must provide transportation services for unaccompanied minors when applicable State or federal law does not require parental consent for the minor's service. The MCP is responsible to ensure all necessary written consent forms are received prior to arranging transportation for an unaccompanied minor.

MCPs must provide the following four available modalities of NEMT transportation in accordance with the Medi-Cal Provider Manual<sup>6</sup> and the CCR<sup>7</sup> when the member's medical and physical condition is such that transport by ordinary means of public or private conveyance is medically contraindicated and transportation is required for the purpose of obtaining needed medical care:

1. MCPs must provide **NEMT ambulance services** for<sup>8</sup>:
  - Transfers between facilities for members who require continuous intravenous medication, medical monitoring or observation.
  - Transfers from an acute care facility to another acute care facility.
  - Transport for members who have recently been placed on oxygen (does not apply to members with chronic emphysema who carry their own oxygen for continuous use).
  - Transport for members with chronic conditions who require oxygen if monitoring is required.
  
2. MCPs must provide **litter van services** when the member's medical and physical condition does not meet the need for NEMT ambulance services, but meets both of the following:
  - Requires that the member be transported in a prone or supine position, because the member is incapable of sitting for the period\_of time needed to transport<sup>9</sup>.
  - Requires specialized safety equipment over and above that normally available in passenger cars, taxicabs or other forms of public conveyance<sup>10</sup>.
  
3. MCPs must provide **wheelchair van services** when the member's medical and physical condition does not meet the need for litter van services, but meets any of the following:
  - Renders the member incapable of sitting in a private vehicle, taxi or other form of public transportation for the period of time needed to transport<sup>11</sup>.

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<sup>6</sup> Medi-Cal Provider Manual: Medical Transportation- Ground

<sup>7</sup> 22 CCR Section 51323(a) and (c)

<sup>8</sup> Medi-Cal Provider Manual: Medical Transportation - Ground, page 9. Ambulance: Qualified Recipients

<sup>9</sup> 22 CCR Section 51323 (2)(A)(1)

<sup>10</sup> 22 CCR Section 51323 (2)(B)

<sup>11</sup> 22 CCR Section 51323 (3)(A)

- Requires that the member be transported in a wheelchair or assisted to and from a residence, vehicle and place of treatment because of a disabling physical or mental limitation <sup>2</sup>.
- Requires specialized safety equipment over and above that normally available in passenger cars, taxicabs or other forms of public conveyance <sup>3</sup>.

Members with the following conditions may qualify for wheelchair van transport when their providers submit a signed Physician Certification Statement (PCS) form (as described below)<sup>14</sup>:

- Members who suffer from severe mental confusion.
  - Members with paraplegia.
  - Dialysis recipients.
  - Members with chronic conditions who require oxygen but do not require monitoring.
4. MCPs must provide **NEMT by air** only under the following conditions <sup>5</sup>:
- When transportation by air is necessary because of the member's medical condition or because practical considerations render ground transportation not feasible. The necessity for transportation by air shall be substantiated in a written order of a physician, dentist, podiatrist, or mental health or substance use disorder provider.

### **NEMT Physician Certification Statement Forms**

MCPs and transportation brokers must use a DHCS approved PCS form to determine the appropriate level of service for Medi-Cal members. Once the member's treating physician prescribes the form of transportation, the MCP cannot modify the authorization. In order to ensure consistency amongst all MCPs, all NEMT PCS forms must include, at a minimum, the components listed below:

- **Function Limitations Justification:** For NEMT, the physician is required to document the member's limitations and provide specific physical and medical limitations that preclude the member's ability to reasonably ambulate with assistance or be transported by public or private vehicles.
- **Dates of Service Needed:** Provide start and end dates for NEMT services; authorizations may be for a maximum of 12 months.
- **Mode of Transportation Needed:** List the mode of transportation that is to be used when receiving these services (ambulance/gurney van, litter van, wheelchair van or air transport).

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<sup>12</sup> 22 CCR Section 51323 (3)(8)

<sup>13</sup> 22 CCR Section 51323 (3)(C)

<sup>14</sup> Medi-Cal Provider Manual: Medical Transportation - Ground, page 11, Wheelchair Van

<sup>15</sup> 22 CCR Section 51323 (c)(2)

- Certification Statement: Prescribing physician's statement certifying that medical necessity was used to determine the type of transportation being requested.

Each MCP must have a mechanism to capture and submit data from the PCS form to DHCS. Members can request a PCS form from their physician by telephone, electronically, in person, or by another method established by the MCP.

### **Non-Medical Transportation**

NMT has been a covered benefit when provided as an EPSDT service<sup>16</sup>. Beginning on July 1, 2017, MCPs must provide NMT for MCP members to obtain medically necessary MCP-covered services. For all Medi-Cal services not covered under the MCP contract, MCPs must make their best effort to refer for and coordinate NMT.

Effective October 1, 2017, MCPs must provide NMT for all Medi-Cal services, including those not covered by the MCP contract. Services that are not covered under the MCP contract include, but are not limited to, specialty mental health, substance use disorder, dental, and any other benefits delivered through the Medi-Cal FFS delivery system.

NMT does not include transportation of the sick, injured, invalid, convalescent, infirm, or otherwise incapacitated members who need to be transported by ambulances, litter vans, or wheelchair vans licensed, operated, and equipped in accordance with state and local statutes, ordinances, or regulations. Physicians may authorize NMT for members if they are currently using a wheelchair but the limitation is such that the member is able to ambulate without assistance from the driver. The NMT requested must be the least costly method of transportation that meets the member's needs.

MCPs are contractually required to provide members with a Member Services Guide that includes information on the procedures for obtaining NMT transportation services<sup>17</sup>. The Member Services Guide must include a description of NMT services and the conditions under which NMT is available.

At a minimum, MCPs must provide the following NMT services<sup>18</sup>:

- Round trip transportation for a member by passenger car, taxicab, or any other form of public or private conveyance (private vehicle)<sup>19</sup>, as well as mileage reimbursement for medical purposes<sup>20</sup> when conveyance is in a private vehicle arranged by the member and not through a transportation broker, bus passes, taxi vouchers or train tickets.

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<sup>16</sup> WIC 14132 (ad)(7)

<sup>17</sup> Exhibit A, Attachment 13 (Member Services), Written Member Information

<sup>18</sup> WIC Section 14132(ad)

<sup>19</sup> Vehicle Code (VEH) Section 465

<sup>20</sup> IRS Standard Mileage Rate for Business and Medical Purposes

- Round trip NMT is available for the following:
  - Medically necessary covered services.
  - Members picking up drug prescriptions that cannot be mailed directly to the member.
  - Members picking up medical supplies, prosthetics, orthotics and other equipment.
- MCPs must provide NMT in a form and manner that is accessible, in terms of physical and geographic accessibility, for the member and consistent with applicable state and federal disability rights laws.

**Conditions for Non-Medical Transportation Services:**

- MCP may use prior authorization processes for approving NMT services and re-authorize services every 12 months when necessary.
- NMT coverage includes transportation costs for the member and one attendant, such as a parent, guardian, or spouse, to accompany the member in a vehicle or on public transportation, subject to prior authorization at time of initial NMT authorization request.
- With the written consent of a parent or guardian, MCPs may arrange for NMT for a minor who is unaccompanied by a parent or a guardian. MCPs must provide transportation services for unaccompanied minors when state or federal law does not require parental consent for the minor's service. The MCP is responsible to ensure all necessary written consent forms are received prior to arranging transportation for an unaccompanied minor.
- NMT does not cover trips to a non-medical location or for appointments that are not medically necessary.
- For private conveyance, the member must attest to the MCP in person, electronically, or over the phone that other transportation resources have been reasonably exhausted. The attestation may include confirmation that the member:
  - Has no valid driver's license.
  - Has no working vehicle available in the household.
  - Is unable to travel or wait for medical or dental services alone.
  - Has a physical, cognitive, mental, or developmental limitation.

**Non-Medical Transportation Private Vehicle Authorization Requirements**

The MCPs must authorize the use of private conveyance (private vehicle)<sup>21</sup> when no other methods of transportation are reasonably available to the member or provided by the MCP. Prior to receiving approval for use of a private vehicle, the member must exhaust all other reasonable options and provide an attestation to the MCP stating other methods of transportation are not available. The attestation can be made over the

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<sup>21</sup> VEH Section 465

phone, electronically, or in person. In order to receive gas mileage reimbursement for use of a private vehicle, the driver must be compliant with all California driving requirements, which include<sup>22</sup>:

- Valid driver's license.
- Valid vehicle registration.
- Valid vehicle insurance.

MCPs are only required to reimburse the driver for gas mileage consistent with the Internal Revenue Service standard mileage rate for medical transportation<sup>23</sup>.

### **Non-Medical Transportation Authorization**

MCPs may authorize NMT for each member prior to the member using NMT services. If the MCP requires prior authorization for NMT services, the MCP is responsible for developing a process to ensure that members can request authorization and be approved for NMT in a timely matter. The MCP's prior authorization process must be consistently applied to medical/surgical, mental health and substance use disorder services as required by CMS-2333-F.

### **Non-Medical Transportation and Non-Emergency Medical Transportation Access Standards**

MCPs are contractually required to meet timely access standards<sup>24</sup>. MCPs that have a Knox-Keene license are also required to meet the timely access standards contained in Title 28 CCR Section 1300.67.2.2. The member's need for NMT and NEMT services do not relieve the MCPs from complying with their timely access standard obligations.

MCPs are responsible for ensuring that their delegated entities and subcontractors comply with all applicable state and federal laws and regulations, contractual requirements, and other requirements set forth in DHCS guidance, including APLs and Dual Plan Letters. MCPs must timely communicate these requirements to all delegated entities and subcontractors in order to ensure compliance.

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<sup>22</sup> VEH Section 12500, 4000, and 16020

<sup>23</sup> IRS Standard Mileage Rate for Business and Medical Purposes

<sup>24</sup> 28 CCR Section 1300.51(d)(H); Exhibit A, Attachment 9 (Access and Availability)

ALL PLAN LETTER 17-010

Page 8

If you have any questions regarding this APL, contact your Managed Care Operations Division Contract Manager.

Sincerely,

Original Signed by Nathan Nau

Nathan Nau, Chief  
Managed Care Quality and Monitoring Division

# ATTACHMENT A

## Medical Transportation – Ground: Billing Codes and Reimbursement Rates

mc tran gnd cd

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This section lists the codes and maximum allowances for ground medical transportation services. Refer to the *Medical Transportation – Ground* section in this manual for policy information. Reimbursement will be made at the provider's usual charge to the general public, not to exceed the following maximum allowances.

### TARs

For *Treatment Authorization Requests (TARs)*, enter the appropriate HCPCS code followed by modifier(s), if necessary, in the *NDC/UPN or Procedure Code* field (Box 11). Enter details related to the services requested in the *Medical Justification* field (Box 8C) of the TAR.

### Codes and Rates

Ground medical transportation services are reimbursed as listed below:

**Note:** If services are provided are emergency, the *Emergency Indicator* field (Box 24C) on the *CMS-1500* claim form must be checked or condition code 81 (emergency indicator) on the *UB-04* claim form must be included.

## AMBULANCE TRANSPORTATION

### Response to Call

Code	Description	Modifier(s)	Maximum Allowance
93005 ±	Electrocardiogram, routine ECG with at least 12 leads; tracing only, without interpretation and report		\$ 7.43
93041 ±	Rhythm ECG, 1 to 3 leads, tracing only without interpretation and report		16.07
A0225 * †	Ambulance service; neonatal transport, base rate, emergency transport, one way		179.92
		UJ	189.80

\* This HCPCS code may be used only by providers of ambulance services certified by the California Highway Patrol and staffed in accordance with state regulations.

† Use of compressed air in conjunction with an incubator is separately reimbursable under code A0999 only as a power or drive source; use of compressed air as a source of ambient atmosphere within an incubator ("medical compressed air") is not separately reimbursable.

± Ground medical transportation providers may not be reimbursed for both codes 93005 and 93041 on the same day, for the same recipient.

mc tran gnd cd

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Code	Description	Modifier(s)	Maximum Allowance
A0420 *	Ambulance waiting time (ALS or BLS) one half ( <u>1/2</u> ) hour increments		19.76
A0422 *	Ambulance (ALS or BLS) oxygen and oxygen supplies, life sustaining situation		9.98
A0424 * †††	Extra ambulance attendant, ground (ALS or BLS) or air ( <b><u>fixed or rotary winged</u></b> ); ( <b><u>requires medical review</u></b> ) (per hour)		16.44
A0425 *	Ground mileage, per statute mile (use for ambulance transports only)		3.55
A0426 *	Ambulance service, advanced life support, non-emergency transport, level 1 (ALS 1).		107.16
		UJ	117.04
A0427 *	Ambulance service, advanced life support, emergency transport, level 1 (ALS1-emergency)		118.20
		UN	101.06 per patient
		UJ	128.08
		UN, UJ	106.00 per patient
A0428 *	Ambulance service, basic life support, non-emergency transport (BLS)		107.16
		UJ	117.04
A0429 *	Ambulance service, basic life support, emergency transport (BLS-emergency)		118.20
		UN	101.06 per patient
		UJ	128.08
		UN, UJ	106.00 per patient

\* This HCPCS code may be used only by providers of ambulance services certified by the California Highway Patrol and staffed in accordance with state regulations.

††† Billed per hour. Refer to the *Medical Transportation – Ground* section in this manual for additional information.

†† Providers billing for code A0999 must itemize all supplies billed and attach a manufacturer or supplier invoice showing the wholesale price. An internal company invoice or catalog page is not acceptable. The contents of any kit billed with code A0999 must be listed in the *Additional Claim Information* field (Box 19) of the claim or on an attachment. Identify items billed on the invoice with an underline, check mark or circle (not a highlighting pen), or the claim may be denied for inadequate documentation.

† Use of compressed air in conjunction with an incubator is separately reimbursable under code A0999 only as a power or drive source; use of compressed air as a source of ambient atmosphere within an incubator (“medical compressed air”) is not separately reimbursable.

|| Billing for code A0999 for organ procurement requires an invoice from the Organ Procurement Organization. For more information, refer to the “Invoice with Claim: Solid Organ” area of this manual’s *Transplants* section.

Code	Description	Modifier(s)	Maximum Allowance
A0433 *	Advanced life support, level 2 (ALS2)		118.20
		UN	101.06 per patient
		UJ	128.08
		UN, UJ	106.00 per patient
A0434 *	Specialty care transport (SCT)		118.20
		UN	101.06 per patient
		UJ	128.08
		UN, UJ	106.00 per patient
A0999 * †† †† †	Unlisted ambulance service		By Report

\* This HCPCS code may be used only by providers of ambulance services certified by the California Highway Patrol and staffed in accordance with state regulations.

†† Providers billing for code A0999 must itemize all supplies billed and attach a manufacturer or supplier invoice showing the wholesale price. An internal company invoice or catalog page is not acceptable. The contents of any kit billed with code A0999 must be listed in the *Additional Claim Information* field (Box 19) of the claim or on an attachment. Identify items billed on the invoice with an underline, check mark or circle (not a highlighting pen), or the claim may be denied for inadequate documentation.

† Use of compressed air in conjunction with an incubator is separately reimbursable under code A0999 only as a power or drive source; use of compressed air as a source of ambient atmosphere within an incubator (“medical compressed air”) is not separately reimbursable.

‖ Billing for code A0999 for organ procurement requires an invoice from the Organ Procurement Organization. For more information, refer to the “Invoice with Claim: Solid Organ” area of this manual’s *Transplants* section.

**WHEELCHAIR VAN  
AND LITTER VAN  
TRANSPORTATION**

**Response to Call –  
Non-litter Patient**

The following services require a TAR.

Code	Description	Modifier(s)	Maximum Allowance
A0130	Non-emergency transportation: wheelchair van		\$ 17.65
		UJ	23.78
		UN	14.10 per patient
		UP	11.17 per patient
		UQ	10.01 per patient
		UR	10.01 per patient
		US	10.01 per patient
<b><u>A0380</u></b> *	<b><u>BLS mileage (per mile) (use for wheelchair and litter van transports only)</u></b>		<b><u>\$ 1.30</u></b>
A0422	Ambulance (ALS or BLS) oxygen and oxygen supplies, life sustaining situation		9.98

\* This HCPCS code may be used only by providers of ambulance services certified by the California Highway Patrol and staffed in accordance with state regulations.

†† Providers billing for code A0999 must itemize all supplies billed and attach a manufacturer or supplier invoice showing the wholesale price. An internal company invoice or catalog page is not acceptable. The contents of any kit billed with code A0999 must be listed in the *Additional Claim Information* field (Box 19) of the claim or on an attachment. Identify items billed on the invoice with an underline, check mark or circle (not a highlighting pen), or the claim may be denied for inadequate documentation.

† Use of compressed air in conjunction with an incubator is separately reimbursable under code A0999 only as a power or drive source; use of compressed air as a source of ambient atmosphere within an incubator (“medical compressed air”) is not separately reimbursable.

|| Billing for code A0999 for organ procurement requires an invoice from the Organ Procurement Organization. For more information, refer to the “Invoice with Claim: Solid Organ” area of this manual’s *Transplants* section.

⊕ Reimbursable for a maximum of 90 minutes, except in cases where the patient is a neonate. Refer to the *Medical Transportation – Ground* section in this manual for additional information.

Code	Description	Modifier(s)	Maximum Allowance
A0999 * †† ‖ †	Unlisted ambulance service		By Report
T2001	Non-emergency transportation; patient attendant/escort		5.52
T2005	Non-emergency transportation: stretcher van		26.29
		UJ	32.42
T2007 ⊕	Transportation waiting time, air ambulance, and non-emergency vehicle, one-half (1/2) hour increments		11.30

\* This HCPCS code may be used only by providers of ambulance services certified by the California Highway Patrol and staffed in accordance with state regulations.

†† Providers billing for code A0999 must itemize all supplies billed and attach a manufacturer or supplier invoice showing the wholesale price. An internal company invoice or catalog page is not acceptable. The contents of any kit billed with code A0999 must be listed in the *Additional Claim Information* field (Box 19) of the claim or on an attachment. Identify items billed on the invoice with an underline, check mark or circle (not a highlighting pen), or the claim may be denied for inadequate documentation.

† Use of compressed air in conjunction with an incubator is separately reimbursable under code A0999 only as a power or drive source; use of compressed air as a source of ambient atmosphere within an incubator ("medical compressed air") is not separately reimbursable.

‖ Billing for code A0999 for organ procurement requires an invoice from the Organ Procurement Organization. For more information, refer to the "Invoice with Claim: Solid Organ" area of this manual's *Transplants* section.

⊕ Reimbursable for a maximum of 90 minutes, except in cases where the patient is a neonate. Refer to the *Medical Transportation – Ground* section in this manual for additional information.

**NON-EMERGENCY PATIENT  
TRANSFER FROM ACUTE  
CARE FACILITY TO NURSING  
FACILITY LEVELS A/B**

**Treatment Authorization  
Request**

The following services do not require a TAR when billed with modifiers HN and QN.

Code	Description	Modifier(s)	Maximum Allowance
A0130	Non-emergency transportation: wheelchair van	HN, QN	\$ 17.65
A0380	BLS mileage (per mile) (use for wheelchair and litter van transports only)	HN, QN	1.30
A0422	Ambulance (ALS or BLS) oxygen and oxygen supplies, life sustaining situation.	HN, QN	9.98
A0425	Ground mileage, per statute mile (use for ambulance transports only)	HN, QN	3.55
A0426	Ambulance service, advanced life support, non-emergency transport, level 1 (ALS1)	HN, QN	107.16
A0428	Ambulance service, basic life support, non-emergency transport (BLS)	HN, QN	107.16
A0999 * †† ‖ †	Unlisted ambulance service	<b><u>HN, QN</u></b>	By Report
T2001	Non-emergency transportation; patient attendant/escort	HN, QN	5.52
T2005	Non-emergency transportation: stretcher van	HN, QN	26.29

\* This HCPCS code may be used only by providers of ambulance services certified by the California Highway Patrol and staffed in accordance with state regulations.

†† Providers billing for code A0999 must itemize all supplies billed and attach a manufacturer or supplier invoice showing the wholesale price. An internal company invoice or catalog page is not acceptable. The contents of any kit billed with code A0999 must be listed in the *Additional Claim Information* field (Box 19) of the claim or on an attachment. Identify items billed on the invoice with an underline, check mark or circle (not a highlighting pen), or the claim may be denied for inadequate documentation.

† Use of compressed air in conjunction with an incubator is separately reimbursable under code A0999 only as a power or drive source; use of compressed air as a source of ambient atmosphere within an incubator (“medical compressed air”) is not separately reimbursable.

‖ Billing for code A0999 for organ procurement requires an invoice from the Organ Procurement Organization. For more information, refer to the “Invoice with Claim: Solid Organ” area of this manual’s *Transplants* section.

**NON-MEDICAL  
TRANSPORTATION**

**Response to Call**

<b>Code</b>	<b>Description</b>	<b>Modifier(s)</b>	<b>Maximum Allowance</b>
A0120	Non-emergency transportation: mini-bus, mountain area transports, or other transportation systems		\$ 17.65
		UJ	23.78
		UN	14.10 per patient
		UP	11.17 per patient
		UQ	10.01 per patient
		UR	10.01 per patient
		US	10.01 per patient
A0390	ALS mileage (per mile)		<u>1.30</u>

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

**APPROVING THE EXECUTION OF VENDOR TRANSPORTATION AGREEMENT BETWEEN PLUMAS COUNTY PUBLIC HEALTH AGENCY (PLUMAS) AND BLUE CROSS OF CALIFORNIA PARTNERSHIP PLAN, INC. (ANTHEM)**

**WHEREAS** ANTHEM has a contract(s) with the California Department of Health Care Services to provide Medi-Cal benefits, including non-medical transportation services, to eligible persons who are Members of its Medi-Cal Managed Care ("MMC") Program; and,

**WHEREAS** PLUMAS desires to provide non-medical transportation services to members of the MMC Program and possesses all licenses required in order to provide such non-medical transport; and,

**WHEREAS** PLUMAS shall provide vehicle transportation services to Anthem Members of its MMC program via a vehicle either owned or leased by PLUMAS and submit invoices to ANTHEM for reimbursement; and,

**WHEREAS** the requirements for approving this agreement require a resolution, from the County Board of Supervisors, which specifically approves and authorizes execution of this contract and to authorize an individual to bind the County to the Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors specifically approves and authorizes execution of this contract.

**BE IT FURTHER RESOLVED** that the Director of the Plumas County Health Agency has full and binding authority to the commitments contained in the general terms and conditions on behalf of the Board of Supervisors and is the authorized representative for County in regard to this contract.

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 2<sup>nd</sup> day of May, 2023 by the following:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

Approved as to form:

  
Joshua Brechtel  
Deputy County Counsel



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

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

**FROM:** DeLena Jones

**MEETING DATE:** May 2, 2023

**SUBJECT:** Adopt and ratify a RESOLUTION to approve and accept a Grant From the California Department of Public Health Immunization Branch for funding the Vaccines For Children (VFC) program from July 1, 2022 - June 30, 2027 in the Amount of \$1,182,228.32, and appoint the Director of Public Health as the authorized representative for the Plumas County Board of Supervisors in regard to this contract; approved as to form by County Counsel; discussion and possible action. Roll call vote

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**Recommendation:**

Approve Grant Agreement Number 22-11050, a renewal of Grant Agreement 17-10339, with the California Department of Public Health (CDPH) to receive funds used to assist local health departments in preventing and controlling vaccine-preventable diseases (VPD's) within local health jurisdictions and authorize the Director of Public Health to sign the agreement.

**Background and Discussion:**

California continues to face the ongoing need to provide access to vaccines for all Californians, particularly those in communities that have been disproportionately burdened by the COVID-19 pandemic. Accordingly, and in the interest of public health, it is critical to provide increased vaccine-related services to the state's historically underserved communities. Based on that, the CDPH is extending the offer of funds to local health departments to assist in preventing and controlling vaccine-preventable diseases.

The objectives of this program are to: (1) promote awareness about the state's vaccine efforts and the process to get vaccinated; (2) publicize locations where the public may receive information regarding COVID-19 vaccines in their native language and assistance in signing up for a vaccine appointment; and (3) increase access to vaccines in communities that have disproportionately burned by the COVID-19 pandemic by funding local community health care providers, home health care providers, and establishing mobile vaccination capabilities.

As the CDPH requires signature acceptance by an authorized representative, the Department is requesting that the Board grant authority to the Public Health Director to sign the agreement.

**Action:**

Approve Grant Agreement Number 22-11050 and authorize the Director of Public Health to sign the agreement.

**Fiscal Impact:**

None

**Attachments:**

1. 23-199 Grant FINAL

2. 23-199 CRL FINAL
3. 23-199 Resolution FINAL

**CALIFORNIA IMMUNIZATION PROGRAM**

**Awarded By**

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**

**TO**

**Plumas County Public Health Agency, hereinafter “Grantee”**

**Implementing the project, “To assist local health departments (LHDs) in preventing and controlling vaccine-preventable diseases (VPDs) in the local health jurisdiction (LHJ),” hereinafter “Project”**

**GRANT AGREEMENT NUMBER 22-11050**

The Department awards this Grant, and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department 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 and Federal Grant numbers 5 NH23IP922612-04-00, 6 NH23IP922612-02-02, 6 NH23IP922612-02-03, and 6 NH23IP922612-02-04.

**PURPOSE:** The Department shall award this Grant Agreement to and for the benefit of the Grantee; the purpose of the Grant is to assist LHDs in preventing and controlling VPDs in the LHJ. 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.

**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 childcare facilities and schools.

**GRANT AMOUNT:** The maximum amount payable under this Grant Agreement shall not exceed the amount of \$1,182,228.32

**TERM OF GRANT AGREEMENT:** The term of the Grant shall begin on July 1, 2022 and terminates on June 30, 2027. No funds may be requested or invoiced for services performed or costs incurred after June 30, 2027.

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	<b>Grantee: Plumas County Public Health Agency</b>
Name: Noemi Marin	Name: Tina Venable, Director of Nursing
Address: 850 Marina Bay Pkwy., Bldg. P, 2 <sup>nd</sup> Fl.	Address: 270 County Hospital Road, Suite 111
City, ZIP: Richmond, CA 94804	City, ZIP: Quincy, CA 95971
Phone: (510) 620-3737	Phone: (530) 283-6330
E-mail: noemi.marin@cdph.ca.gov	E-mail: tinavenable@countyofplumas.com

Direct all inquiries to the following representatives:

<b>California Department of Public Health, Immunization Branch</b>	<b>Grantee: Plumas County Public Health Agency</b>
Attention: Rossana A. Ordonez	Attention: Tina Venable, Director of Nursing
Address: 850 Marina Bay Pkwy., Bldg. P, 2 <sup>nd</sup> Fl.	Address: 270 County Hospital Road, Suite 111
City, Zip: Richmond, CA 94804	City, ZIP: Quincy, CA 95971
Phone: (510) 620-3768	Phone: (530) 283-6330
E-mail: rossana.ordonez@cdph.ca.gov	E-mail: tinavenable@countyofplumas.com

All payments from CDPH to the Grantee; shall be sent to the following address:

<b>Remittance Address</b>
<b>Grantee: Plumas County Public Health Agency</b>
Attention DeLena Jones
Address: 270 County Hospital Road, Suite 206
City, ZIP: Quincy, CA 95971
Phone: (530) 283-6362
E-mail: delenajones@countyofplumas.com

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party, said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement which can be requested through the CDPH Project Representatives for processing.

**STANDARD GRANT PROVISIONS.** The Grantee must adhere to all Exhibits listed and any subsequent revisions. The following Exhibits are attached hereto or attached by reference and made a part of this Grant Agreement:

Exhibit A GRANT APPLICATION

(The Grant Application provides the description of the project and associated costs)

Note: Once the Grant Agreement has been fully executed, requests for modifications/changes thereafter to the existing Exhibit A and/or Exhibit A, Attachment 1, do not require a formal amendment but must be agreed to in writing by both parties. The CDPH/Grantee Project Representatives are responsible for keeping records of approved modifications/changes. Such modifications/changes must be made at least 30 days prior to implementation. A formal written amendment is required when there is an increase or decrease in funding or a change in the term of the agreement.

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS

The approved budget supersedes the proposed budget in the Grant Application

Exhibit C STANDARD GRANT CONDITIONS

Exhibit D      REQUEST FOR APPLICATION (RFA) #22-10537

Exhibit E      ADDITIONAL PROVISIONS

Exhibit F      FEDERAL TERMS AND CONDITIONS

**GRANTEE REPRESENTATIONS:** The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its subgrantee's to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: \_\_\_\_\_  
| | Dana Loomis, Director  
| | Plumas County Public Health Agency  
| | 270 County Hospital Road, Suite 206  
| | Quincy, CA 95971  
| |

Date: \_\_\_\_\_  
| | Javier Sandoval, Chief  
| | Contracts Management Unit  
| | California Department of Public Health  
| | 1616 Capitol Avenue, Suite 74.262  
| | P.O. Box 997377, MS 1800- 1804  
| | Sacramento, CA 95899-7377

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Purpose**

The purpose of this grant is to assist local health departments (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 childcare 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.

The LHD must agree to the following inclusive objectives and conduct the following activities. Many of the services to be performed are also conditions for federal funding of the CDPH Immunization Branch (IZB) and/or statutory requirements of State and LHDs. The level of local assistance grant funding to be awarded is not represented as sufficient for support of all the required activities; a significant amount of local support and funding is expected. Local assistance grant funds must not be used to supplant (i.e., replace) local funds currently being expended for immunization services and activities.

Grantee agrees to assign the responsibility of monitoring each program component:

1) Vaccine Accountability and Management; 2) Access to and Utilization of Quality Immunization Services; 3) California Immunization Registry (CAIR); 4) Perinatal Hepatitis B Prevention; 5) Education, Information, Training, and Partnerships; 6) Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD); 7) Childcare and School Immunization Entry Requirements; 8) Influenza; and 9) COVID-19 Vaccination.

Grantee will monitor grant fund expenditures to maximize the utilization of the funding for achieving the goals and objectives. Grant invoices shall be reviewed and submitted quarterly to the CDPH Immunization Branch.

The Immunization Coordinator is required to participate in meetings, webinars, and conference calls as requested by the CDPH Immunization Branch including, but not limited to, the CDPH Immunization Branch's Immunization Coordinators' Meeting, New Immunization Coordinator

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

Orientation (offered annually and required for all new Immunization Coordinators), regional coordinators' meetings, and conference calls related to influenza, outbreak control, perinatal hepatitis B, changes in policies and procedures, and other important issues.

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Area 1. Vaccine Accountability and Management**

<b>Goal 1.1: Maintain viability of IZB supplied vaccine to ensure vaccine effectiveness and reduce vaccine waste.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<p><b>Goal 1.1 Activity a:</b> Annually, make sure all relevant staff within LHD-operated clinics (routine mass vaccination, or special immunization outreach) are properly trained on current policies and procedures for proper vaccine storage and handling outlined in each participation agreement/addendum for the receipt of IZB-supplied vaccines (317, Vaccines for Children [VFC], state general fund).</p>	<ol style="list-style-type: none"> <li>1. Updated Vaccine Management Plans for each LHD facility.</li> <li>2. Completed EZIZ Lessons for Key Practice Staff.</li> <li>3. Completed training logs (training date, topics, methods, and list of attendees).</li> </ol>
<p><b>Goal 1.1 Activity b:</b> Develop and implement a training plan for provider facilities outside LHDs receiving IZB supplied doses (state or 317 Outbreak). Focus the plan on proper vaccine management, vaccine storage and handling requirements, and administration prior to the distribution of IZB-supplied vaccines.</p>	<ol style="list-style-type: none"> <li>1. Training plan developed and implemented.</li> <li>2. Number of completed trainings.</li> <li>3. Completed training logs (training date, topics, methods, and list of attendees).</li> <li>4. Training packet completed and available.</li> <li>5. Number of signed Vaccine Management Plans received and reviewed.</li> </ol>
<p><b>Goal 1.1 Activity c:</b> Develop and implement a plan to verify that providers administering 317 Outbreak and state general fund immunizations outside the LHDs adhere to policies for vaccine management. Conduct Quality Assurance verifications (such as random temperature log review, on-site vaccination clinic assessments, review of vaccine losses, etc.) at least every other year, in a sample of sites receiving vaccines.</p>	<ol style="list-style-type: none"> <li>1. Developed and implemented Quality Assurance Plan.</li> <li>2. Completion of Mass Vaccination Hourly Temperature Logs/Electronic Data Files.</li> <li>3. Temperature Documentation on CDPH provided Logs for all IZB-supplied vaccines/Electronic Temperature Files.</li> <li>4. Percentage of sites receiving Quality Assurance verifications (minimum sample of 10% of sites receiving vaccines).</li> <li>5. Number of Completed Quality Assurance verifications.</li> </ol>
<p><b>Goal 1.1 Activity d:</b> Promote and encourage adoption of CDPH and CDC storage and handling guidelines among all healthcare providers providing immunization services in the community.</p>	<ol style="list-style-type: none"> <li>1. Documentation of storage and handling best practices promotion efforts.</li> </ol>

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Form 4**

<b>Goal 1.2: Facilitate compliance with current protocols, policies, and procedures for vaccine accountability for LHD facilities and partners that receive IZB-supplied vaccine.</b>	
<b>Activity</b>	<b>Performance Measures</b>
<b>Goal 1.2 Activity a:</b> Make sure all relevant staff involved in vaccine ordering, management, and accountability activities within local health department-operated clinics adhere to all program requirements as outlined in the VFC/317 Provider Participation Agreements and Addendums. Complete annual VFC/317 program recertification.	1. Completed annual program recertification and corresponding educational lessons for all key practice staff.
<b>Goal 1.2 Activity b:</b> Promote adherence to eligibility guidelines corresponding to VFC, Section 317, and state general fund vaccines. Upon release of the Immunization Branch's Vaccine Eligibility Guidelines, IMM-1142, disseminate guidance to all relevant staff involved in vaccine ordering, management, and accountability activities within local health department operated pediatric and adult immunization clinics.	1. Documentation of provided guidance.
<b>Goal 1.2 Activity c:</b> Verify that processes are in place such that IZB-supplied (317, VFC, state) vaccines are administered to eligible individuals following outlined eligibility guidelines for each vaccine funding source.	1. Updated LHD protocols, inclusive of eligibility guidelines, for each vaccine funding source.
<b>Goal 1.2 Activity d:</b> Comply with federal policies regarding vaccine distribution. Publicly funded VFC and 317 vaccines must be distributed directly to the location at which the provider will administer the vaccines.	1. Documentation of procedures.

**Area 2. Access to and Utilization of Quality Immunization Services**

<b>Goal 2.1: Improve access to and receipt of all ACIP-recommended immunizations, especially for low income and underserved community members.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 2.1 Activity a:</b> Maintain an immunization safety net that includes any LHD resource and referral lists to other programs that connect patients to services.	1. Referral list completed and updated on an annual basis.
<b>Goal 2.1 Activity b:</b> Be responsive to problems Medi-Cal members report related to	1. Maintain log of access problems resolved at local level or reported to CDPH.

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Form 4**

<p>access to immunization services.<sup>1</sup> Work with the corresponding Medi-Cal Managed Care Plan (MCP) to resolve problems. After attempts to work with MCP, if still unable to resolve, collect details and escalate to Senior Field Representative or other designated Immunization Branch staff person.</p>	
<p><b>Goal 2.1 Activity c:</b> For all <i>LHD facilities</i> that are VFC providers, participate in and support provider compliance and quality improvement visits in conjunction with the CDPH Immunization Branch. Assist with the implementation of corrective action plans, strategies to reduce missed opportunities for vaccination, and linkage/referral to medical homes.</p>	<p>1. Number of LHD clinics with corrective actions that were all completed within the specified time frame on the VFC Compliance Visit Report.</p>

**Area 3. California Immunization Registry (CAIR)<sup>2</sup>**

<b>Goal 3.1 Promote and optimize<sup>3</sup> the use of CAIR in the jurisdiction</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<p><b>Goal 3.1 Activity a:</b> Enter all IZB-supplied vaccine doses administered by LHD or partners, including influenza doses, into CAIR.</p>	<p>1. Number of LHD clinics participating in CAIR/ number all LHD clinics.            2. Percentage of LHD clinic doses entered into the registry within 14 days.            3. Number of state flu doses entered by end of flu season/number state flu doses administered.            4. CAIR ID list submitted to CDPH.</p>
<p><b>Goal 3.1 Activity b:</b> For LHDs with primary care clinics, use manage patient status functionality to remove inactive patients at least once a year.</p>	<p>1. Inactive patients marked as inactive in CAIR.</p>
<p><b>Goal 3.1 Activity c:</b> In LHD primary care clinics, utilize CAIR data to identify and improve low or lagging infant or adolescent vaccination coverage levels.</p>	<p>1. Low infant or adolescent CAIR coverage rate identified and improved.</p>

<sup>1</sup> Requirements for Medi-Cal immunization services are summarized here: <http://izcoordinators.org/vaccine-programs/medi-cal-and-pharmacy-resources/>

<sup>2</sup> CAIR refers to the statewide system that will connect CAIR2 with the San Diego Immunization Registry and Healthy Futures.

<sup>3</sup> If have EHR, move from manual data entry to data exchange (upload from EHR) to bidirectional data exchange. See <https://cairweb.org/docs/CAIR2-Communications/IMM-1266.pdf> and <https://cairweb.org/docs/CAIR2-Communications/IMM-1260.pdf>

**Exhibit A  
CDPH Immunization Branch  
Scope of Work for Local Health Departments FY 2022-2023**

<b>Goal 3.1 Activity d:</b> Review monthly CAIR usage reports <sup>4</sup> to identify priority non-participating VFC sites that need to be recruited/retained. Communicate priority sites to Local CAIR Rep (LCR).	1. Number of VFC Sites identified for priority recruitment/retention contact.
<b>Goal 3.1 Activity e (required):</b> Invite CAIR staff <sup>5</sup> to participate in local provider trainings in order to promote CAIR.	1. Number of trainings with CAIR participation/number of trainings held.

<b>Goal 3.2: Connect local Immunization Information Systems (IIS) to CAIR (for San Joaquin County only)</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 3.2 Activity a:</b> Implement data sharing with CAIR2, including: <ul style="list-style-type: none"> <li>• Attend scheduled planning meetings with CAIR2 staff.</li> <li>• Comply with agreed upon timelines.</li> <li>• Complete data transfer testing, including both inbound to CAIR2 and outbound back to local IIS.</li> <li>• Share bulk historical loads of existing patients and immunizations to CAIR2 to initiate data sharing.</li> </ul>	1. Full historical data load completed.
<b>Goal 3.2 Activity b:</b> Initiate and maintain ongoing electronic data sharing with CAIR2.	1. Ongoing data sharing continues.

**Area 4. Perinatal Hepatitis B Prevention**

<b>Goal 4.1: Reduce the incidence of perinatal hepatitis B virus (HBV) infection in the jurisdiction.</b>	
<i>Note: Coordinate perinatal HBV prevention efforts with your LHD's Maternal Child and Adolescent Health (MCAH) program, as activities 4.1a-4.1c may also help fulfill Title V requirements and MCAH Scope of Work Activities.</i>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 4.1 Activity a:</b> Educate medical providers and hospital staff about the screening, care, and reporting of pregnant women who test positive for hepatitis B and their infants according to the guidance outlined below:	1. Percentage of HBsAg-positive pregnant women identified in the reporting period who were enrolled prior to delivery. 2. Percentage of HBsAg-positive pregnant women identified in the reporting period with an HBV DNA test result during pregnancy.

<sup>4</sup> Monthly CAIR usage reports for VFC providers are posted here: <http://izcoordinators.org/cair-reports/>.

<sup>5</sup> "CAIR staff" includes CAIR2 and local registry staff.

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Form 4**

<p><a href="#">Guidance for Prenatal Providers</a>  <a href="#">Guidance for Labor and Delivery Hospitals</a>  <a href="#">Guidance for Pediatric Providers</a></p>	<p>3. Percentage of PEP errors in the reporting period with completed LHJ follow-up.</p>
<p><b>Goal 4.1 Activity b:</b> Educate identified HBsAg-positive pregnant women about their HBV status and provide the appropriate information on prevention of perinatal hepatitis B transmission, based on current ACIP recommendations and the guidance outlined below:  <a href="#">Perinatal Hepatitis B Prevention Program Coordinator Handbook</a>  <i>Note: Even if you had no cases in the previous period you are still required to complete this activity so that you are prepared if there is a case in the future.</i></p>	<p>1. Number of HBsAg positive pregnant women identified and contacted.</p>
<p><b>Goal 4.1 Activity c:</b> Collect and submit requested data to CDPH on HBsAg-positive pregnant women and their infants according to the guidance outlined below:  <a href="#">Perinatal Hepatitis B Prevention Program Coordinator Handbook</a></p>	<p>1. Percentage of infants born to HBsAg-positive mothers in the reporting period who received PEP according to ACIP recommendations.          2. Percentage of infants born to HBsAg-positive mothers who completed the HBV vaccine series by 12 months of age.          3. Percentage of infants born to HBsAg-positive mothers who have completed PVS testing by 24 months of age.          4. Percentage of infants closed to case management with complete information within 24 months.</p>

**Area 5. Education, Information, Training, and Partnerships**

<p><b>Goal 5.1: Provide and/or promote educational activities and information to health care providers, schools and childcare centers, and other immunization stakeholders to promote best practices for immunizations and the importance of timely vaccinations.</b></p>	
<p><b>Required Activities</b></p>	<p><b>Performance Measures</b></p>
<p><b>Goal 5.1 Activity a:</b> Based on local priorities and resources, disseminate print and/or electronic communications among providers, school, general public and other immunization stakeholders in their jurisdiction.   <i>Note: Depending on funding, CDPH may offer select hard-copy materials to all VFC Providers through the Online VFC store. If the VFC store is available, LHDs may choose to refer VFC providers in their jurisdiction to order select materials from the VFC store instead.</i></p>	<p>1. Summary of efforts conducted to distribute materials in print or electronically to immunization stakeholders.          2. Target date for completion of summary.</p>

**Exhibit A  
 CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<p><i>CDPH will inform LHDs on centralized communication activities from the Immunization Branch (e.g., print materials to VFC providers; electronic communications and resources to VFC providers, schools, pharmacies, and community-based organizations/other stakeholders; and traditional media/social media activities to reach the general public). LHDs may supplement any gaps in communication with local efforts. Contact the Information &amp; Education Section if you would like to learn more about the Immunization Branch’s centralized communication vehicles and activities.</i></p>	
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<b>Goal 5.2: Develop partnerships and collaborative activities in order to expand immunization services, promote best practices and improve coverage rates among children, adolescent and adults.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<p><b>Goal 5.2 Activity a:</b> Engage with at least 3 types of partners in conducting educational activities or trainings.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• <i>Partnership engagement should be based on commitment to perform agreed-upon activities (e.g., joint training, mass vaccination clinic, collaboration to include immunization messaging in communications or event, promotional efforts).</i></li> <li>• <i>LHJ will engage with at least one “provider” partner, one “school” partner and one “social service or other” partner:</i> <ul style="list-style-type: none"> <li>○ <i>“Provider partner” may include hospitals, federally qualified health centers (FQHCs), long term care facilities, birth facilities, professional associations (local ACOG chapter), pharmacies, health plans and community clinics.</i></li> <li>○ <i>“School partner” may include childcare providers, school or school district, County Department of Education, college, school nurses’ association or other school-related organizations.</i></li> <li>○ <i>“Social service and other partners” may include WIC, MCAH, social service agencies, migrant health, homeless shelters, drug-treatment centers, jails, faith-based organizations, local business or community-based organizations.</i></li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Number of partner types (provider, school, social service/other partners) engaged with.</li> <li>2. Summary of activities conducted with each partner type.</li> <li>3. Summary of activities conducted with new partners.</li> </ol>

**Area 6. Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)**

<p><b>Goal 6.1: Conduct surveillance to identify VPD cases and/or outbreaks, and implement recommended prevention and control activities.</b></p>
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**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Form 4**

Required Activities	Performance Measures
<p><b>Goal 6.1 Activity a:</b> Ensure that appropriate clinical specimens are tested, and relevant epidemiologic information is collected for VPDs requiring immediate public health action.</p>	<ol style="list-style-type: none"> <li>1. Percentage of measles PCR positive specimens submitted for molecular characterization.</li> <li>2. Percentage of Neisseria meningitidis positive specimens/isolates submitted for molecular characterization.</li> </ol>
<p><b>Goal 6.1 Activity b:</b> Implement appropriate public health activities for the control and prevention of cases and/or outbreaks of VPDs that are reportable to CDPH in accordance with CDPH recommendations.</p>	<ol style="list-style-type: none"> <li>1. Quarterly review of Quicksheets with applicable staff completed.</li> <li>2. Percentage of infant pertussis cases &lt;4 months of age with documentation of mother’s prenatal care provider information (name and city of prenatal care provider).</li> <li>3. Percentage of infant pertussis cases &lt;4 months of age for whom maternal Tdap status is known.</li> <li>4. Percentage of providers reached<sup>6</sup> who provided prenatal care to a woman whose infant developed pertussis. Reaching the provider is only required if the woman never got Tdap during this pregnancy or did not receive Tdap at 27-36 weeks gestation.<sup>7</sup></li> </ol>
<p><b>Goal 6.1 Activity c:</b> Obtain vaccine and assist with the organization and implementation of efforts to vaccinate susceptible individuals, if appropriate, in the context of a VPD outbreak and exposure.</p>	<ol style="list-style-type: none"> <li>1. Completed outbreak response request<sup>8</sup> with plan for doses and target population (as appropriate).</li> </ol>

<b>Goal 6.2: Collect and submit requested data to CDPH on VPD cases and outbreaks.</b>	
Required Activities	Performance Measures

<sup>6</sup> Sending a letter re: standard of care is the minimum acceptable communication, with copy to your LHD Maternal Child and Adolescent Health (MCAH) program. See [Template Letter for Prenatal Care Providers with Pregnant Patients that did not Receive Prenatal Tdap Appropriately and Infants Developed Pertussis](#)

<sup>7</sup> Please note: If a practice decides to modify or reduce the number of prenatal care visits due to the COVID-19 pandemic, ACOG encourages clinicians to include recommended maternal immunizations (influenza and Tdap) during remaining in-person appointments, even if that means immunizations will be administered outside of the typically recommended weeks of gestation. Please make note of any clinic modifications in the notes field in the maternal immunizations section in CalREDIE.

<sup>8</sup> The Immunization Branch provides a form for requesting vaccine from CDPH.

**Exhibit A  
CDPH Immunization Branch  
Scope of Work for Local Health Departments FY 2022-2023**

<p><b>Goal 6.2 Activity a:</b> Report VPDs and other conditions reportable to CDPH Immunization Branch per CDPH instructions listed here: <a href="#">ReportingGuidanceForLHJs</a></p>	<ol style="list-style-type: none"> <li>1. Percentage of measles cases reported immediately to CDPH.</li> <li>2. Percent of meningococcal disease cases in high school and college students reported immediately to CDPH.</li> <li>3. Percentage of case reports submitted to CDPH via an electronic communicable disease reporting system (CalREDIE or other) in the recommended timeframe.</li> <li>4. Percentage of VPD cases with appropriate resolution status assigned, as per CSTE case definition.</li> <li>5. Percentage of VPD cases with complete data.</li> </ol>
<p><b>Goal 6.2 Activity b:</b> Collect and submit CDPH-requested VPD case and outbreak data.</p>	<ol style="list-style-type: none"> <li>1. Percentage of confirmed hepatitis A cases for whom hepatitis A risk factors are known.</li> <li>2. Percentage of meningococcal disease cases aged 14-24 years for whom high school or college attendance status is known.</li> </ol>

**Area 7. Childcare and School Immunization Entry Requirements**

<p><b>Goal 7.1: Decrease the proportion of pupils who are overdue for required immunizations or admitted conditionally.</b></p>	
<p><b>Required Activities</b></p>	<p><b>Performance Measures</b></p>
<p><b>Goal 7.1 Activity a:</b> Provide guidance, training, and support for compliance with entry immunization requirements by all childcare centers and schools within the jurisdiction.</p>	<ol style="list-style-type: none"> <li>1. Percentage of schools with kindergarteners in the jurisdiction that have completed the annual immunization assessment.</li> </ol>
<p><b>Goal 7.1 Activity b:</b> At least annually, visit schools with 10 or more kindergarteners that reported &gt; 10% were either conditionally admitted or overdue for required immunization; provide guidance and support follow-up until these students are up to date.</p>	<ol style="list-style-type: none"> <li>1. Percentage of schools that meet the definition of "targeted schools" <sup>9</sup> Target 2022-2023 School Year: Less than 3% of schools have &gt;10% of kindergarteners either conditional or overdue.</li> </ol>

**Area 8. Influenza**

<sup>9</sup> "Targeted schools are schools with 10 or more kindergarteners that reported greater than 10% of students conditionally admitted and/or overdue for required immunization.

**Exhibit A  
CDPH Immunization Branch  
Scope of Work for Local Health Departments FY 2022-2023**

<b>Goal 8.1: Strengthen capacity to protect against seasonal influenza and to prepare for a pandemic.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 8.1 Activity a:</b> To assist your LHD emergency preparedness lead in fulfilling its emergency preparedness grant requirements, utilize IZB-supplied influenza vaccine or other 317-funded <sup>10</sup> vaccines to support at least one mass immunization exercise/year. Confirm your LHD emergency preparedness program has entered all doses into CAIR within 14 days of administration, as per the emergency preparedness grant requirement.	1. Mass vaccination exercise completed by local health department, including immunization and preparedness program staff.
<b>Goal 8.1 Activity b:</b> Utilize IZB-supplied influenza vaccine to immunize jurisdiction against influenza; doses may be shared with local partners.	1. Number of doses of influenza vaccine administered. Target # of doses must be at least 90% of previous season's total doses.

**Area 9. COVID-19 Vaccination**

<b>Goal 9.1: Organize an effective COVID-19 vaccination response at the local level.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 9.1 Activity a:</b> Develop and implement a COVID-19 vaccination plan that ensures equitable vaccination access and encourages widespread vaccine acceptance and uptake.	1. Percentage of target number of individuals vaccinated, or target number of doses administered, for each focus population, as described in your Vaccination Equity Workplan. <i>(Note: LHDs will not be penalized for not reaching their targets but will be required to describe challenges faced in reaching targets and describe how they will address these challenges.)</i> 2. Completion of COVID-specific activity progress report. Template provided by IZB-CDPH. 3. Participation in periodic meetings with IZB-CDPH staff.
<b>Goal 9.1 Activity b:</b> Respond to requests from IZB-CDPH for information on local efforts and plans to address vaccine hesitancy, improve vaccine access, reach vulnerable	1. Response to requests for information from IZB-CDPH as needed.

<sup>10</sup> If the LHD would like to use Pan Flu Funding or other emergency preparedness funding for vaccine purchase, please reach out to the Immunization Branch with your request.

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

populations, and vaccinate adolescents and children 5-11 years of age, during Phase 3 of the vaccine rollout.	
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**Glossary of Acronyms and Terms**

<b>Abbreviation or term</b>	<b>Definition</b>
317 vaccine	Vaccine provided to LHD clinics and partners for uninsured adults and for outbreak purposes.
ACIP	Advisory Committee on Immunization Practices
ACOG	American College of Obstetricians and Gynecologists
AFIX	Assessment, Feedback, Incentive, eXchange
AFM	Acute Flaccid Myelitis
ARNOLD	Advanced Results Notification and On-Line Delivery (within CalREDIE)
CAIR	California Immunization Registry
CalREDIE	California Reportable Disease Information Exchange
CDC	Centers for Disease Control and Prevention
CDPH	California Department of Public Health
COVID-19	Coronavirus Disease 2019
CPSP	Comprehensive Perinatal Services Program
CSTE	Council of State and Territorial Epidemiologists
DNA	Deoxyribonucleic Acid
eCR	Electronic Case Reporting
EHR	Electronic Health Record
ELR	Electronic Laboratory Reporting
EZIZ	An Immunization Branch-operated website (eziz.org) with immunization training and resource materials.

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Form 4**

FQHC	Federally Qualified Health Center
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Vaccine
HL7	Health Level 7 (standards for data exchange)
HPV	Human papillomavirus
IgM	Immunoglobulin
IIS	Immunization Information System
IQIP	Immunization Quality Improvement for Providers
ISI	Immunization Skills Institute
IZ	Immunization
IZB	Immunization Branch (of CDPH)
IZB-supplied vaccine	Vaccine ordered through the CDPH Immunization Branch and supplied to LHD clinics or partners using state or federal (VFC and 317) funding sources.
LCR	Local CAIR representative (on CDPH IZB staff)
LHD	Local Health Department
LHD Primary Care Clinic	Clinic run or housed in LHD that serves as a medical home for its patients. Includes federally qualified health centers or look-alikes that are operated or housed in LHDs
LHJ	Local Health Jurisdiction
MA	Medical Assistant
MCAH	Maternal Child and Adolescent Health
MCP	Medi-Cal Managed Care Plan
MDL	Microbial Diseases Laboratory
MOU	Memorandum of Understanding
NIAM	National Immunization Awareness Month

**Exhibit A**  
**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

**Form 4**

NIVW	National Influenza Vaccine Week
OBGYN	Obstetrics and Gynecology
PBE	Personal Belief Exemption
PCR	Polymerase Chain Reaction
PEP	Post Exposure Prophylaxis
PHPP	Perinatal Hepatitis B Prevention Program
PVS	Post-Vaccination Serology
PVW	Preteen Vaccine Week
SGF	State General Fund
TB	Tuberculosis
Tdap	Tetanus, Diphtheria, and Pertussis
TK/K	Transitional Kindergarten/Kindergarten
VFC	Vaccines for Children Program
VPDs	Vaccine-Preventable Disease(s)
VRDL	Viral and Rickettsial Disease Laboratory (of CDPH)
WIC	Women, Infants, and Children

**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Grant Application/Attachment 1 Grantee Written Modification, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the total amount of this agreement.
- B. Invoices shall include the Grant Number and shall be submitted electronically or in triplicate not more frequently than monthly in arrears to:

Rossana B. Anglo-Ordonez  
California Department of Public Health  
Immunization Branch  
850 Marina Bay Pkwy., Bldg. P, 2<sup>nd</sup> Floor  
Richmond, CA 94804

- C. Invoices shall:
  - 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
  - 2) Bear the Grantee's name as shown on the Grant.
  - 3) Identify the billing and/or performance period covered by the invoice.
  - 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.
- D. Amount awarded under this Grant is identified in the CDPH 1229 Grant Agreement.

**2. Budget Contingency Clause**

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

**Exhibit B**  
Budget Detail and Payment Provisions

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**4. Timely Submission of Final Invoice**

- A. A final undisputed invoice shall be submitted for payment no more than sixty (60) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**5. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

## EXHIBIT C

### STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

  - A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
  - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
  - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
  - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
  - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

- 4) For publications other than those described in paragraph B.3 above,, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

# **EXHIBIT D**

## **REQUEST FOR APPLICATION #22-10537**



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

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

**CDPH Immunization Branch**  
**Fiscal Year 2022 - 2027**  
**APPLICATION COVER SHEET/CHECKLIST**

**Form 1**

DATE OF SUBMISSION	09/29/2022
OFFICIAL ORGANIZATION NAME	Plumas County Public Health Agency
AGREEMENT NUMBER	<i>(Leave blank. Will be assigned by CDPH/IZ)</i>

Provide the name, phone number, and e-mail address of the person we can contact to confirm the date/time of the negotiation conference call.

<b>Contact Name:</b> Tina Venable	<b>Phone Number:</b> 530 283 6346
<b>E-mail:</b> tinavenable@countyofplumas.com	

**Type of Application:**

New   
  Renewal   
  Continuation   
  Supplement   
  Revision  
 Supplement   
 Revision

<b>Budget Period:</b>	<b>Total Amount Requested for 5 Years:</b>
From: <u>July 1, 2022</u> To: <u>June 30, 2027</u>	\$ 1,182,228.32

**Board of Supervisors/Resolution meeting dates for the upcoming 6 months:**

Oct 11&18	Nov 8. 15, 22	Dec 6, 13, 20	Jan, 3, 10, 17	Feb 7, 14, 21
Mar 7, 14, 21	Apr 4, 11, 18			

**Federal Compliance Requirements of the**

**Immunization Grant No. 5 NH23IP922612-04-00**  
**COVID-19 R2 Grant No. 6 NH23IP922612-02-02**  
**COVID-19 R3 Grant No. 6 NH23IP922612-02-03**  
**COVID-19 R4 Grant No. 6 NH23IP922612-02-04**

This section requires LHD Grantee signature to acknowledge that the LHD Grantee has reviewed and understands the Federal Compliance Requirements of all grants listed above. See enclosed copy of the Award Attachments under which these grants are issued.

Tina Venable, DON  
Print Name and Title of Person Signing

  
\_\_\_\_\_  
Signature of Person Signing

9/29/2022  
Date

**APPLICATION CONTENTS:**

**Application Due by 5:00 p.m., (Pacific Standard Time), September 30, 2022 Please Check**

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

**NOTE:** The above documents must be completed and submitted with this Application Cover Sheet/Checklist Form. E-mail completed application to [izb.admin@cdph.ca.gov](mailto:izb.admin@cdph.ca.gov) by the submission deadline.

**Form 2**

**CDPH Immunization Branch  
 Grantee Information Form**

Date Form Completed: 9/29/2022 \_\_\_\_\_

<b>Organization</b>	<b>This is the information that will appear on your grant agreement cover page.</b>	
	Federal Tax ID #	94-6000528 Contract/Grant# 5 NH23IP922612-04-00
	Data Universal Number System (DUNS) #	119530710
	Unique Entity Identifier (UEI) #	
	Official Organization Name	Plumas County Public Health Agency pL
	Mailing Address	270 County Hospital Road Suite 206 Quincy CA 95971
	Street Address (If Different)	
	County	Plumas
	Phone	530-283-6337 Fax 530-283-6425
	Website	www.plumascounty.us/91/Public-Health-Agency
<b>Grant Signatory</b>	The <b>Grant Signatory</b> has authority to sign the grant agreement cover.	
	Name	Dana Loomis
	Title	Director
	<b>If address(es) are the same as the organization above, just check this box and go to Phone x</b> <input type="checkbox"/>	
	Mailing Address	
	Street Address (If Different)	
Phone	530-283-6337 Fax 530-283-6425	
E-mail	danaloomis@countyofplumas.com	
<b>Project Director</b>	The <b>Project Director</b> is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with State Immunization Branch staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name	Tina Venable
	Title	Director of Nursing
<b>If address(es) are the same as the organization above, just check this box and go to Phone</b> <input type="checkbox"/>		

Mailing Address	_____ 270 County Hospital Road, suite 111 _____	
	Street Address (If Different) _____	
	Phone _____ 530-283-6330 _____	Fax _____ 530-283-6110 _____
	E-mail _____ tinavenable@countyofplumas.com _____	

Payment Receiver	All payments are sent to the attention of this person at the designated address.	
	Name	_____ DeLena Jones _____
	Title	_____ Department Fiscal Officer _____
	<b>If address(es) are the same as the organization above, just check this box and go to Phone</b> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone _____ 530-283-6362 _____	Fax _____
E-mail _____ delenajones@countyofplumas.com _____		

Fiscal Reporter	The <b>Fiscal Reporter</b> prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.	
	Name	_____ DeLena Jones _____
	Title	_____ Department Fiscal Officer _____
	<b>If address(es) are the same as the organization above, just check this box and go to Phone</b> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone _____ 530-283-6362 _____	Fax _____
E-mail _____ delenajones@countyofplumas.com _____		

Fiscal Signatory	The <b>Fiscal Signatory</b> has signature authority for invoices and all fiscal documentation reports.	
	Name	_____ DeLena Jones _____
	Title	_____ Department Fiscal Officer _____
	<b>If address(es) are the same as the organization above, just check this box and go to Phone</b> <input type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone _____ 530-283-6362 _____	Fax _____
E-mail _____ delenajones@countyofplumas.com _____		

**CDPH Immunization Branch  
Local Assistance Grant Application  
Local Project Synopsis**

**Form 3**

Name of Grantee: Plumas County Public Health Agency (PCPHA)

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**1. DESCRIPTION OF SERVICES TO BE PROVIDED:**

Narrative

PCPHA will provide immunizations at our clinic including our outreach clinics in the outlying areas. We will provide outreach and education to our prenatal care providers as well as our one birthing hospital on the importance of Hepatitis B testing and birth dose vaccination. Additionally the program will provide adequate education of healthcare providers, school staff, and childcare community on the use of CAIR and the importance for continuity of care. We will also educate those stated above and the general public about the need for immunizations. Efforts will be made through prevention, surveillance and outbreak control to reduce and eliminate illness disability and death due to various preventable diseases. This endeavor will include providing outreach flu/covid vaccine campaigns in the schools, preschools and communities throughout our county.

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**2. EVALUATION PLANS:**

*All grantees participate in process evaluation per their Scope of Work activities.  
Grantees must complete a quarterly grant report detailing their activities.*

**CDPH Immunization Branch  
Scope of Work for Local Health Departments FY 2022-2023**

**Purpose**

The purpose of this grant is to assist local health departments (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 childcare 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.

The LHD must agree to the following inclusive objectives and conduct the following activities. Many of the services to be performed are also conditions for federal funding of the CDPH Immunization Branch (IZB) and/or statutory requirements of State and LHDs. The level of local assistance grant funding to be awarded is not represented as sufficient for support of all the required activities; a significant amount of local support and funding is expected. Local assistance grant funds must not be used to supplant (i.e., replace) local funds currently being expended for immunization services and activities.

Grantee agrees to assign the responsibility of monitoring each program component:

1) Vaccine Accountability and Management; 2) Access to and Utilization of Quality Immunization Services; 3) California Immunization Registry (CAIR); 4) Perinatal Hepatitis B Prevention; 5) Education, Information, Training, and Partnerships; 6) Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD); 7) Childcare and School Immunization Entry Requirements; 8) Influenza; and 9) COVID-19 Vaccination.

Grantee will monitor grant fund expenditures to maximize the utilization of the funding for achieving the goals and objectives. Grant invoices shall be reviewed and submitted quarterly to the CDPH Immunization Branch.

The Immunization Coordinator is required to participate in meetings, webinars, and conference calls as requested by the CDPH Immunization Branch including, but not limited to, the CDPH Immunization Branch's Immunization Coordinators' Meeting, New Immunization Coordinator

**CDPH Immunization Branch**  
**Scope of Work for Local Health Departments FY 2022-2023**

Orientation (offered annually and required for all new Immunization Coordinators), regional coordinators' meetings, and conference calls related to influenza, outbreak control, perinatal hepatitis B, changes in policies and procedures, and other important issues.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

**Area 1. Vaccine Accountability and Management**

<b>Goal 1.1: Maintain viability of IZB supplied vaccine to ensure vaccine effectiveness and reduce vaccine waste.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<p><b>Goal 1.1 Activity a:</b> Annually, make sure all relevant staff within LHD-operated clinics (routine mass vaccination, or special immunization outreach) are properly trained on current policies and procedures for proper vaccine storage and handling outlined in each participation agreement/addendum for the receipt of IZB-supplied vaccines (317, Vaccines for Children [VFC], state general fund).</p>	<ol style="list-style-type: none"> <li>1. Updated Vaccine Management Plans for each LHD facility.</li> <li>2. Completed EZIZ Lessons for Key Practice Staff.</li> <li>3. Completed training logs (training date, topics, methods, and list of attendees).</li> </ol>
<p><b>Goal 1.1 Activity b:</b> Develop and implement a training plan for provider facilities outside LHDs receiving IZB supplied doses (state or 317 Outbreak). Focus the plan on proper vaccine management, vaccine storage and handling requirements, and administration prior to the distribution of IZB-supplied vaccines.</p>	<ol style="list-style-type: none"> <li>1. Training plan developed and implemented.</li> <li>2. Number of completed trainings.</li> <li>3. Completed training logs (training date, topics, methods, and list of attendees).</li> <li>4. Training packet completed and available.</li> <li>5. Number of signed Vaccine Management Plans received and reviewed.</li> </ol>
<p><b>Goal 1.1 Activity c:</b> Develop and implement a plan to verify that providers administering 317 Outbreak and state general fund immunizations outside the LHDs adhere to policies for vaccine management. Conduct Quality Assurance verifications (such as random temperature log review, on-site vaccination clinic assessments, review of vaccine losses, etc.) at least every other year, in a sample of sites receiving vaccines.</p>	<ol style="list-style-type: none"> <li>1. Developed and implemented Quality Assurance Plan.</li> <li>2. Completion of Mass Vaccination Hourly Temperature Logs/Electronic Data Files.</li> <li>3. Temperature Documentation on CDPH provided Logs for all IZB-supplied vaccines/Electronic Temperature Files.</li> <li>4. Percentage of sites receiving Quality Assurance verifications (minimum sample of 10% of sites receiving vaccines).</li> <li>5. Number of Completed Quality Assurance verifications.</li> </ol>
<p><b>Goal 1.1 Activity d:</b> Promote and encourage adoption of CDPH and CDC storage and handling guidelines among all healthcare providers providing immunization services in the community.</p>	<ol style="list-style-type: none"> <li>1. Documentation of storage and handling best practices promotion efforts.</li> </ol>

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<b>Goal 1.2: Facilitate compliance with current protocols, policies, and procedures for vaccine accountability for LHD facilities and partners that receive IZB-supplied vaccine.</b>	
<b>Activity</b>	<b>Performance Measures</b>
<b>Goal 1.2 Activity a:</b> Make sure all relevant staff involved in vaccine ordering, management, and accountability activities within local health department-operated clinics adhere to all program requirements as outlined in the VFC/317 Provider Participation Agreements and Addendums. Complete annual VFC/317 program recertification.	1. Completed annual program recertification and corresponding educational lessons for all key practice staff.
<b>Goal 1.2 Activity b:</b> Promote adherence to eligibility guidelines corresponding to VFC, Section 317, and state general fund vaccines. Upon release of the Immunization Branch's Vaccine Eligibility Guidelines, IMM-1142, disseminate guidance to all relevant staff involved in vaccine ordering, management, and accountability activities within local health department operated pediatric and adult immunization clinics.	1. Documentation of provided guidance.
<b>Goal 1.2 Activity c:</b> Verify that processes are in place such that IZB-supplied (317, VFC, state) vaccines are administered to eligible individuals following outlined eligibility guidelines for each vaccine funding source.	1. Updated LHD protocols, inclusive of eligibility guidelines, for each vaccine funding source.
<b>Goal 1.2 Activity d:</b> Comply with federal policies regarding vaccine distribution. Publicly funded VFC and 317 vaccines must be distributed directly to the location at which the provider will administer the vaccines.	1. Documentation of procedures.

**Area 2. Access to and Utilization of Quality Immunization Services**

<b>Goal 2.1: Improve access to and receipt of all ACIP-recommended immunizations, especially for low income and underserved community members.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 2.1 Activity a:</b> Maintain an immunization safety net that includes any LHD resource and referral lists to other programs that connect patients to services.	1. Referral list completed and updated on an annual basis.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<p><b>Goal 2.1 Activity b:</b> Be responsive to problems Medi-Cal members report related to access to immunization services.<sup>1</sup> Work with the corresponding Medi-Cal Managed Care Plan (MCP) to resolve problems. After attempts to work with MCP, if still unable to resolve, collect details and escalate to Senior Field Representative or other designated Immunization Branch staff person.</p>	<p>1. Maintain log of access problems resolved at local level or reported to CDPH.</p>
<p><b>Goal 2.1 Activity c:</b> For all <i>LHD facilities</i> that are VFC providers, participate in and support provider compliance and quality improvement visits in conjunction with the CDPH Immunization Branch. Assist with the implementation of corrective action plans, strategies to reduce missed opportunities for vaccination, and linkage/referral to medical homes.</p>	<p>1. Number of LHD clinics with corrective actions that were all completed within the specified time frame on the VFC Compliance Visit Report.</p>

**Area 3. California Immunization Registry (CAIR)<sup>2</sup>**

<b>Goal 3.1 Promote and optimize<sup>3</sup> the use of CAIR in the jurisdiction</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<p><b>Goal 3.1 Activity a:</b> Enter all IZB-supplied vaccine doses administered by LHD or partners, including influenza doses, into CAIR.</p>	<p>1. Number of LHD clinics participating in CAIR/ number all LHD clinics.            2. Percentage of LHD clinic doses entered into the registry within 14 days.            3. Number of state flu doses entered by end of flu season/number state flu doses administered.            4. CAIR ID list submitted to CDPH.</p>
<p><b>Goal 3.1 Activity b:</b> For LHDs with primary care clinics, use manage patient status functionality to remove inactive patients at least once a year.</p>	<p>1. Inactive patients marked as inactive in CAIR.</p>
<p><b>Goal 3.1 Activity c:</b> In LHD primary care clinics, utilize CAIR data to identify and</p>	<p>1. Low infant or adolescent CAIR coverage rate identified and improved.</p>

<sup>1</sup> Requirements for Medi-Cal immunization services are summarized here: <http://izcoordinators.org/vaccine-programs/medi-cal-and-pharmacy-resources/>

<sup>2</sup> CAIR refers to the statewide system that will connect CAIR2 with the San Diego Immunization Registry and Healthy Futures.

<sup>3</sup> If have EHR, move from manual data entry to data exchange (upload from EHR) to bidirectional data exchange. See <https://cairweb.org/docs/CAIR2-Communications/IMM-1266.pdf> and <https://cairweb.org/docs/CAIR2-Communications/IMM-1260.pdf>

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

improve low or lagging infant or adolescent vaccination coverage levels.	
<b>Goal 3.1 Activity d:</b> Review monthly CAIR usage reports <sup>4</sup> to identify priority non-participating VFC sites that need to be recruited/retained. Communicate priority sites to Local CAIR Rep (LCR).	1. Number of VFC Sites identified for priority recruitment/retention contact.
<b>Goal 3.1 Activity e (required):</b> Invite CAIR staff <sup>5</sup> to participate in local provider trainings in order to promote CAIR.	1. Number of trainings with CAIR participation/number of trainings held.

<b>Goal 3.2: Connect local Immunization Information Systems (IIS) to CAIR (for San Joaquin County only)</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 3.2 Activity a:</b> Implement data sharing with CAIR2, including: <ul style="list-style-type: none"> <li>Attend scheduled planning meetings with CAIR2 staff.</li> <li>Comply with agreed upon timelines.</li> <li>Complete data transfer testing, including both inbound to CAIR2 and outbound back to local IIS.</li> <li>Share bulk historical loads of existing patients and immunizations to CAIR2 to initiate data sharing.</li> </ul>	1. Full historical data load completed.
<b>Goal 3.2 Activity b:</b> Initiate and maintain ongoing electronic data sharing with CAIR2.	1. Ongoing data sharing continues.

**Area 4. Perinatal Hepatitis B Prevention**

<b>Goal 4.1: Reduce the incidence of perinatal hepatitis B virus (HBV) infection in the jurisdiction.</b>	
<i>Note: Coordinate perinatal HBV prevention efforts with your LHD's Maternal Child and Adolescent Health (MCAH) program, as activities 4.1a-4.1c may also help fulfill Title V requirements and MCAH Scope of Work Activities.</i>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 4.1 Activity a:</b> Educate medical providers and hospital staff about the screening, care, and reporting of pregnant women who test positive for hepatitis B and	1. Percentage of HBsAg-positive pregnant women identified in the reporting period who were enrolled prior to delivery.

<sup>4</sup> Monthly CAIR usage reports for VFC providers are posted here: <http://izcoordinators.org/cair-reports/>.

<sup>5</sup> "CAIR staff" includes CAIR2 and local registry staff.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<p>their infants according to the guidance outlined below:  <a href="#">Guidance for Prenatal Providers</a>  <a href="#">Guidance for Labor and Delivery Hospitals</a>  <a href="#">Guidance for Pediatric Providers</a></p>	<ol style="list-style-type: none"> <li>Percentage of HBsAg-positive pregnant women identified in the reporting period with an HBV DNA test result during pregnancy.</li> <li>Percentage of PEP errors in the reporting period with completed LHJ follow-up.</li> </ol>
<p><b>Goal 4.1 Activity b:</b> Educate identified HBsAg-positive pregnant women about their HBV status and provide the appropriate information on prevention of perinatal hepatitis B transmission, based on current ACIP recommendations and the guidance outlined below:  <a href="#">Perinatal Hepatitis B Prevention Program Coordinator Handbook</a>  <i>Note: Even if you had no cases in the previous period you are still required to complete this activity so that you are prepared if there is a case in the future.</i></p>	<ol style="list-style-type: none"> <li>Number of HBsAg positive pregnant women identified and contacted.</li> </ol>
<p><b>Goal 4.1 Activity c:</b> Collect and submit requested data to CDPH on HBsAg-positive pregnant women and their infants according to the guidance outlined below:  <a href="#">Perinatal Hepatitis B Prevention Program Coordinator Handbook</a></p>	<ol style="list-style-type: none"> <li>Percentage of infants born to HBsAg-positive mothers in the reporting period who received PEP according to ACIP recommendations.</li> <li>Percentage of infants born to HBsAg-positive mothers who completed the HBV vaccine series by 12 months of age.</li> <li>Percentage of infants born to HBsAg-positive mothers who have completed PVS testing by 24 months of age.</li> <li>Percentage of infants closed to case management with complete information within 24 months.</li> </ol>

**Area 5. Education, Information, Training, and Partnerships**

<p><b>Goal 5.1: Provide and/or promote educational activities and information to health care providers, schools and childcare centers, and other immunization stakeholders to promote best practices for immunizations and the importance of timely vaccinations.</b></p>	
<p><b>Required Activities</b></p>	<p><b>Performance Measures</b></p>
<p><b>Goal 5.1 Activity a:</b> Based on local priorities and resources, disseminate print and/or electronic communications among providers, school, general public and other immunization stakeholders in their jurisdiction.  <i>Note: Depending on funding, CDPH may offer select hard-copy materials to all VFC Providers through the</i></p>	<ol style="list-style-type: none"> <li>Summary of efforts conducted to distribute materials in print or electronically to immunization stakeholders.</li> <li>Target date for completion of summary.</li> </ol>

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<p><i>Online VFC store. If the VFC store is available, LHDs may choose to refer VFC providers in their jurisdiction to order select materials from the VFC store instead. CDPH will inform LHDs on centralized communication activities from the Immunization Branch (e.g., print materials to VFC providers; electronic communications and resources to VFC providers, schools, pharmacies, and community-based organizations/other stakeholders; and traditional media/social media activities to reach the general public). LHDs may supplement any gaps in communication with local efforts. Contact the Information &amp; Education Section if you would like to learn more about the Immunization Branch’s centralized communication vehicles and activities.</i></p>	
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<b>Goal 5.2: Develop partnerships and collaborative activities in order to expand immunization services, promote best practices and improve coverage rates among children, adolescent and adults.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<p><b>Goal 5.2 Activity a:</b> Engage with at least 3 types of partners in conducting educational activities or trainings.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• <i>Partnership engagement should be based on commitment to perform agreed-upon activities (e.g., joint training, mass vaccination clinic, collaboration to include immunization messaging in communications or event, promotional efforts).</i></li> <li>• <i>LHJ will engage with at least one “provider” partner, one “school” partner and one “social service or other” partner:</i> <ul style="list-style-type: none"> <li>○ <i>“Provider partner” may include hospitals, federally qualified health centers (FQHCs), long term care facilities, birth facilities, professional associations (local ACOG chapter), pharmacies, health plans and community clinics.</i></li> <li>○ <i>“School partner” may include childcare providers, school or school district, County Department of Education, college, school nurses’ association or other school-related organizations.</i></li> <li>○ <i>“Social service and other partners” may include WIC, MCAH, social service agencies, migrant health, homeless shelters, drug-treatment centers, jails, faith-based organizations, local business or community-based organizations.</i></li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Number of partner types (provider, school, social service/other partners) engaged with.</li> <li>2. Summary of activities conducted with each partner type.</li> <li>3. Summary of activities conducted with new partners.</li> </ol>

**Area 6. Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)**

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<b>Goal 6.1: Conduct surveillance to identify VPD cases and/or outbreaks, and implement recommended prevention and control activities.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 6.1 Activity a:</b> Ensure that appropriate clinical specimens are tested, and relevant epidemiologic information is collected for VPDs requiring immediate public health action.	<ol style="list-style-type: none"> <li>1. Percentage of measles PCR positive specimens submitted for molecular characterization.</li> <li>2. Percentage of Neisseria meningitidis positive specimens/isolates submitted for molecular characterization.</li> </ol>
<b>Goal 6.1 Activity b:</b> Implement appropriate public health activities for the control and prevention of cases and/or outbreaks of VPDs that are reportable to CDPH in accordance with CDPH recommendations.	<ol style="list-style-type: none"> <li>1. Quarterly review of Quicksheets with applicable staff completed.</li> <li>2. Percentage of infant pertussis cases &lt;4 months of age with documentation of mother's prenatal care provider information (name and city of prenatal care provider).</li> <li>3. Percentage of infant pertussis cases &lt;4 months of age for whom maternal Tdap status is known.</li> <li>4. Percentage of providers reached<sup>6</sup> who provided prenatal care to a woman whose infant developed pertussis. Reaching the provider is only required if the woman never got Tdap during this pregnancy or did not receive Tdap at 27-36 weeks gestation.<sup>7</sup></li> </ol>
<b>Goal 6.1 Activity c:</b> Obtain vaccine and assist with the organization and implementation of efforts to vaccinate susceptible individuals, if appropriate, in the context of a VPD outbreak and exposure.	<ol style="list-style-type: none"> <li>1. Completed outbreak response request<sup>8</sup> with plan for doses and target population (as appropriate).</li> </ol>

**Goal 6.2: Collect and submit requested data to CDPH on VPD cases and outbreaks.**

<sup>6</sup> Sending a letter re: standard of care is the minimum acceptable communication, with copy to your LHD Maternal Child and Adolescent Health (MCAH) program. See [Template Letter for Prenatal Care Providers with Pregnant Patients that did not Receive Prenatal Tdap Appropriately and Infants Developed Pertussis](#)

<sup>7</sup> Please note: If a practice decides to modify or reduce the number of prenatal care visits due to the COVID-19 pandemic, ACOG encourages clinicians to include recommended maternal immunizations (influenza and Tdap) during remaining in-person appointments, even if that means immunizations will be administered outside of the typically recommended weeks of gestation. Please make note of any clinic modifications in the notes field in the maternal immunizations section in CalREDIE.

<sup>8</sup> The Immunization Branch provides a form for requesting vaccine from CDPH.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

Required Activities	Performance Measures
<p><b>Goal 6.2 Activity a:</b> Report VPDs and other conditions reportable to CDPH Immunization Branch per CDPH instructions listed here: <a href="#">ReportingGuidanceForLHJs</a></p>	<ol style="list-style-type: none"> <li>1. Percentage of measles cases reported immediately to CDPH.</li> <li>2. Percent of meningococcal disease cases in high school and college students reported immediately to CDPH.</li> <li>3. Percentage of case reports submitted to CDPH via an electronic communicable disease reporting system (CalREDIE or other) in the recommended timeframe.</li> <li>4. Percentage of VPD cases with appropriate resolution status assigned, as per CSTE case definition.</li> <li>5. Percentage of VPD cases with complete data.</li> </ol>
<p><b>Goal 6.2 Activity b:</b> Collect and submit CDPH-requested VPD case and outbreak data.</p>	<ol style="list-style-type: none"> <li>1. Percentage of confirmed hepatitis A cases for whom hepatitis A risk factors are known.</li> <li>2. Percentage of meningococcal disease cases aged 14-24 years for whom high school or college attendance status is known.</li> </ol>

**Area 7. Childcare and School Immunization Entry Requirements**

<b>Goal 7.1: Decrease the proportion of pupils who are overdue for required immunizations or admitted conditionally.</b>	
Required Activities	Performance Measures
<p><b>Goal 7.1 Activity a:</b> Provide guidance, training, and support for compliance with entry immunization requirements by all childcare centers and schools within the jurisdiction.</p>	<ol style="list-style-type: none"> <li>1. Percentage of schools with kindergarteners in the jurisdiction that have completed the annual immunization assessment.</li> </ol>
<p><b>Goal 7.1 Activity b:</b> At least annually, visit schools with 10 or more kindergarteners that reported &gt; 10% were either conditionally admitted or overdue for required immunization; provide guidance and support follow-up until these students are up to date.</p>	<ol style="list-style-type: none"> <li>1. Percentage of schools that meet the definition of "targeted schools" <sup>9</sup>            Target 2022-2023 School Year: Less than 3% of schools have &gt;10% of kindergarteners either conditional or overdue.</li> </ol>

**Area 8. Influenza**

<sup>9</sup> "Targeted schools are schools with 10 or more kindergarteners that reported greater than 10% of students conditionally admitted and/or overdue for required immunization.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

<b>Goal 8.1: Strengthen capacity to protect against seasonal influenza and to prepare for a pandemic.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 8.1 Activity a:</b> To assist your LHD emergency preparedness lead in fulfilling its emergency preparedness grant requirements, utilize IZB-supplied influenza vaccine or other 317-funded <sup>10</sup> vaccines to support at least one mass immunization exercise/year. Confirm your LHD emergency preparedness program has entered all doses into CAIR within 14 days of administration, as per the emergency preparedness grant requirement.	1. Mass vaccination exercise completed by local health department, including immunization and preparedness program staff.
<b>Goal 8.1 Activity b:</b> Utilize IZB-supplied influenza vaccine to immunize jurisdiction against influenza; doses may be shared with local partners.	1. Number of doses of influenza vaccine administered. Target # of doses must be at least 90% of previous season's total doses.

**Area 9. COVID-19 Vaccination**

<b>Goal 9.1: Organize an effective COVID-19 vaccination response at the local level.</b>	
<b>Required Activities</b>	<b>Performance Measures</b>
<b>Goal 9.1 Activity a:</b> Develop and implement a COVID-19 vaccination plan that ensures equitable vaccination access and encourages widespread vaccine acceptance and uptake.	1. Percentage of target number of individuals vaccinated, or target number of doses administered, for each focus population, as described in your Vaccination Equity Workplan. <i>(Note: LHDs will not be penalized for not reaching their targets but will be required to describe challenges faced in reaching targets and describe how they will address these challenges.)</i> 2. Completion of COVID-specific activity progress report. Template provided by IZB-CDPH. 3. Participation in periodic meetings with IZB-CDPH staff.
<b>Goal 9.1 Activity b:</b> Respond to requests from IZB-CDPH for information on local efforts and plans to address vaccine hesitancy, improve vaccine access, reach vulnerable	1. Response to requests for information from IZB-CDPH as needed.

<sup>10</sup> If the LHD would like to use Pan Flu Funding or other emergency preparedness funding for vaccine purchase, please reach out to the Immunization Branch with your request.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

populations, and vaccinate adolescents and children 5-11 years of age, during Phase 3 of the vaccine rollout.	
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**Glossary of Acronyms and Terms**

<b>Abbreviation or term</b>	<b>Definition</b>
317 vaccine	Vaccine provided to LHD clinics and partners for uninsured adults and for outbreak purposes.
ACIP	Advisory Committee on Immunization Practices
ACOG	American College of Obstetricians and Gynecologists
AFIX	Assessment, Feedback, Incentive, eXchange
AFM	Acute Flaccid Myelitis
ARNOLD	Advanced Results Notification and On-Line Delivery (within CalREDIE)
CAIR	California Immunization Registry
CalREDIE	California Reportable Disease Information Exchange
CDC	Centers for Disease Control and Prevention
CDPH	California Department of Public Health
COVID-19	Coronavirus Disease 2019
CPSP	Comprehensive Perinatal Services Program
CSTE	Council of State and Territorial Epidemiologists
DNA	Deoxyribonucleic Acid
eCR	Electronic Case Reporting
EHR	Electronic Health Record
ELR	Electronic Laboratory Reporting
EZIZ	An Immunization Branch-operated website (eziz.org) with immunization training and resource materials.

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

FQHC	Federally Qualified Health Center
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Vaccine
HL7	Health Level 7 (standards for data exchange)
HPV	Human papillomavirus
IgM	Immunoglobulin
IIS	Immunization Information System
IQIP	Immunization Quality Improvement for Providers
ISI	Immunization Skills Institute
IZ	Immunization
IZB	Immunization Branch (of CDPH)
IZB-supplied vaccine	Vaccine ordered through the CDPH Immunization Branch and supplied to LHD clinics or partners using state or federal (VFC and 317) funding sources.
LCR	Local CAIR representative (on CDPH IZB staff)
LHD	Local Health Department
LHD Primary Care Clinic	Clinic run or housed in LHD that serves as a medical home for its patients. Includes federally qualified health centers or look-alikes that are operated or housed in LHDs
LHJ	Local Health Jurisdiction
MA	Medical Assistant
MCAH	Maternal Child and Adolescent Health
MCP	Medi-Cal Managed Care Plan
MDL	Microbial Diseases Laboratory
MOU	Memorandum of Understanding
NIAM	National Immunization Awareness Month

**CDPH Immunization Branch  
 Scope of Work for Local Health Departments FY 2022-2023**

NIVW	National Influenza Vaccine Week
OBGYN	Obstetrics and Gynecology
PBE	Personal Belief Exemption
PCR	Polymerase Chain Reaction
PEP	Post Exposure Prophylaxis
PHPP	Perinatal Hepatitis B Prevention Program
PVS	Post-Vaccination Serology
PVW	Preteen Vaccine Week
SGF	State General Fund
TB	Tuberculosis
Tdap	Tetanus, Diphtheria, and Pertussis
TK/K	Transitional Kindergarten/Kindergarten
VFC	Vaccines for Children Program
VPDs	Vaccine-Preventable Disease(s)
VRDL	Viral and Rickettsial Disease Laboratory (of CDPH)
WIC	Women, Infants, and Children

**CDPH Immunization Branch  
 Local Assistance Grant Funds**

**Exhibit B - Budget**

	Budget (*Year 1) 07/01/2022 to 06/30/2023	Budget (**Year 2) 07/01/2023 to 06/30/2024	Budget (**Year 3) 07/01/2024 to 06/30/2025	Budget (**Year 4) 07/01/2025 to 06/30/2026	Budget (**Year 5) 07/01/2026 to 06/30/2027
I. County of <u>Plumas</u>	\$ 1,045,928.32	\$ 34,075.00	\$ 34,075.00	\$ 34,075.00	\$ 34,075.00
II. (Subgrantee, if any) _____	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,045,928.32	\$ 34,075.00	\$ 34,075.00	\$ 34,075.00	\$ 34,075.00

*\*\*CDPH Immunization Program will provide funding source information as it becomes available each fiscal year.*

<b>Total Funding for 5-Year Term: \$ 1,182,228.32</b>
---

**Submit**

### GOVERNMENT AGENCY TAXPAYER ID FORM

The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: [GovSuppliers@cdph.ca.gov](mailto:GovSuppliers@cdph.ca.gov) or fax it to (916) 650-0100, or mail it to the address above.

Principal Government Agency Name **Plumas County Public Health Agency**

Remit-To Address (Street or PO Box) **270 County Hospital Road Suite 206**

City: **Quincy** State: **CA** Zip Code+4: **95971**

Government Type:  City  County  Special District  Federal  Other (Specify)   
Federal Employer Identification Number (FEIN) **94-6000528**

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FISCal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FISCal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FISCal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FISCal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person **DeLena Jones** Title **Department Fiscal Officer**  
Phone number **530 283 6362** E-mail address **delenajones@countyofplumas.com**  
Signature *DeLena Jones* Date **9/28/2022**

**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
In-state travel costs	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
Maintenance operation/repairs	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).



**Recipient Information**

**1. Recipient Name**

California Department of Public Health  
1615 Capitol Ave  
California Department of Public Health  
Sacramento, CA 95814-5015  
(916) 552-8264

**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 (UEI)**  
KD2JSY6LNMW7

**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. Karen388388 Smith  
N/A  
KAREN.SMITH@cdph.ca.gov  
916-449-5900

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Sharlene Sanders  
GMS  
qx12@cdc.gov  
678-475-4650

**10. Program Official Contact Information**

Hilary Oliphant  
Public Health Advisor  
hbo1@cdc.gov  
770-488-3973

**Federal Award Information**

**11. Award Number**

5 NH23IP922612-04-00

**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**

Non-Competing Continuation

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

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	07/01/2022	<b>- End Date</b>	06/30/2023
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$40,063,009.00
20a. Direct Cost Amount			\$45,163,634.00
20b. Indirect Cost Amount			\$743,660.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$5,844,285.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$0.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$40,063,009.00
<b>26. Period of Performance Start Date</b>	07/01/2019	<b>- End Date</b>	06/30/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$965,385,203.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Kathy Raible

**30. Remarks**



Recipient Information	
<b>Recipient Name</b>	
California Department of Public Health 1615 Capitol Ave California Department of Public Health Sacramento, CA 95814-5015 (916) 552-8264	
<b>Congressional District of Recipient</b>	
06	
<b>Payment Account Number and Type</b>	
1743204993A1	
<b>Employer Identification Number (EIN) Data</b>	
743204993	
<b>Universal Numbering System (DUNS)</b>	
799150615	
<b>Recipient's Unique Entity Identifier (UEI)</b>	
KD2JSY6LNMW7	
<b>31. Assistance Type</b>	
Cooperative Agreement	
<b>32. Type of Award</b>	
Other	

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	\$2,429,244.00
b. Fringe Benefits	\$1,289,056.00
c. Total Personnel Costs	\$3,718,300.00
d. Equipment	\$0.00
e. Supplies	\$765,395.00
f. Travel	\$86,130.00
g. Construction	\$0.00
h. Other	\$5,988,801.00
i. Contractual	\$34,605,008.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$45,163,634.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$743,660.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$45,907,294.00</b>
<b>m. Federal Share</b>	<b>\$45,907,294.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-93909KZ	19NH23IP922612	IP	41.51	93.268	\$0.00	75-X-0951
1-9390BKG	19NH23IP922612	IP	41.51	93.268	\$0.00	75-75-X-0512-009
1-9390BKJ	19NH23IP922612	IP	41.51	93.268	\$0.00	75-75-X-0512-009
1-9390BKM	19NH23IP922612	IP	41.51	93.268	\$0.00	75-75-X-0512-009
1-939ZRWL	19NH23IP922612	IP	41.51	93.268	\$0.00	75-21-0951
1-939ZRYH	19NH23IP922612	IP	41.51	93.268	\$0.00	75-21-0951
0-9390EWQ	19NH23IP922612C3	IP	41.51	93.268	\$0.00	75-2024-0943
1-9390FG3	20NH23IP922612C3	IP	41.51	93.268	\$0.00	75-2024-0943
1-9390GKL	20NH23IP922612C5	IP	41.51	93.268	\$0.00	75-2124-0943
1-9390GUU	20NH23IP922612UDSPC5	IP	41.51	93.268	\$0.00	75-2124-0943
1-9390GWA	20NH23IP922612C6	IP	41.51	93.268	\$0.00	75-X-0943
1-9390GZB	19NH23IP922612VWCC6	IP	41.51	93.268	\$0.00	75-X-0943
2-9390BKG	19NH23IP922612	IP	41.51	93.268	\$5,547,558.00	75-75-X-0512-009
2-9390BKJ	19NH23IP922612	IP	41.51	93.268	\$404,798.00	75-75-X-0512-009
2-9390BKM	19NH23IP922612	IP	41.51	93.268	\$6,019,800.00	75-75-X-0512-009
2-9390K3F	19NH23IP922612	IP	41.51	93.268	\$20,640,649.00	75-X-0951
2-9390K3G	19NH23IP922612	IP	41.51	93.268	\$2,630,690.00	75-X-0951
2-939ZRWL	19NH23IP922612	IP	41.51	93.268	\$1,946,836.00	75-22-0951
2-939ZRYH	19NH23IP922612	IP	41.51	93.268	\$2,872,678.00	75-22-0951



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 5 NH23IP922612-04-00

FAIN# NH23IP922612

Federal Award Date: 07/06/2022

**Direct Assistance**

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$353,776.00	\$353,776.00
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	\$353,776.00	\$353,776.00

# AWARD ATTACHMENTS

California Department of Public Health

5 NH23IP922612-04-00

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1. Terms and Conditions\_2612

## AWARD INFORMATION

**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/federal-regulations-policies/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, and application dated April 1, 2022, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Approved Funding:** Funding in the amount of \$45,907,294 is approved for the Year 04 budget period, which is July 1, 2022 through June 30, 2023. This amount includes carryover and or offset, please see Use of Unobligated Funds below. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

**Component/Project Funding:** The NOFO provides for the funding of multiple components under this award. The approved component funding levels for this notice of award are:

NOFO Component	Amount
CORE	\$ 45,407,872
AA1	\$ 499,422

### HHS Non-Discrimination Legal Requirements for Recipients of Federal Financial

**Assistance:** This is to notify you that the Centers for Disease Control and Prevention (CDC) incorporated Department of Health and Human Services (HHS) non-discrimination legal requirements for recipients of federal financial assistance into the CDC General Terms and Conditions within your Notice of Award. The new requirements are effective immediately. The requirements are in the General Requirements section of the General Terms and Conditions, and are also listed below.

You must administer your project in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

- You must take reasonable steps to ensure that your project provides meaningful access to persons with limited English proficiency. For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or

activities by limited English proficient individuals, see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov/>.

- For information on your specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and taking appropriate steps to provide effective communication, see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>.
- For guidance on administering your project in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

#### **Financial Assistance Mechanism:** Cooperative Agreement

**Substantial Involvement by CDC:** This is a cooperative agreement and CDC will have substantial programmatic involvement after the award is made. Substantial involvement is in addition to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

CDC program staff will assist, coordinate, or participate in carrying out effort under the award, and recipients agree to the responsibilities therein, as detailed in the NOFO.

- Provide guidance, trainings, tools, and technical assistance to award recipient on program area components.
- Host conference calls for sharing information from CDC and between award recipient.
- Work with award recipients on planning and implementation of required and proposed activities.
- Monitor award recipient vaccine spend plan and replenishment providing regular feedback and working with award recipient to address barriers.
- Analyze and report results of surveys regarding national, state and selected local level vaccination coverage.
- Analyze and report result of surveys of award recipient plans and activities related to preparedness.
- Collaboration with external partners to promote IIS in national health IT settings.
- Develop and support improvements in IIS data quality and program measures to assess IIS performance.
- Use IIS submitted data to develop methods to estimate national vaccination coverage and calculate vaccination coverage estimates for routinely recommended childhood vaccines.
- Use IIS submitted data to monitor seasonal or pandemic influenza vaccination among ages that are available in the IIS data.
- Assist, as needed, in the development of data collection and reporting methods for school- enterer vaccination coverage surveys.

- Provide VFC policy guidance via the VFC Operations Guide, periodic trainings and conference calls, including use of the CDC developed quality assurance site visit tools, to assist award recipient implement their VFC program in accordance with federal requirements.
- Provide subject matter guidance in all program component areas.

**Direct Assistance (DA):** DA is awarded in the amount of \$353,776 for this budget period.

**Use Of Unobligated Funds:** This NoA includes use of Year 02 unobligated funds in the amount of \$5,844,285, which has been applied as an offset to the currently approved funding level for this budget period. The use of unobligated funds is approved based on the Year 02 Federal Financial Report (FFR) dated November 29, 2021. The amount of this NoA will be subject to reduction if the final amount of unobligated funds is less than the amount of unobligated funds reported on the referenced FFR.

**Budget Revision Requirement:** By September 1, 2022, the recipient must submit a revised budget with a narrative justification.

A revised budget is needed in the amount of \$1,014,104, which is the amount of additional funds awarded under this Notice of Award. These additional funds were placed in the “Other” cost category under the CORE award.

**Administrative Requirement:** The recipient must respond to the OGS Budget Comments in accordance with the recommendations provided in GrantSolutions as a Grant Note by September 1, 2022. If the date falls on a weekend or holiday, the submission will be due the following business day.

- Component AA1, Justification of general expenses (refer to Budget Preparation Guidelines)
- Component AA1, Identify the 6 elements for contractors: Name of contractor; Method of Selection; Performance Period; Scope of Work; Method of Accountability and Itemized Budget and Justification(refer to Budget Preparation Guidelines)

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 CDC Staff Contacts section of this notice before the due date.

**Program Income:** Any program income generated under this grant or cooperative agreement will be used in accordance with the Addition alternative.

Addition alternative: Under this alternative, program income is added to the funds committed to the project/program and is used to further eligible project/program objectives.

Note: The disposition of program income must have written prior approval from the GMO.

## **FUNDING RESTRICTIONS AND LIMITATIONS**

## Notice of Funding Opportunity (NOFO) Restrictions:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law. **This restriction does not prohibit the use of IP19-1901 funding for vaccination activities, including the direct administration of vaccines.**
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - a. 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
  - b. 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
  - c. See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability  
<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>

## Indirect Costs:

Indirect costs are approved based on the negotiated indirect cost rate agreement dated August 4, 2021, which calculates indirect costs as follows, a Final is approved at a rate of 20.00% of the base, which includes, total indirect cost divided by total direct salaries and benefits. The effective dates of this indirect cost rate are from July 1, 2021 to June 30, 2022.

## REPORTING REQUIREMENTS

**Performance Progress and Monitoring:** Performance information collection initiated under this grant/cooperative agreement has been approved by the Office of Management and Budget under **OMB Number 0920-1132, "Performance Progress and Monitoring Report"**,

**Expiration Date 10/31/2022.** The components of the PPMR are available for download at: <https://www.cdc.gov/grants/already-have-grant/Reporting.html> .

**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  
Sharlene Sanders, Grants Management Specialist  
Cherokee Nation Operational Solutions (CNOS)  
Centers for Disease Control and Prevention  
Branch 1  
2939 Flowers Road, MS-TV2  
Atlanta, GA 30341  
Email: [qxl2@cdc.gov](mailto:qxl2@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  
330 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 beginning on the bottom of Page 2 of the Notice of Award must be known in order to draw down funds.



**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**

Brandy Coffee  
Grants Management Specialist  
qpx7@cdc.gov  
(404) 498-4143

**10. Program Official Contact Information**

Divya Cassity  
PBEMB CoAg Specialist  
kyq4@cdc.gov  
404.718.8962

**Federal Award Information**

**11. Award Number**

6 NH23IP922612-02-02

**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** \$20,074,619.00

20a. Direct Cost Amount \$20,074,619.00

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** \$66,643,627.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$0.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$86,718,246.00

**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** \$143,666,925.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Brownie Anderson-Rana  
Grants Management Officer

**30. Remarks**



Award# 6 NH23IP922612-02-02

FAIN# NH23IP922612

Federal Award Date: 12/16/2020

Recipient Information
<b>Recipient Name</b> California Department of Public Health 1615 Capitol Ave California Department of Public Health Sacramento, CA 95814-5015 [NO DATA]
<b>Congressional District of Recipient</b> 06
<b>Payment Account Number and Type</b> 1743204993A1
<b>Employer Identification Number (EIN) Data</b> 743204993
<b>Universal Numbering System (DUNS)</b> 799150615
<b>Recipient's Unique Entity Identifier</b> Not Available
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> 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	\$5,184,426.00
i. Contractual	\$77,336,521.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$86,730,099.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$585,127.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$87,315,226.00</b>
<b>m. Federal Share</b>	<b>\$87,315,226.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390FG3	20NH23IP922612C3	IP	41.51	\$20,074,619.00	75-2024-0943



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH23IP922612-02-02

FAIN# NH23IP922612

Federal Award Date: 12/16/2020

**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



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH23IP922612-02-02

FAIN# NH23IP922612

Federal Award Date: 12/16/2020

**35. Terms And Conditions**

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
07/01/2020	06/30/2021	Annual	09/28/2021

# AWARD ATTACHMENTS

California Department of Public Health

6 NH23IP922612-02-02

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1. T & C COVID SUPPLEMENT 3

## AWARD INFORMATION

**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 \$20,074,619 is approved for the Year 02 budget period, which is July 1, 2020 through June 30, 2021.

The NOFO provides for the funding of multiple components under this award. The approved component funding levels for this notice of award are:

NOFO Component	Amount
COVID-19	\$20,074,619

### **Recipients have until June 30, 2022 to expend all COVID-19 funds awarded in Year 2**

**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); and/or the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) 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](https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf) 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.

This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

**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.

**ADMINISTRATIVE REQUIREMENTS**

The recipient must respond to the comments in the technical review and/or OGS Budget Comments in accordance with the recommendations provided in GrantSolutions as a Grant Note within 45 days of receipt of the Notice of Award. 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.

**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  
2920 Flowers Road, M/S E-15  
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  
330 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 1 of the Notice of Award must be known in order 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.



**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**

Wayne Woods  
kuv1@cdc.gov  
770-488-2948

**10. Program Official Contact Information**

Divya Cassity  
PBEMB CoAg Specialist  
kyq4@cdc.gov  
404.718.8962

**Federal Award Information**

**11. Award Number**

6 NH23IP922612-02-03

**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** \$86,718,246.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$0.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$443,744,881.00

**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** \$500,693,560.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Freda Johnson

**30. Remarks**



Recipient Information
<b>Recipient Name</b> California Department of Public Health 1615 Capitol Ave California Department of Public Health Sacramento, CA 95814-5015 [NO DATA]
<b>Congressional District of Recipient</b> 06
<b>Payment Account Number and Type</b> 1743204993A1
<b>Employer Identification Number (EIN) Data</b> 743204993
<b>Universal Numbering System (DUNS)</b> 799150615
<b>Recipient's Unique Entity Identifier</b> Not Available
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> 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	\$362,211,061.00
i. Contractual	\$77,336,521.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$443,756,734.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$585,127.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$444,341,861.00</b>
<b>m. Federal Share</b>	<b>\$444,341,861.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390GKL	20NH23IP922612C5	IP	41.51	\$357,026,635.00	75-2124-0943



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH23IP922612-02-03

FAIN# NH23IP922612

Federal Award Date: 01/15/2021

**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 NH23IP922612-02-03

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1. Terms and Conditions

## AWARD INFORMATION

**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.

The NOFO provides for the funding of multiple components under this award. The approved component funding levels for this notice of award are:

NOFO Component	Amount
COVID-19	\$357,026,635

**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. 116-266), 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](https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf) 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 45 days of receipt of the Notice of Award. 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.

**ADMINISTRATIVE REQUIREMENTS**

The recipient must respond to the comments in the technical review and/or OGS Budget Comments in accordance with the recommendations provided in GrantSolutions as a Grant Note within 45 days of receipt of the Notice of Award. 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  
330 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 1 of the Notice of Award must be known in order 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.



**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  
qx12@cdc.gov  
678-475-4650

**10. Program Official Contact Information**

Divya Cassity  
PBEMB CoAg Specialist  
kyq4@cdc.gov  
404.718.8962

**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

**30. Remarks**

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



<b>Recipient Information</b>
<p><b>Recipient Name</b> California Department of Public Health 1615 Capitol Ave California Department of Public Health Sacramento, CA 95814-5015 [NO DATA]</p> <p><b>Congressional District of Recipient</b> 06</p> <p><b>Payment Account Number and Type</b> 1743204993A1</p> <p><b>Employer Identification Number (EIN) Data</b> 743204993</p> <p><b>Universal Numbering System (DUNS)</b> 799150615</p> <p><b>Recipient's Unique Entity Identifier</b> Not Available</p>
<p><b>31. Assistance Type</b> Cooperative Agreement</p> <p><b>32. Type of Award</b> Demonstration</p>

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
<b>a. Salaries and Wages</b>	\$1,937,182.00
<b>b. Fringe Benefits</b>	\$1,017,876.00
<b>c. Total Personnel Costs</b>	\$2,955,058.00
<b>d. Equipment</b>	\$0.00
<b>e. Supplies</b>	\$1,169,849.00
<b>f. Travel</b>	\$84,245.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$719,237,696.00
<b>i. Contractual</b>	\$77,336,521.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$800,783,369.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$585,127.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$801,368,496.00</b>
<b>m. Federal Share</b>	<b>\$801,368,496.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

<b>34. Accounting Classification Codes</b>					
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](https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf) 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.

<b>REPORTING REQUIREMENTS</b>
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**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS):** 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 [hstips@oig.hhs.gov](mailto:hstips@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.

Exhibit E  
Additional Provisions

**1. Cancellation / Termination**

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
  - 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
  - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
  - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH’s notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
  - 1) Place no further order or subgrants for materials, services, or facilities.

Exhibit E  
Additional Provisions

- 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
  - 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
  - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

**2. Avoidance of Conflicts of Interest by Grantee**

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
  - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may,

Exhibit E  
Additional Provisions

at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

**3. Dispute Resolution Process**

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
  - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.

Exhibit E  
Additional Provisions

- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

**4. Executive Order N-6-22 - Economic Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Prior to awarding and executing grant, the State shall conduct its due diligence to determine if the proposed awardee is a named individual or entity on federal and any state Economic Sanctions lists. If the proposed awardee is listed, the State shall refrain from entering into the Grant. Resources for locating names of sanctioned individuals and entities are available on the DGS Office of Legal Services' webpage: [Ukraine-Russia \(ca.gov\)](https://www.dgs.ca.gov/legalservices/ukraine-russia).

If this Agreement is valued at \$5 million or more, upon execution the State will send a separate notification outlining additional requirements specified under the EO. Compliance with this 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/sanctionsprograms-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this Agreement.

**Exhibit F  
Federal Terms and Conditions**

*(For Federally Funded Grant Agreements)*

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

**Index of Special Terms and Conditions**

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Lobbying Restrictions and Disclosure Certification
6. Additional Restrictions
7. Human Subjects Use Requirements
8. Audit and Record Retention
9. Federal Requirements

## 1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

## 2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment

without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.

- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subgrantee or vendor. The Grantee will take such action with

respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subgrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

### **3. Debarment and Suspension Certification**

- a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
  - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
  - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
  - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

#### 4. Covenant Against Contingent Fees

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

#### 5. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

##### a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled “Certification Regarding Lobbying”) that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled “Standard Form-LLL ‘disclosure of Lobbying Activities’”) if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
  - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
  - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
  - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in

Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.

(5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

**6. Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay 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 the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

## 7. Human Subjects Use Requirements

(Applicable only to federally funded agreements in which performance, directly or through a subgrantee/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Grantee agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

## 8. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Grantee shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Grantee's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Grantee agrees that CDPH, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subgrantee related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Grantee shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
  - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

- f. The Grantee may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to electronic data storage device. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Grantee and/or Subgrantee must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records.

## **9. Federal Requirements**

Grantee agrees to comply with and shall require all subgrantee's, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

# Contractor Certification Clauses

CCC 04/2017

## CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
Plumas County Public Health Agency	94-6000528

By (Authorized Signature)

Printed Name and Title of Person Signing

Dana Loomis, Director of Public Health

Date Executed

Executed in the County of

Plumas

## CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;

2) the person's or organization's policy of maintaining a drug-free workplace;

3) any available counseling, rehabilitation and employee assistance programs; and,

4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

**Attachment 1**

**STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_| Plumas County Public Health Agency  
Name of Grantee

\_\_\_\_\_| Dana Loomis  
Printed Name of Person Signing for Grantee

\_\_\_\_\_| 22-11050  
Contract / Grant Number

\_\_\_\_\_| \_\_\_\_\_  
Signature of Person Signing for Grantee

\_\_\_\_\_| \_\_\_\_\_  
Date

\_\_\_\_\_| Director of Public Health  
Title

After execution by or on behalf of Grantee, please return to:

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number
-------------------------------------	-------------------

By (Authorized Signature)

---

Printed Name and Title of Person Signing

Executed in the County of	Executed in the State of
---------------------------	--------------------------

Date Executed

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

APPROVE AND ACCEPT GRANT AGREEMENT NUMBER 22-11050 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH IMMUNIZATION BRANCH FOR FUNDING OF THE VACCINES FOR CHILDREN (VFC) PROGRAM FROM JULY 1, 2022 THROUGH JUNE 30, 2027 IN THE AMOUNT OF \$1,182,228.32.

**WHEREAS** the Plumas County Public Health Agency ("County") desires to utilize the CDPH Immunization Grant funds from the State of California's Department of Public Health to be used for the accomplishment of specific services and activities set forth in the County's "Application for Funding"; and

**WHEREAS** the requirements for approving this agreement require a resolution, from the County Board of Supervisors, which specifically approves and authorizes execution of this contract and to authorize an individual to bind the County to the Agreement.

**NOW, THEREFORE, BE IT RESOLVED** the Plumas County Board of Supervisors hereby: Approves and accepts Grant Agreement Number 22-11050 from the California Department of Public Health, Immunization Branch for funding of the Vaccines for Children Program.

**BE IT FURTHER RESOLVED** that the Director of the Plumas County Health Agency has full and binding authority to the commitments contained in the general terms and conditions on behalf of the Board of Supervisors, and is the authorized representative for County in regard to this contract.

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 2<sup>nd</sup> day of May, 2023 by the following

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Roni Towery  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve fixed asset budget transfers as follows: \$40.00 from the Sheriff's office expense account (521800), and \$11,674.00 from the Sheriff's Communication Equipment account (542200) from the Homeland Security Budget into the following accounts - \$665.00 into the Software Fee account (520411), \$11,049.00 into the Communication Equipment account for Homeland Security Services and Supplies; discussion and possible action. Roll call vote

---

**Recommendation:**

Approve \$11,714.00 budget transfer for the 2020 Homeland Security Grant budget (dept 70386). Approve \$11,674.00 transfer from fixed asset account 70386-542200 and \$40.00 transfer from account 70386-521800 . Transfer \$665.00 to account 70386-520411 and \$11,049.00 to account 70386-521250.

**Background and Discussion:**

This is a budget transfer request for the 2020 Homeland Security Grant to allow for expenditures as per the grant award agreement. The item originally budgeted for in the fixed asset account could not be obtained because of supply issues.

The funds must be expended as per the grant award and the transfers are needed in order to expend the maximum grant funding.

This matter is time sensitive as the grant expenses need to be incurred per the grant award.

**Action:**

Approve \$11,714.00 budget transfer for the 2020 Homeland Security Grant budget (dept 70386). Approve \$11,674.00 transfer from fixed asset account 70386-542200 and \$40.00 transfer from account 70386-521800 . Transfer \$665.00 to account 70386-520411 and \$11,049.00 to account 70386-521250.

**Fiscal Impact:**

Grant funds

**Attachments:**

1. YTD Budget Report 70386
2. 70386 Budget Transfer

# Plumas County



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017 SHERIFF GRANTS							
<b>70386 HOMELAND SECURITY#3</b>							
7038652 520411 ANN SOFTWARE FEE	740	0	740	.00	.00	740.00	.0%
7038652 521250 COMMUNICATION EQ	32,990	0	32,990	.00	.00	32,990.00	.0%
7038652 521260 CAMERA/CAMERA AC	5,400	0	5,400	.00	.00	5,400.00	.0%
7038652 521300 MAINT. BUILDINGS	5,000	0	5,000	.00	.00	5,000.00	.0%
7038652 521800 OFFICE EXPENSE	195	0	195	.00	.00	195.00	.0%
7038654 542200 COMMUNICATION EQ	45,000	0	45,000	.00	.00	45,000.00	.0%
TOTAL HOMELAND SECURITY#3	89,325	0	89,325	.00	.00	89,325.00	.0%
TOTAL SHERIFF GRANTS	89,325	0	89,325	.00	.00	89,325.00	.0%
TOTAL EXPENSES	89,325	0	89,325	.00	.00	89,325.00	.0%

# Plumas County

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	89,325	0	89,325	.00	.00	89,325.00	.0%

\*\* END OF REPORT - Generated by Roni Towery \*\*

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

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

Department: HOMELAND SECURITY #3 Dept. No: 70386 Date 4/11/2023

The reason for this request is (check one):

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

**TRANSFER FROM OR**       **SUPPLEMENTAL REVENUE ACCOUNTS**

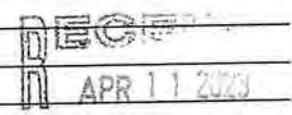
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70386	521800	OFFICE EXPENSE	40.00
0017G	70386	542200	COMMUNICATION EQUIPMENT	11,674.00
Total (must equal transfer to total)				11,714.00

**TRANSFER TO OR**       **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70386	520411	SOFTWARE FEE	665.00
0017G	70386	521250	COMMUNICATION EQUIPMENT	11,049.00
Total (must equal transfer to total)				11,714.00

  
 Auditor's / Date

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) TRANSFER TO COVER SHORTAGE IN ACCOUNT

B) FY20 HOMEAND SECURITY GRANT MODIFIED SCOPE OF EXPENDITURES CHANGED

C) EXPENSES TO BE INCURRED THIS FISCAL YEAR - GRANT ENDS 05/31/23

D) N/A

Approved by Department Signing Authority: *Ron Jowery*

Approved/ Recommended  Disapproved/ Not recommended

Auditor/Controller Signature: *Mas...*

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  
SHERIFFS DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Christopher Driscoll, Deputy Sheriff  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize the Chair to sign a request for consent to assignment of contract between Contract Pharmacy Services, Inc. and Plumas County Sheriff's Office pursuant to section 13 of the contract dated July 1, 2022; approved as to form by County Counsel; discussion and possible action.

---

**Recommendation:**

Approve and authorize the board chair to sign an agreement with Polaris Pharmacy Services of Philadelphia who purchased Contract Pharmacy Services Inc. Polaris Pharmacy Services of Philadelphia will assume all contract obligations of Contract Pharmacy Services for the remainder of the contract.

**Background and Discussion:**

Polaris Pharmacy Services of Philadelphia purchased Contract Pharmacy Services Inc. They will provide the same services as Contract Pharmacy Services Inc for the remainder of the contract.

**Action:**

Approve and authorize the board chair to sign the agreement.

**Fiscal Impact:**

None. The previous contract will remain in place with the new company (Polairs Pharmacy Services of Philadelphia) taking over.

**Attachments:**

1. 23-210 FINAL DRAFT



**Contract Pharmacy**  
SERVICES

**Contract Pharmacy Services, Inc.**  
125 Titus Avenue | Warrington, PA 18976  
www.contractpharmacy.com | 800.555.8062 | 800.453.3938 [fax]

**TO:** Dwight Ceresola, County Board of Supervisors, Plumas County ("Plumas County")

**RE:** Request for consent to assignment of contract between Contract Pharmacy Services, Inc. and Plumas County Sheriff's Office dated as of July 1, 2022 (the "**Contract**")

This letter is to inform you of the proposed sale of Contract Pharmacy Services, Inc. ("CPS") to Polaris Pharmacy Services of Philadelphia, LLC ("Polaris"). CPS proposes to assign the above referenced contract to Polaris. Such assignment shall include the assignment of all of CPS's rights under the Contract to Polaris and the assumption and performance by Polaris of all of CPS's obligations under the Contract (the "**Assignment**").

In accordance with Section 13 of the Contract, we hereby request your consent to the Assignment, such Assignment to take effect as of the completion of the Proposed Transaction. Please sign a copy of this letter to acknowledge your consent and return it to us via email to [HHutchinson@contractpharmacy.com](mailto:HHutchinson@contractpharmacy.com).

In the interests of time, we ask that you send us the signed consent by March 30, 2023. We appreciate your assistance and thank you in advance for your prompt attention to this matter.

We will notify you once the Proposed Transaction has been completed. Upon completion of the Proposed Transaction, all notices and other correspondence in respect of the Contract should be directed to Polaris at the address listed above, with a copy to David Rombro, Chief Executive Officer, Polaris Pharmacy Services, LLC, 2900 NW 60<sup>th</sup> Street, Fort Lauderdale, FL 33309, [drombro@polarisrx.com](mailto:drombro@polarisrx.com).

Otherwise, all terms of the Contract will remain in force:

DATED: this 29<sup>th</sup> day of March, 2023.

**Contract Pharmacy Services, Inc.**

Name: Heather Hutchinson  
Title: Chief Operating Officer

By: 

The undersigned hereby consents to the Assignment referred to above on the terms set forth above.

DATED: this \_\_\_ day of \_\_\_\_\_, 2023.

**Plumas County Sheriff's Office**

Name: Dwight Ceresola  
Title: Chair, Board of Supervisors

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

ATTEST

By: \_\_\_\_\_  
Heidi White, Clerk of the Board

Approved as to form:  
  
Sara James  
Deputy County Counsel II



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Todd Johns, Sheriff  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize a fixed asset purchase from Tufflift LLC, for a truck bed for a new Search and Rescue truck; not to exceed \$21,455.36 through Title III funds; discussion and possible action. Roll call vote

---

**Recommendation:**

Approve the purchase of a roll off flat truck bed for the vehicle being purchased for Search and Rescue using Title III funds.

**Background and Discussion:**

This BOS previously approved a Title III grant application to replace an aging vehicle used by Search and Rescue. The new truck needs to be much more versatile for S&R operations over the vehicle it is replacing, primarily allowing for transportation of a wide variety of equipment and a greater number of people. The new vehicle utilized by S&R requires this truck bed in order to be suitable for year-round operations.

**Action:**

Approve the purchase of a roll off truck bed from Tufflift LLC for the new Search and Rescue truck.

**Fiscal Impact:**

Title III funds will be used to purchase the truck bed from Tufflift LLC, not to exceed \$21,455.36.

**Attachments:**

1. 1854\_001



TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

# Office of the Sheriff

## Office of Emergency Services

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

**DATE:** April 24, 2023

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns

**RE:** Agenda Item for the meeting of May 2, 2023

### Recommended Action:

Approve the purchase of a roll off flat bed for the vehicle being purchased for Search and Rescue using Title II funds and the sole source process of the County Purchasing Policy from Tufflift, LLC not to exceed \$21,455.36.

### Background and Discussion:

Previously your Board approved a Title III grant application to replace an aging vehicle used by Search and Rescue. This new truck needs to be much more versatile for SAR operations over the one it is replacing, primarily allowing for transportation of a wide variety of equipment and a greater number of people. The truck, a crew cab along with a cab and chassis frame, has been ordered and delivery is expected in the next four weeks. The project now requires a bed for the truck suitable for year-round SAR operations.

The Plumas County Search and Rescue team has put a lot of thought and effort into finding a suitable truck bed for their operational needs. When discussions started on what type of truck bed is best suited, the team addressed all current problems with transportation of off highway vehicles such as snowmobiles, side by sides, ATVs and now electric bikes. After identifying what was needed, the next priority was getting something that makes transporting this wide variety of vehicles as safe as possible. A standard flatbed would sit about 42" off the ground significantly increasing the danger of falling off the bed while loading/unloading the equipment. Snow and foul weather increase the risk of a slip and fall and, as is the nature of the rescue business many calls occur during inclement weather.

While there are multiple vendors with large fixed mount flatbeds available, there are a few vendors that have some sort of roll off or tilting bed that met most, but not all, of the SAR teams needs. Only a single manufacture was able to meet all the identified needs. This vendor, Tufflift, LLC, has a one of a kind tilt and roll mechanism that allows the bed to sit on the ground for extremely easy loading and unloading by using a hydraulic system to lower and raise the bed onto the truck. The lift mechanism has a 3,000 pound capacity, nothing else on the market comes close to the beds capability. This type of bed will not only provide the necessary versatility for hauling different types of vehicles, as mentioned above, but will also increase safety for the operators by minimizing slip and fall accidents with near ground level loading and unloading.

Generic pictures have been attached for reference on how the bed system works.

The fact that this is the only vendor with this specific type of bed presents a unique challenge in terms of purchasing, requiring approval for a sole source acquisition by the Board of Supervisors pursuant to the County's Purchasing Policy.

Assuming that the Board of Supervisors approves the sole source request, Search and Rescue will be well-equipped with a versatile and safe truck bed for their operations. It's important to prioritize safety for those who serve our communities, especially in challenging weather conditions.

In addition to the above request, the SAR team would like to take advantage of the \$1,000 discount outlined on the quote by providing the vendor with a large deposit. The plan would be for SAR to pay for the entire purchase after testing and conformation that all features and options are functional and then be reimbursed with Title III grant funds.

By taking the most fiscally advantageous option for purchasing the bed, the vendor has also committed to an approximate three-month delivery vs the standard five-to-six-month timeline.

TUFFLIFT.LLC

20693 North Wandering Pines RD  
Rathdrum Idaho 83858

# Estimate

Date	Estimate #
11/23/2022	130

Name / Address
Plumas County Search and Rescue 1400 E Main St. Quincy CA 95971 530-394-7964

			Project
Description	Qty	Rate	Total
Flat bed long frame main deck 90 wide 6 inch folding wings left and right with rear beaver tail basic rear bumper to house 4- stop/tail/turn dot lights 2 backup lights and 2 night loading lights on headache rack will be 2-stop/tail/turn and 2 - led light loading lights. wineries controller with 3 year warranty. deck and all components come with 1 year warranty 6 - eye hooks front and rear for strapping	1	12,950.00	12,950.00
Under Body Box front 18x18x36 L/R color matched	1	1,355.00	1,355.00
Under Body Box rear 18x18x24 L/R color matched	1	1,125.00	1,125.00
Under body fender skirt wheel cover L/R color matched	1	1,350.00	1,350.00
Labor HR rate 65 hr x 6 for wheel skirt and box assembly	1	390.00	390.00
L.E.D. Deck Night Lights	1	455.00	455.00
Super Glide II 10 Wide with trim for snowmobiles / quads / UTV deck protection	1	680.00	680.00
Superclamp Front	2	200.00	400.00
bed install light hook up	1	475.00	475.00
filler neck parts and install and d.e.f. hookup	1	375.00	375.00
Aluminum weld on E track 8 ft weld on one in the middle one inside each wing	3	150.00	450.00
we can add or delete anything prier to powder coat			
7500.00 min deposit			
10,000 deposit 650.00 credit			
15,000. deposit \$1000.00 credit			
		<b>Total</b>	\$20,005.00

CATAX

1,450.00







**PLUMAS COUNTY  
PROBATION  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Keevin Allred, Chief Probation Officer  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and authorize a mid-cycle advance for the Alternative Sentencing Program to continue funding for two Transitional Sober Living Environments in Fiscal Year 2023-2024, effective June 30, 2023; amount not to exceed \$65,000.00 State grant funding ; discussion and possible action.

---

**Recommendation:**

Approve and authorize the request for mid-cycle advance funding for the Alternative Sentencing Program (ASP), in order to maintain two successful Transitional Sober Living Environments (TSLEs) in Fiscal Year 2023-2024, approved by the Community Corrections Partnership (CCP) Executive Committee; amount not to exceed \$65,000.00

**Background and Discussion:**

On April 19<sup>th</sup>, 2023, during the regular monthly meeting of the CCP Executive Committee, ASP requested an additional funding increase of \$65,000.00, effective June 30<sup>th</sup>, 2023, to sustain their current TSLE program. The funding requested would need to be allocated and available as soon as possible in order to maintain a continuum of service.

This request was approved by the CCP Executive Committee, and as such the CCP Executive Committee is asking the Board of Supervisors to allow use of up to \$65,000 of the CCP reserve fund to cover the cost of two Transitional Sober Living Environments (TSLE). The requested amount will provide funding for the program until the end of the upcoming 2023-2024 Fiscal Year, starting July 1<sup>st</sup>, 2023, and ending June 30<sup>th</sup>, 2024. The requested funds will be drawn from FUND 0025, which holds the grant funds for the CCP. The impact to the fund balance reserve will be in the amount of \$20,000.00, due to the Plumas Crisis Intervention and Resource Center declining their award for the Pathways Program during the current fiscal year. The entirety of the unspent funds allocated to that program, an amount of \$45,000.00, will be redirected to support this request.

This is a one time, out of the funding cycle emergency request to continue a successful, existing program with the understanding that should the provider wish to continue funding this project beyond June 30, 2024, they will have to utilize the Annual CCP Request for Proposal system.

**Action:**

Therefore, it is respectfully requested that the chair of the Board approve and authorize the mid-cycle advance funding for ASP's TSLE program in Fiscal Year 2023-2024.

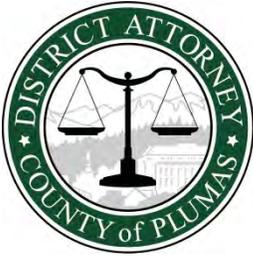
**Fiscal Impact:**

No impact on the County General Fund. Requested funds will be allocated from state grant funding located in Fund 0025. \$20,000.00 will be allocated from Fund 0025 reserves, \$45,000.00 will be allocated from PCIRC's FY22-23 award.

**Attachments:**

1. ASP - Out of cycle funding request





## OFFICE OF THE DISTRICT ATTORNEY

**David Hollister, District Attorney**

520 Main Street, Room 404 · Quincy, California 95971

(530) 283-6303 · Fax (530) 283-6340

**Date:** April 17, 2023  
**To:** CCP Executive Committee  
**From:** Stephanie Tanaka, Alternative Sentencing Program Manager  
**Subject:** Provisional TSLE funding

### **Recommendation:**

- A. Approve and authorize the Committee to provide funding for two Transitional Sober Living Environments (TSLEs) effective June 30, 2023 for no more than \$65,000, prior to the CCP application being released and funded.

### **Background and Discussion**

For Fiscal Year 22/23 the CCP executive Committee funded Rethink Industries for three TSLEs. In January 2023, Stephanie Tanaka, ASP Manager, was notified by Rethink Industries that they would not be applying for CCP funding for the TSLEs in the upcoming 23/24FY.

The TSLEs are a vital and integral part of the Community Justice Court and Re-entry programs that ASP oversees in Plumas County. Due to the timelines associated with properties, the CCP RFP process and continuity of housing for high risk individuals it is requested that the Executive Community approve funding for ASP to take over housing for two TSLEs. The third TSLE lease will be taken over by the current tenant, a CJC graduate with employment.

For the life of the current housing project (6 years) there were 31 individuals housed.

In the last 2 years (including current occupancy) the following numbers reflect the number of individuals served.

Male house: 7 – 2 of those males had children that also came and stayed according to custody and visitation agreements. That brings the total to 9. The current occupancy is 3. The 4 individuals that have moved out have done so successfully, by moving into long term permanent housing on their own and have maintained that without eviction or recidivating.

Female House: 7 – 5 of those females had children that also came and stayed according to custody and visitation agreements. That brings the total to 15. The current occupancy is 2, with 2 children at times. Four of the individuals that have moved out have done so successfully, by moving into long term permanent housing on their own and have maintained that without eviction or recidivating.

The last individual has transitioned to our family cottage and is going to be taking that lease over as of June 30, 2023.

The average length of stay in the houses is approximately 6 months.

The average cost per month per house is approximately \$2,600.

The Average cost per bed annually for the TSLEs is \$6,600. The cost to house an individual in the Jail annually is \$83, 220.

Male TSLE Cost (4 beds)

Category	Fee
Deposit	
Furnishings	\$ -
Supplies	\$ 100.00
Insurance	\$ -
Maintenance	\$ 100.00
Misc.	\$ -
Rent	\$ 1,100.00
Storage	\$100
Utilities	\$ 300.00
<b>Total:</b>	<b>\$ 1,700.00</b>

Annual Cost: \$ 20,400.00

Cost per bed annually \$ 5,100.00

Female TSLE Cost (5 beds)

Category	Fee
Deposit	
Furnishings	\$ -
Supplies	\$ 100.00
Insurance	\$ -
Maintenance	\$ 100.00
Misc.	\$ -
Rent	\$ 1,700.00
Storage	\$100
Utilities	\$ 1,375.00
<b>Total:</b>	<b>\$ 3,375.00</b>

Annual Cost: \$ 40,500.00

Cost per bed annually \$ 8,100.00



**PLUMAS COUNTY  
PLANNING DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tim Evans, Senior Planner  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** CONTINUED PUBLIC HEARING:  
Adopt an **ORDINANCE**, of the County of Plumas, State of California, first introduced on April 18, 2023, amending Plumas County Code Title 9 Planning and Zoning, Chapter 2 Zoning, Article 4 General Requirements, Sec. 9-2.405 – Camping; and Article 13 – Single-Family Residential Zones (2-R, 3-R, 7-R), Sec. 9-2.1301 – Purpose (2-R, 3-R, 7-R); and Article 2 Definitions, adding Sec. 9-2.273.5 - “Prime Opportunity Areas”; approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Staff recommends the Board of Supervisors take the following actions as recommended by the Planning Commission in Resolution Number P.C. 2023-1 (Attachment 1) to:

1. Find that the amendments of Sec. 9-2.405 - Camping and Sec. 9-2.1301- Purpose (2-R, 3-R, 7-R), and the addition of Sec. 9-2.273.5 - "Prime Opportunity Areas" by Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.
2. Adopt the Ordinance amending Title 9 Planning and Zoning of the Plumas County Code as shown in Attachment 2.

**Background and Discussion:**

On April 18, 2023, Planning staff presented the proposed amendments to the Camping Ordinance and the Prime Opportunity Areas definition to the Board of Supervisors.

During the April 18, 2023 Board of Supervisors meeting, Planning staff presented the purpose of the proposed Ordinance being to address an inconsistency between Plumas County Code Sec. 9-2.405(a) and (b) and the 2035 General Plan and recommended the Board of Supervisors hold the public hearing for the Ordinance, introduce and waive the first reading of the Ordinance, and schedule adoption of the Ordinance at the next regularly scheduled Board of Supervisors meeting.

The Chair of the Board of Supervisors opened the public hearing. There were no public comments. The Board then introduced and waived the first reading of the Ordinance. Lastly, the adoption of the Ordinance by the Board of Supervisors was scheduled for the May 2, 2023 Board of Supervisors meeting.

Attachment 2 to the staff report provides the Ordinance, including Exhibit "A" and Exhibit "B" showing the Ordinance Amendment pre-adoption draft (red-line) and the final draft Ordinance (clean) to be codified.

**CEQA Compliance and Determination:**

Based on the Initial Study prepared by Planning staff, the Ordinance adoption is exempt from the requirements of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

**Action:**

Staff requests the Board of Supervisors take the following actions as recommended by the Planning Commission in Resolution Number P.C. 2023-1 (Attachment 1) to:

1. Find that the amendments of Sec. 9-2.405 - Camping and Sec. 9-2.1301- Purpose (2-R, 3-R, 7-R), and the addition of Sec. 9-2.273.5 - "Prime Opportunity Areas" by Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.
2. Adopt the Ordinance amending Title 9 Planning and Zoning of the Plumas County Code as shown in Attachment 2.

**Fiscal Impact:**

Planning staff time to prepare the Camping Ordinance and Prime Opportunity Areas definition paid through the Department's budget (General Fund). Adoption of the Ordinance does not trigger any additional permits or fees not already in place, as applicable.

**Attachments:**

1. Resolution Number P.C. 2023-1
2. Proposed Camping Ordinance Amendments and Prime Opportunity Areas Definition, with Exhibit A and Exhibit B

RESOLUTION NUMBER P.C. 2023-1

RESOLUTION RECOMMENDING TO THE BOARD OF SUPERVISORS THAT AN ORDINANCE BE ADOPTED AMENDING PLUMAS COUNTY CODE TITLE 9 PLANNING AND ZONING, CHAPTER 2 ZONING, ARTICLE 4 GENERAL REQUIREMENTS, SEC. 9-2.405 – CAMPING; AND ARTICLE 13 – SINGLE-FAMILY RESIDENTIAL ZONES (2-R, 3-R, 7-R), SEC. 9-2.1301 – PURPOSE (2-R, 3-R, 7-R); AND ARTICLE 2 DEFINITIONS, ADDING SEC. 9-2.273.5 - “PRIME OPPORTUNITY AREAS” AND THE BOARD OF SUPERVISORS FIND THE ORDINANCE ADOPTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) UNDER SECTION 15061(b)(3)

WHEREAS, amendments to Plumas County Code Title 9 Planning and Zoning, Chapter 2 Zoning, Article 4 General Requirements, Sec. 9-2.405 – Camping; and Article 13 - Single-Family Residential Zones (2-R, 3-R, 7-R), Sec. 9-2.1301 – Purpose (2-R, 3-R, 7-R); and Article 2 Definitions, adding Sec. 9-2.273.5 – “Prime Opportunity Areas” is necessary to reconcile the 2035 General Plan inconsistency and provide clarity within the Plumas County Code concerning the Prime Opportunity Areas; and

WHEREAS, the Planning Commission held workshops on February 16, 2023, and March 2, 2023, to review, take public comment, and propose amendments to the Sec. 9-2.405 – Camping, Sec. 9-2.1301 – Purpose (2-R, 3-R; 7-R), and Sec. 9-2.273.5 – “Prime Opportunity Areas”; and

WHEREAS, the Planning Commission held a properly noticed public hearing on March 16, 2023, for the proposed ordinance and received testimony from all interested parties.

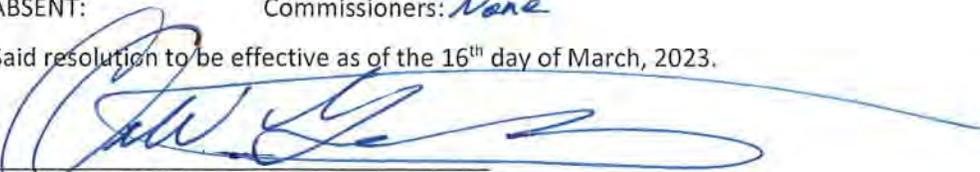
NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the County of Plumas, State of California recommends that the Board of Supervisors:

1. Find that the amendments of Sec. 9-2.405 – Camping and Sec. 9-2.1301 – Purpose (2-R, 3-R, 7-R), and the addition of Sec. 9-2.273.5 – “Prime Opportunity Areas” by Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.
2. Adopt the Ordinance amending Title 9 Planning and Zoning of the Plumas County Code as shown in Exhibit “A” attached.

The foregoing Resolution was duly passed and adopted by the Plumas County Planning Commission at a meeting held on the 16<sup>th</sup> day of March, 2023, by the following roll call vote:

AYES: Commissioners: *Spencer, Montgomery, Leonhardt, West*  
NOES: Commissioners: *None*  
ABSTAIN: Commissioners: *None*  
ABSENT: Commissioners: *None*

Said resolution to be effective as of the 16<sup>th</sup> day of March, 2023.

  
Charles Leonhardt  
Chair, Plumas County Planning Commission

ATTEST:  
  
Tim Evans, Senior Planner, Clerk of Planning Commission

ORDINANCE NO. 2023-

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
AMENDING PLUMAS COUNTY CODE TITLE 9 PLANNING AND ZONING, CHAPTER 2 ZONING,  
ARTICLE 4 GENERAL REQUIREMENTS, SEC. 9-2.405 – CAMPING; AND  
ARTICLE 13 – SINGLE-FAMILY RESIDENTIAL ZONES (2-R, 3-R, 7-R),  
SEC. 9-2.1301 – PURPOSE (2-R, 3-R, 7-R); AND  
ARTICLE 2 DEFINITIONS, ADDING SEC. 9-2.273.5 - “PRIME OPPORTUNITY AREAS”

The Board of Supervisors of the County of Plumas, State of California, ORDAINS as follows:

**SECTION 1. Ordinance Amendment**

Section 9-2.405 – Camping of Article 4 General Requirements; and Section 9-2.1301 – Purpose (2-R, 3-R, 7-R) of Article 13 Single-Family Residential Zones (2-R, 3-R, 7-R); and Section 9-2.273.5 – Prime Opportunity Areas of Article 2 Definitions of Chapter 2 Zoning of Title 9 Planning and Zoning of the Plumas County Code is intended to be edited as set forth in the pre-adoption draft, as attached in Exhibit “A”.

**SECTION 2. Effective Date**

This ordinance shall become effective 30 days from the date of final adoption.

**SECTION 3. Codification**

This ordinance shall be codified as set forth in the final draft as attached in Exhibit “B”.

**SECTION 4. Publication**

A summary of this ordinance shall be posted in a prominent location, pursuant to Section 25124(a) of the Government Code of the State of California, before the expiration of fifteen (15) days after the adoption of the ordinance, once, with the names of the supervisors voting for and against the ordinance, at the board of supervisors’ chambers and shall remain posted thereafter for at least one (1) week.

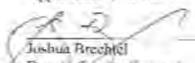
The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, and passed and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote:

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

\_\_\_\_\_  
Dwight Ceresola, Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Heidi White, Clerk of the Board

Approved as to form:  
  
Joshua Proch  
Deputy County Counsel

## Exhibit "A"

### Sec. 9-2.405. - Camping.

(a) Camping shall be prohibited within Prime Opportunity Areas ~~as designated by the General Plan~~, except within camp grounds.

(b) Camping shall be permitted on all private lands not within the Prime Opportunity Areas ~~as designated by the General Plan~~ if all aspects of the County health regulations are met, subject to the concurrence of the property owner for no more than 120 days in a calendar year. The number of nonstructural temporary shelters and recreational vehicles used for camping on a property may be at least one and otherwise shall not exceed the number of dwelling units and additional quarters and the guest house permitted on the property by the zoning, less the number thereof on the property. Camping conducted under the provisions of this subsection shall not be a camp ground use for the purposes of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 3, Ord. 86-623, eff. February 6, 1986, § 1, Ord. 91-759, eff. August 1, 1991, and Exh. A, § 2, Ord. 873, eff. October 31, 1996, as amended by § 4, Ord. 99-924, eff. November 11, 1999)

### Sec. 9-2.1301. - Purpose (2-R, 3-R, 7-R).

The purpose of the Single-Family Residential Zones (2-R, 3-R, 7-R) is to provide for single-family residential dwelling units ~~in prime opportunity single family residential areas~~ with provisions for compatible uses.

(§ 3, Ord. 84-593, eff. January 3, 1985)

### Sec. 9-2.273.5 - Prime Opportunity Areas

"Prime Opportunity Areas" shall mean Single-Family Residential Zones (2-R, 3-R, 7-R), Multiple-Family Residential Zone (M-R), Core Commercial Zone (C-1), Periphery Commercial Zone (C-2), Convenience Commercial Zone (C-3), Recreation-Open Space Zone (Rec-OS), Open Space Zone (OS), and Lake Zone (L).

## **Exhibit “B”**

### **Final Copy**

#### **Sec. 9-2.405. - Camping.**

(a) Camping shall be prohibited within Prime Opportunity Areas, except within campgrounds.

(b) Camping shall be permitted on all private lands not within the Prime Opportunity Area if all aspects of the County health regulations are met, subject to the concurrence of the property owner for no more than 120 days in a calendar year. The number of nonstructural temporary shelters and recreational vehicles used for camping on a property may be at least one and otherwise shall not exceed the number of dwelling units and additional quarters and the guest house permitted on the property by the zoning, less the number thereof on the property. Camping conducted under the provisions of this subsection shall not be a campground use for the purposes of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 3, Ord. 86-623, eff. February 6, 1986, § 1, Ord. 91-759, eff. August 1, 1991, and Exh. A, § 2, Ord. 873, eff. October 31, 1996, as amended by § 4, Ord. 99-924, eff. November 11, 1999)

#### **Sec. 9-2.1301. - Purpose (2-R, 3-R, 7-R).**

The purpose of the Single-Family Residential Zones (2-R, 3-R, 7-R) is to provide for single-family residential dwelling units with provisions for compatible uses.

(§ 3, Ord. 84-593, eff. January 3, 1985)

#### **Sec. 9-2.273.5 - Prime Opportunity Areas**

“Prime Opportunity Areas” shall mean Single-Family Residential Zones (2-R, 3-R, 7-R), Multiple-Family Residential Zone (M-R), Core Commercial Zone (C-1), Periphery Commercial Zone (C-2), Convenience Commercial Zone (C-3), Recreation-Open Space Zone (Rec-OS), Open Space Zone (OS), and Lake Zone (L).



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Nancy Selvage, Director of Human Resources  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Adopt a **RESOLUTION** adopting a new Plumas County Office of Emergency Services (OES) Manager Job Classification and base wage of \$27.50 an hour; and authorize the Director of Human Resources to recruit and fill for this position under the Director of Risk Management; discussion and possible action. Roll call vote

---

**Recommendation:**

Approve the attached resolution approving new job classification, OES Manager, base wage \$27.50 and authorize Human Resources to recruit to fill the position. It is the request of the Board of Supervisors to allocate and move the Office of Emergency Services functions and OES funding into the Risk Management department.

**Background and Discussion:**

Under direction, plans, coordinates, and implements public health emergency preparedness and hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned.

During disasters or large-scale incidents, the Plumas County OES coordinates the overall response through the Emergency Operations Center. When activated, the OEC provides a central location for responding and supporting agencies to collaborate in response and recovery efforts to effectively and efficiently provide information and deploy resources.

This classification is responsible for independently performing professional duties in coordination of the County's public health emergency preparedness and response activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This position will report to the County Administrative Officer and Board of Supervisors through the Director of Risk Management & Safety.

With the approval of the attached Resolution, Human Resources will begin recruitment to fill this position.

**Action:**

Adopt a **RESOLUTION** adopting a new Plumas County Office of Emergency Services (OES) Manager Job Classification and base wage of \$27.50 an hour; and authorize the Director of Human Resources to recruit and fill for this position under the Director of Risk Management;

**Fiscal Impact:**

N/A

**Attachments:**

1. Resolution

2. Exhibit A

**RESOLUTION NO. 2023 - \_\_\_\_\_**

**APPROVE RESOLUTION ADOPTING NEW PLUMAS COUNTY OFFICE OF EMERGENCY SERVICES – OES MANAGER JOB CLASSIFICATION BASE WAGE \$27.50 AN HOUR MOVING OES UNDER THE RISK MANAGEMENT DEPARTMENT**

**WHEREAS**, Plumas County Personnel Rule 5 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 Classification Plan, position allocation, and funding revenues; and

**WHEREAS**, the Human Resources Director has updated and attached in Exhibit A the job classification for the Office of Emergency Services – OES Manager, base wage of \$27.50 an hour; and

**WHEREAS**, the Board of Supervisors are moving the Emergency Services functions and funding from the Sheriff Office to be allocated under the direction of the Director of Risk Management & Safety; and

**WHEREAS**, it is recommended the position is in the Confidential Unit and has met the meet and confer obligation.

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

Approve Resolution for new job description for Plumas County Office of Emergency Services – OES Manager, base wage of \$27.50 an hour.

Move Plumas County’s emergency services functions and funding from the Sheriff’s Office to the Director of Risk Management & Safety.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 2nd day of May, 2023 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

ATTEST:

\_\_\_\_\_  
Dwight Ceresola, Chair, Board of Supervisors

\_\_\_\_\_  
Heidi White, Clerk of the Board

**PLUMAS COUNTY OFFICE OF EMERGENCY SERVICES – OES MANAGER**

**DEFINITION**

Under direction, plans, coordinates, and implements public health emergency preparedness and hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned.

During disasters or large-scale incidents, the Plumas County OES coordinates the overall response through the Emergency Operations Center (EOC). When activated, the OEC provides a central location for responding and supporting agencies to collaborate response and recovery efforts to effectively and efficiently provide information and deploy resources.

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for independently performing professional duties in coordination of the County's public health emergency preparedness and response activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**REPORTS TO**

County Administrative Officer and Board of Supervisors through the Director of Risk Management & Safety

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Coordinates with other positions related to emergency preparedness activities, may direct Emergency Operations Center staffing when EOC is activated.

### **EXAMPLES OF DUTIES**

*Typical functions may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, coordinates, and maintains public health emergency preparedness and hospital preparedness programs in accordance with federal, state, and local requirements.
- Coordinates with staff to develop, implement, and maintain public health emergency response plans, manuals, and standard operating procedures utilizing regulatory guidelines and requirements; ensures plans are integrated with the emergency response plans of other local agencies.
- Assists in developing annual and multi-year plans and budgets for assigned program(s); maintains fiscal records; monitors expenditures to ensure that spending is within budgeted limitations.
- Evaluates program effectiveness; recommends procedural changes to enhance program effectiveness and implements management directives.
- Coordinates various activities in the ongoing administration of the program including, but not limited to, drills, preparedness exercises and training for staff to ensure they are sufficiently prepared for emergency response operations; serves in a liaison capacity with other agencies during emergency operations.
- Serves as liaison to community consortiums, coalitions, and committees; facilitates meetings; schedules trainings and drills; advises groups on and accounts for program activities; determines strategies to expand and strengthen current partner and memberships.
- Assists Health Care Coalition (HCC) partners with emergency planning and disaster management; supports coalition members with supply requests according to budget requirements.
- Provides Incident Command (IC) support as department operations center manager; coordinates with command staff to address planning needs during a qualifying event; provides technical assistance to department staff related to roles and responsibilities during an emergency response.
- Coordinates ICS training and maintains tracking system of County staff participation and ICS certificates.
- Engages with diverse stakeholders to ensure public health emergency preparedness and response activities are inclusive and representative of culturally, socially, and economically diverse populations.
- Performs research and analysis related to emergency preparedness and response; prepares technical reports to interpret data, identify alternatives, and make and justify recommendations.
- Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials.

**EXAMPLES OF DUTIES, continued**

- Provides technical and functional direction to assigned staff on projects or during an emergency event; oversees work activities to ensure they are conducted properly; provides training on program operations; provides information to management on staff performance.
- Networks with peers in other organizations to exchange and share information, tools, and best practices in the assigned program areas; makes recommendations to management on the adoption and implementation of current best practices.
- Performs related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Operations and services and best practices of comprehensive public health emergency preparedness programs.
- Principles of program planning, implementation, and evaluation.
- Program logistics with respect to service delivery.
- Principles and practices of legal, ethical, and professional rules of conduct.
- Basic principles of budget monitoring and reporting.
- Principles and lead direction and training.
- Community demographics including socioeconomic and cultural factors.
- Principles and practices of grant administration.
- Principles of emergency preparedness and response.
- Methods and techniques of assessing training needs and evaluating program effectiveness including those related to multiple methods of adult learning and education.
- County, department, and program-specific policies and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Current trends and issues as they relate to public health emergency preparedness and response.
- Existing supply chains and alternate means of acquisition of supplies and personnel.
- Business mathematics.
- Research methods and data analysis.
- Principles and practices of record keeping.
- Principles and practices of business correspondence and technical report writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

## PLUMAS COUNTY OFFICE OF EMERGENCY SERVICES – OES MANAGER - 4

### **Ability To:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned programs.
- Prepare draft program policies and procedures for management approval.
- Chair and/or facilitate a diverse range of meetings with department staff and external coalitions with the goal of evaluating program effectiveness relative to goals and objectives and strategically determining options for any corrective measures needed.
- Coordinate services with internal departments, community organizations and other government agencies.
- Perform quantitative and qualitative analyses to evaluate assigned projects, programs, and activities.
- Establish program standards and evaluate performance.
- Prepare and conduct a variety of training programs, exercises, and drills related to emergency and disaster preparedness.
- Prepare statistical and narrative reports, presentations, and other written materials.
- Plan, assign and review the work of staff on a project basis.
- Remain calm, appropriately respond, and provide direction during emergency events.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate records and files.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **TYPICAL PHYSICAL REQUIREMENTS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push and pull drawers.

**TYPICAL PHYSICAL REQUIREMENTS, continued**

open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 50 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**Field Environment:**

- Mobility to work in changing site conditions; to sit, stand and walk on level, uneven or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform light to medium physical work; lift, carry, push and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect site conditions and work in progress.
- Fieldwork requires frequent walking in operational areas to identify and respond to emergency situations or hazards, with exposure to hazardous materials in some site locations.

**WORKING CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.
- Also includes field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and biologic and infectious agents.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PLUMAS COUNTY OFFICE OF EMERGENCY SERVICES -- OES MANAGER - 6

**Training, Education and Experience:**

Bachelor's degree from an accredited college or university with major coursework in healthcare management, social sciences, public health, public administration, or a related field is preferred.

Three (3) years of increasingly responsible experience planning and executing emergency preparedness activities.

\*\*\*Education may be substituted for years of experience in the preferred courses listed above.

**Required Certifications:** Successful completion of state and federally sponsored courses in disaster preparedness, response and recovery is highly desired, (i.e., ICS 300, ICS 400, ICS 700 certificates). If not, these training courses are required upon hire.

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

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

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971  
(530) 283-6444 FAX (530) 283-6160  
Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** April 17, 2023

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF MAY 2, 2023  
**RE: APPROVE RESOLUTION ADOPTING NEW PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR JOB DESCRIPTION BASE WAGE OF \$26.32 AN HOUR**  
**RE: APPROVE RESOLUTION ADOPTING NEW EPIDEMIOLOGIST JOB DESCRIPTION, BASE WAGE \$35.00 AN HOUR**  
**RE: APPROVE RESOLUTION ADOPTING PUBLIC HEALTH DATABASE ANALYST JOB DESCRIPTION, BASE WAGE \$26.79 AN HOUR**

**AUTHORIZE HUMAN RESOURCES TO RECRUIT AND FILL THESE THREE (3) NEW POSITIONS**

---

### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt the three (3) new job descriptions for the Public Health Department under the new grant monies received to fund these positions.

### **BACKGROUND AND DISCUSSIONS**

The Director of Public Health, Dr. Loomis, submitted a request to reorganize the Public Health Department's job classifications during the annual submission to Human Resources for review and consideration. Under Personnel Rule 5.02, department heads may submit a request to the Human Resources Director for review.

Dr. Loomis's request is to create a new division within the agency and seven new job classifications. He also wanted to update the names of existing divisions and the job descriptions for most of the existing job classifications within the department. Questions were directed to Dr. Loomis regarding his request, the request to reorganize appeared to create a top-heavy administrative layer for the department. The County has seen such attempts in the past to reorganize a department with this approach. The lessons learned from these types of reorganizations have taught us to be mindful of funding sources. This reorganization included

the request to add a second deputy director level position to the department, in addition to the existing deputy director and division directors. There were other questions regarding the reorganization request. Dr. Loomis submitted additional updates and changes in October to the original proposal.

On January 20, 2023, Debra Lucero, CAO, and Human Resources Director met with Dr. Loomis to discuss his reorganization proposal and other matters regarding the Public Health Department's personnel. The County is looking to organize a Health & Human Services Agency to include Behavioral Health, Social Services, and Public Health departments. Dr. Loomis agreed to the proposed restructuring, which will change his request. The focus shifted to three (3) new job descriptions that Dr. Loomis felt were needed for his department based on recent grant awards.

During our review with Dr. Loomis, other observations were discussed. It appeared that some of the requests were for specific employees and not based on business necessity. Dr. Loomis acknowledged this observation and seemed to understand why the County doesn't take this approach to writing new job descriptions. Another observation included the fact that employees were self-identifying by adding non-existing job titles to their signature lines. It was also discussed why this is not allowed and the potential County personnel ramifications this could cause, and not to mention the liability incurred by such actions, Dr. Loomis was in support of his employees not following proper protocols. This was disturbing news, but he did say that he would direct employees not to add other job titles to their signature lines.

**New job classifications for Board of Supervisor consideration:**

**New Job Classification: Public Health Emergency Preparedness Coordinator**

**Exhibit A - Attached job description**

**Recommended Base wage: \$26.32**

Under direction, plans, coordinates, and implements public health emergency preparedness and hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned.

The department has requested this new job description to meet the needs of preparing for and addressing emergency activities during a designated County emergency.

*Currently, these activities are coordinated by a Health Education Specialist II position.*

**New Job Classification: Epidemiologist**

**Exhibit B - Attached job description**

**Recommended Base wage: \$35.00 per hour**

Under general supervision, this position conducts epidemiological studies of occurrences of communicable diseases among residents of Plumas County. Collects, compiles, analyzes and

evaluates data to assess the health status of the general population and specific demographic groups; explains the etiology of diseases; predicts the occurrence of communicable diseases; and develops plans and strategies to control and /or contain the distribution of communicable diseases. Analyzes the occurrence of communicable and chronic diseases, injuries, and mortality among residents of Plumas County; conducts epidemiological studies of disease occurrence; maintains surveillance of communicable diseases and other health conditions.

*In many counties, this position is a contract position, utilized by several counties. Plumas County currently has an extra help epidemiologist position.*

**New Job Classification: Public Health Database Analyst**

**Exhibit C- Attached job description**

**Recommended Base wage: \$26.79 per hour**

Under general supervision, create and maintain data storage; assess database design; develop and maintain database documentation; maintain data security; gather, organize, analyze, and interpret statistical information; compile and interpret data from varied sources to inform decision-making and quality improvement.

This position has primary responsibility for creating and maintaining public health databases, including secure storage of protected health information. Provides support for a wide range of public health programs and projects, including epidemiology, disease surveillance, performance management, and quality improvement.

In addition, this position will provide the required support for the County's transition into the new MUNIS system. This position will also assist with the department's support to transition into the MUNIS system for both financial and HCM support.

**Summary:**

With the approval and addition of these three job classifications to the department's position allocation, Public Health is also requesting Human Resources to recruit and fill these positions once approved by the Board of Supervisors. The County has met the meet and confer obligation with Operating Engineers Local #3 for these three new job descriptions. I would recommend the Board carefully review this request for new job descriptions and the funding to support this request.

Thank you for your consideration on this matter.

**Attachments:**

Resolution

Exhibit A: Public Health Emergency Preparedness Coordinator

Exhibit B: Epidemiologist

Exhibit C: Public Health Database Analyst

RESOLUTION NO. 2023 - \_\_\_\_\_

**APPROVE RESOLUTION ADOPTING NEW PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR JOB DESCRIPTION BASE WAGE OF \$26.32 AN HOUR, APPROVE RESOLUTION ADOPTING NEW EPIDEMIOLOGIST JOB DESCRIPTION, BASE WAGE \$35.00 AN HOUR, AND APPROVE RESOLUTION ADOPTING PUBLIC HEALTH DATABASE ANALYST JOB DESCRIPTION, BASE WAGE \$26.79 AN HOUR**

**WHEREAS**, Plumas County Personnel Rule 5 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 Classification Plan; and

**WHEREAS**, the Human Resources Director has updated the job classifications for a Public Health Department and the base wages; and

**WHEREAS**, these are new job descriptions that were requested by the Director of Public Health; and

**WHEREAS**, it is recommended that the County add these three (3) new job descriptions to Public Health's position allocation for the limited term grant, non-general funds.

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

Approve Resolution for the new job classifications in Exhibit A, B and C and new base wages.

**New Job Classification: Public Health Emergency Preparedness Coordinator**

**Exhibit A - Attached job description**

**Recommended Base wage: \$26.32**

**New Job Classification: Epidemiologist**

**Exhibit B - Attached job description**

**Recommended Base wage: \$35.00 per hour**

**New Job Classification: Public Health Database Analyst**

**Exhibit C- Attached job description**

**Recommended Base wage: \$26.79 per hour**

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 2nd day of May 2023 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

ATTEST:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Heidi White, Clerk of the Board

# Exhibit A

PLUMAS COUNTY

NEW: 03/2023

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR**

### **DEFINITION**

Under direction, plans, coordinates, and implements public health emergency preparedness and hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This position assists with providing expertise specific to public health preparedness to respond to incidents of bioterrorism, infectious disease outbreaks, and other public health threats and related emergencies. This incumbent assists with organizing the County's Public Health Emergency Preparedness programs, and works in partnership with other employees, departments/divisions, agencies, and healthcare entities regarding pre-emergency planning, emergency response activities, and post-emergency functions.

This classification is responsible for independently performing professional duties in support of public health emergency preparedness and response activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **REPORTS TO**

Department head, Assistant Director or as otherwise directed by the department head.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -2**

### **EXAMPLES OF DUTIES**

- Develops, coordinates, and maintains public health emergency preparedness and hospital preparedness programs in accordance with federal, state, and local requirements.
- Coordinates with staff to design, write, and maintain public health emergency response plans, manuals, and standard operating procedures by utilizing local, state, and federal regulatory guidelines and requirements.
- Participates in related emergency preparedness and response training, periodic disaster drills and exercises with applicable County departments, other government agencies as well as the public.
- Prepares applicable grant applications, monitors grant awards, and complete grant reports as required by grants.
- Develops annual Public Health program budget work plan and amendments in collaboration with other Public Health programs.
- Monitors compliance with county, state, and federal expenditure guidelines.
- Maintains records and files; prepares periodic and special programmatic and financial progress reports as required.
- Attends regional and state health and medical meetings, conference calls, trainings, and other required functions facilitates local emergency health and medical meetings.
- Provides technical assistance and advice regarding Public Health roles and responsibilities to department staff during emergency response.
- Act as and/or assist in the Medical Health Operational Area Coordinator (MHOAC)
- Assist as Coordinator for California Health Alert Network (CAHAN) for the county.
- Updates and maintains contact information and resource listings for individuals, equipment, and supplies needed for public health emergency operations.
- May coordinate the work of others on various assigned projects and tasks during an actual public health emergency event.
- Maintains timely compliance with State and Federal reporting guidelines.
- Timely submission of reporting requirements for each assigned program area, including for agency-wide plans such as the Strategic Plan, Accreditation Reports, and grants.
- Participation in community events and agency initiatives and projects as assigned by agency or division leadership or direct supervisor, such as QI projects, Reaccreditation activities, staff trainings, vaccination clinics, and community events where agency is represented.
- Other duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both office and rural community environments; attend meetings outside the county, continuous contact with staff and the public. May be exposed to dangerous situation, inclement weather, varying temperatures, uneven footing, infectious diseases, and hazardous chemicals. May be required to work additional hours during an emergency event.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Operations and services and best practices of comprehensive public health emergency preparedness programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Community demographics including socioeconomic and cultural factors.
- Principles, methods, techniques, and materials of emergency management.
- Functions, programs, and services of both public and private agencies.
- Public health statistical and survey methods.
- Community resources and demography.
- Principles of budgeting, record keeping and business mathematics.
- Principles of grant writing, administration, and reporting.
- Community organization and development.

#### **Ability to:**

- Work and communicate effectively with people of various professional, educational, and socioeconomic backgrounds.
- Develop and manage interagency Public Health emergency service programs.
- Read and understand complex laws and regulations.
- Develop, prepare, and present comprehensive reports and recommendations.
- Establish and maintain effective working relationships with a variety of agencies, organizations, and individuals.
- Speak effectively before public gatherings.
- Organize and coordinate public health training programs.
- Communicate effectively, orally and in writing.

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -4**

### **TRAINING AND EXPERIENCE**

#### **Required Qualifications are:**

Graduation from an accredited college or university with a bachelor's degree, preferably in emergency management, public or community health, education, psychology, sociology, social services, or other related.

**OR**

Graduation from an accredited college or university with an \*associate degree

**AND**

one (1) year of professional experience, preferably in emergency management, public health, education, or another related field.

\*Required education may be substituted on a year-by-year basis of related experience in the above areas.

#### **Special Requirements:**

Required Certifications: Successful completion of state and federally sponsored courses in disaster preparedness, response and recovery is highly desired, (i.e. ICS 300, ICS400, ICS700 courses). If not, these trainings are required upon hire.

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

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

# Exhibit B

PLUMAS COUNTY

Last Revised: 3/2023

## EPIDEMIOLOGIST

### DEFINITION

Under general supervision, conducts epidemiological studies of occurrences of communicable diseases among residents of Plumas County. Collects, compiles, analyzes and evaluates data to assess the health status of the general population and specific demographic groups; explain the etiology of diseases; predict the occurrence of communicable diseases; and develop plans and strategies to control and /or contain the distribution of communicable diseases. Analyze the occurrence of communicable and chronic diseases, injuries, and mortality among residents of Plumas County; conduct epidemiological studies of disease occurrence; maintain surveillance of communicable diseases and other health conditions.

### DISTINGUISHING

Primary responsibilities include investigating reported cases, outbreaks and epidemics of communicable and chronic diseases, collects and compiles epidemiological data and maintains databases, selects methods and conducts statistical and quantitative analysis for identification and prediction purposes, to identify and assess health care and health education needs, and to develop plans to extend services to underserved populations, prepares and delivers reports and presentations, and performs other duties as assigned.

### REPORTS TO

Department Head, Assistant Director, or as otherwise assigned by Department Head.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None

## **EPIDEMIOLOGIST - 2**

### **EXAMPLES OF DUTIES**

- Investigates reported cases, outbreaks, and epidemics of communicable and chronic diseases.
- Designs, develops, and administers questionnaires and other instruments to obtain epidemiological data.
- Collects and compiles epidemiological data and develops and maintains epidemiological databases.
- Selects appropriate methods of statistical and quantitative analysis to identify demographic, geographic, cultural and other variables linked to the incidence of communicable and chronic diseases; to identify sources of exposure and disease transmission; and to predict the probability of future occurrences of disease.
- Develops and implements protocols for specimen collection and laboratory analysis, ensuring compliance with procedures to prevent contamination of specimen and maintain compliance with MIOSHA standards for occupational health and safety.
- Participates in the development of programs and strategies to control and contain the incidence of communicable diseases in the general public and among high-risk populations, and to prevent further disease transmission and future outbreaks.
- Consult and collaborate with program staff to provide epidemiologic data and analysis.
- Identifies and assesses health care and health education needs of current and underserved client populations and develops plans to extend services to underserved and under-served populations.
- Identifies potential sources of funding for programs and services and develops funding proposals for submission to public and private funding agencies.
- Prepares and delivers reports and presentations to community agencies and community groups, funding agencies, Plumas County Board of Supervisors, and other internal and external constituencies.
- Timely submission of reporting requirements for assigned projects and program areas, including for agency-wide plans such as the Strategic Plan and Accreditation Reports.
- Participation in community events and agency initiatives and projects as assigned by agency or division leadership or direct supervisor, such as QI projects, Reaccreditation activities, staff trainings, vaccination clinics, and community events where agency is represented.
- Frequent contact with various officials, boards, subcommittees, agencies, professional organizations, program staff and the general public related to the incidence, control and prevention of communicable diseases, to provide requested information and present proposals for approval, to exchange information, to monitor quality assurance and occupational health and safety practices and procedures, to provide notification of disease outbreaks and publicize recommended behaviors and practices to avoid exposure to and transmission of communicable diseases, and to participate in continuing education and maintain current knowledge of professional practices.
- Performs other related duties as assigned.

## **EPIDEMIOLOGIST - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; continuous use of computers and electronic equipment; regular contact with staff.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Thorough working knowledge of principles and practices of epidemiology.
- Thorough working knowledge of the etiology of communicable and chronic diseases.
- Thorough working knowledge of the theoretical and applied statistics and quantitative analysis and statistical methods used in epidemiological studies.
- Thorough working knowledge of the principles and practices of research design.
- Descriptive epidemiology and risk factors of major causes of morbidity and mortality.
- Modes of transmission and epidemiological features of major infectious diseases
- Epidemiological trends and patterns, their characteristics, and possible causation
- Designs and statistical methods used in epidemiological studies.
- Principles and practices of public health surveillance
- Methods of disease outbreak investigation
- Availability and uses of health, demographic, and environmental data
- Computer programming and processing methods to generate, organize, and display complex statistical and other research data.
- Laws, regulations, and policies related to data privacy.
- Maintain Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Computer-based statistics, graphics, and database software

#### **Ability to:**

- Create, manage, and document health and demographic datasets.
- Select and apply appropriate statistical methods for analysis of public health data.
- Conduct epidemiologic studies using appropriate designs and analytical methods.
- Identify, retrieve, and critically evaluate epidemiologic reports and data.
- Effectively communicate research methods and findings orally and in writing.
- Create numerical and graphical displays of epidemiological and statistical data.
- Work effectively as a member of a multidisciplinary team.
- Advise management and program staff on matters related to epidemiology and statistics.
- Ability to interact positively and professionally with all populations.
- Excellent oral and written communication skills.

## **EPIDEMIOLOGIST - 4**

### **TRAINING AND EXPERIENCE**

#### **Required Qualifications:**

A Master's degree from an accredited college or university in Public Health, Epidemiology, Bio-medical Statistics, or a closely related field. One (1) year of demonstrably successful experience in the design, development and conduct of epidemiological studies; or an equivalent combination of education and experience, is preferred.

#### **OR**

A Bachelor's degree in a relevant field, such as Public Health, Biostatistics, Informatics, or Demography,

#### **AND**

Two (2) or more years of more professional epidemiological experience in a local, state, federal, or international public health agency.

#### **Special Requirements:**

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

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

# Exhibit C

PLUMAS COUNTY

Last Revised: 03/2023

## PUBLIC HEALTH DATABASE ANALYST

### DEFINITION

Under general supervision, create and maintain data storage; assess database design; develop and maintain database documentation; maintain data security; gather, organize, analyze, and interpret statistical information; compile and interpret data from varied sources to inform decision-making and quality improvement.

### DISTINGUISHING CHARACTERISTICS

This position has primary responsibility for creating and maintaining public health databases, including secure storage of protected health information. Provides support for a wide range of public health programs and projects, including epidemiology, disease surveillance, performance management, and quality improvement.

### REPORTS TO

Department head or as otherwise directed by department head.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None

## **PUBLIC HEALTH DATABASE ANALYST - 2**

### **EXAMPLES OF DUTIES**

- Plans and oversees database development, maintenance, and modification efforts to address business, staff, and public health reporting needs.
- Performs professional level data analysis in support of assigned data needs, quality improvement and performance outcomes.
- Design and participate in the modification of existing or implementation of new systems, databases, data collection tools, data analytics and other strategies that optimize business or data efficiency and quality.
- Review systems and program data for functionality, security, efficient, and accurate data. Ensures all necessary assessment and performance measures are submitted in a timely manner.
- Performs regularly scheduled backup and recovery. Monitors and evaluates the efficiency and effectiveness of data for all public health records, software and systems, and procedures to identify opportunities for improvement based on data collected and analyzed.
- Prepares reports for management and staff.
- Coordinates and shares information and resources (data, communications, hardware, and software), avoiding duplication of efforts and resources, minimizing inconsistencies, reducing burden on the participants, and developing and deploying strategies that are cost effective and improve utilization and efficiencies, cultural competencies, and other related measures.
- Provides training to all relevant personnel on forms, procedures and reporting from database.
- Acts as a resource person for users by answering questions and resolving problems related to the use, application, and operation of public health systems.
- Ensure that database projects are completed within set time limits and within estimated budget costs.
- Create statistical and data quality reports for use in program development, implementation, and improvement; designs and produces related charts, tables, and graphs.
- Consult and collaborate with program specialists and staff to develop tools for system related training.
- Compliance with State and Federal reporting guidelines and ensure compliance with all Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Submission of reporting requirements for each assigned program area.
- Participation in community events and agency initiatives.
- Other duties as assigned.

## **PUBLIC HEALTH DATABASE ANALYST - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to twenty-five (25) pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; continuous use of computers and electronic equipment; regular contact with staff.

### **DESIREABLE QUALIFICATIONS**

#### **Knowledge of:**

- Working knowledge of Database design, construction, and maintenance methods in coordination with the County Information Technology Department.
- Working knowledge of principles and practices used in the analysis and development of procedures associated with database.
- Data oriented programming languages and software for data analysis, reporting methods, techniques, and procedures.
- Data management best practices and database applications.
- Federal and state laws governing use of protected health information.
- Legal requirements related to public records requests in coordination with County Counsel.
- Desktop and network operating systems, intranet and internet.
- Statistical methods for descriptive analysis and inference.
- Principles and methods of graphical data display.
- Current trends in computer science, hardware, and software.
- Sources of health and population data.
- Modern office practices, methods, equipment, and software
- Desktop and network operating systems.
- Electronic health records software and systems.
- Regulations and procedures related to specific automated information systems utilized by assigned department.
- HIPAA and CFR 42 requirements for health information and technology.

#### **Ability to:**

- Work effectively as part of a multidisciplinary team.
- Communicate effectively in writing and orally.
- Analyze, interpret, identify, and resolve problems in an effective manner.
- Exercise organizational skills and attention to detail.

## **PUBLIC HEALTH DATABASE ANALYST - 4**

### **Ability to – continued:**

- Learn and apply emerging technologies.
- Be flexible and adaptable to continually changing demands or situations.
- Research and analyze information from a variety of sources. Prepare clear, concise reports and accurate program documentation and user procedures.
- Maintain confidentiality of materials and use discretion in sensitive situations.
- Comply with all HIPAA rules and regulations.

### **TRAINING AND EXPERIENCE:**

#### **Required Qualifications are:**

Graduation from an accredited college or university with a bachelor's degree, in Computer Science, Informatics, Biostatistics, Mathematics, or related field.

***OR***

Graduation from an accredited college or university with an associate degree in another closely related field;

**AND**

two (2) years of professional experience in data management, administration, analysis, or another related field.

***OR***

Four (4) years of professional experience in data management, administration, analysis, or another related field.

#### **Special Requirements:**

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

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



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Zachary Gately, Grant Manager  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and Authorize the following supplemental budget transfers related to ARPA Funding: \$6,000 from CAO ARPA account 2003048/48021 into IT account 2003052/524400 for Special Department Expense; \$25,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521900 for Professional Services; \$5,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521800 for Office Expense; for a total of \$36,000; discussion and possible action. Roll call vote

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**Recommendation:**

It is recommended to approve and authorize the following supplemental budget transfers related to ARPA Funding: \$6,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/524400 for Special Department Expense; \$25,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521900 for Professional Services; \$5,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521800 for Office Expense; for a total of \$36,000;

**Background and Discussion:**

Plumas County Board of Supervisors approved the budget for the American Rescue Plan Act funding on April 12, 2022. These transfers are related to Broadband and Air Scrubbers projects.

**Action:**

Approve and Authorize the following supplemental budget transfers related to ARPA Funding: \$6,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/524400 for Special Department Expense; \$25,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521900 for Professional Services; \$5,000 from CAO ARPA account 2003048/48021 into CAO account 2003052/521800 for Office Expense; for a total of \$36,000; discussion and possible action.

**Fiscal Impact:**

These are approved expenses that Plumas County has already budgeted and approved, therefore there will be no additional fiscal impact on the County.

**Attachments:**

1. Budget Transfer ARPA BB AS
2. ARPA Approval BOS
3. ARPA budget

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: CAO Dept. No: 20030 Date 4/18/2023

The reason for this request is (check one):

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

**TRANSFER FROM OR**       **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>001</u>	<u>20030</u>	<u>48021</u>	<u>ARPA Broadband and air scrubbers (JE 673/1705m)</u>	<u>36,000.00</u>
Total (must equal transfer to total)				36,000.00

**TRANSFER TO OR**       **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>001</u>	<u>20030</u>	<u>524400</u>	<u>Special Department Expense</u>	<u>6,000.00</u>
<u>001</u>	<u>20030</u>	<u>521900</u>	<u>Professional Services</u>	<u>25,000.00</u>
<u>001</u>	<u>20030</u>	<u>521800</u>	<u>Office Expense</u>	<u>5,000.00</u>
Total (must equal transfer to total)				36,000.00

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) To pay for planned ARPA expenses out of the CAO's office (Broadband and Air Scrubbers projects)

B) ARPA spend plan was already approved; funds are in CAO's account but don't have an "out" in the current budget

C) We are working through the spend plan and need to continue to be able to spend these funds out of the appropriate account

D) ARPA funds were allocated to Plumas County

Approved by Department Signing Authority:

Delia Lucero 4/17/23

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Maria Chakou

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.



## **BOARD OF SUPERVISORS**

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

### **MEETING MINUTES**

**ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS  
COUNTY OF PLUMAS, STATE OF CALIFORNIA  
HELD IN QUINCY ON APRIL 12, 2022**

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### **STANDING ORDERS**

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

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

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due Government Code section 54953(e), the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

#### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it LIVE ONLINE

#### **ZOOM Participation**

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

**Public Comment Opportunity/Written Comment**

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

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

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

**Roll Call.**

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

 **PLEDGE OF ALLEGIANCE**

Paul Russel led the Pledge of Allegiance.

 **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Item for Correction 6G has spelling change name Price changed to Prince.

 **PUBLIC COMMENT OPPORTUNITY**

Pastor George offered prayer.

Tom McGowan commented regarding the PG&E settlement & the District Attorney's work.

Linda Margaretic commented regarding the long awaited Public Forum with Public Health that took place.

Clint Koble commented regarding ARPA fund and project allocation recommendations.

Zoom Participant: Lane commented regarding filing complaint with the Planning and Building Department.

 **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

David Hollister, District Attorney made a brief announcement regarding his departmental request for help on 04/05/2022.

Paul Russel the newly appointed Museum Director introduced himself.

Sheriff Todd Johns reported on a meeting with the Firewise Community's and the concern regarding the start of fire season.

Rob Robinette, Interim Director of Environmental Health announced that had an interview with and extended an offer of employment to an Environmental Health Specialist candidate; and that offer was accepted.

 David Hollister, District Attorney reported on the activities regarding the PG&E settlement case; followed up with a brief question and answer session

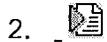
**ACTION AGENDA**

1.  **DISASTER RECOVERY OPERATIONS** - Pamela Courtwright  
Report and update Dixie Fire Recovery efforts; receive report and discussion.



**DIXIE FIRE COLLABORATIVE** – Clint Koble

Report and update Dixie Fire Collaborative efforts; receive report and discussion.



**2. CONSENT AGENDA**

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

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

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

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

**A. BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit for the Almanor Recreation and Park District for the 41<sup>st</sup> Annual Chester 4<sup>th</sup> of July Fun Run, to be held on July 4, 2022 from 9:00 A.M. – 9:30 A.M.

**B. BEHAVIORAL HEALTH**

- 1) Approve and authorize the County’s Department Directors of Behavioral Health and Public Health to ratify and sign a Memorandum of Understanding (MOU), for the Youth prevention Program of Alcohol and other Drug programs within the County; for a term of 3 fiscal years from 07/01/2020 to 06/30/2023; not to exceed \$331,656.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to ratify and sign Agreement between Plumas County and BHC Sierra Vista Hospital, Inc. dba Sierra Vista Hospital; for services related to treatment of addiction and psychiatric disorders; for term from 2021 to 2023; not to exceed \$80,000.00; approved as to form by County Counsel.

**C. CLERK RECORDER- ELECTIONS**

- 1) Accept corrected Plumas County election report for the California gubernatorial Recall Election; Report presented on November 2, 2021 was corrected due to a clerical error.
- 2) Approve and authorize the Chair to sign Equipment Lease Agreement and Addendum to Agreement between Plumas County Clerk Recorder and Ray Morgan Company, for the lease of copy machine; not to exceed \$298.63 per Quarter for a term of 5 years. Agreement has been approved as to form by County Counsel.

**D. FACILITY SERVICES**

- 1) Approve and authorize the Chair to sign Agreement between Plumas County Facility Services and Smith Power Products, Inc., for generator repair and maintenance; not to exceed \$24,000.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to ratify and sign Agreement between Plumas County Facility Services and Plumas Sanitation, for septic pumping at the non-congregate shelter for Dixie Fire survivors located at 240 Greenville Wolf Creek Road, Greenville, CA; not to exceed \$100,000.00; approved as to form by County Counsel.

**E. FAIRGROUNDS**

Approve and ratify Agreement between Plumas County and Turf Star, Inc., for lawn mower repairs; not to exceed \$4,000.00; approved as to form by County Counsel.

F. **SHERIFF**

Approve and authorize the Chair to sign Equipment Lease Agreement and Addendum to Agreement between Plumas County Sheriff's Office (PCSO) and Ray Morgan Company, for the lease of copy machines provided to the Sheriff's Office and Jail facilities; not to exceed \$955.20 per Quarter for a term of 5 years; approved as to form by County Counsel.

G. **SOCIAL SERVICES**

Approve and authorize the Chair to sign Agreement between Plumas County Social Services and the Plumas Crisis Intervention and Resource Center, for housing support for homeless CalWorks recipients; not to exceed \$118,250.00 per year; approved as to form by County Counsel.

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; Beckwourth County Service Area; Walker Ranch Community Services District; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District

 **Convene as the Beckwourth County Service Area Governing Board**

A.  **BECKWOURTH COUNTY SERVICE AREA** – John Mannle

- 1) Approve and authorize the Manager of the Beckwourth County Service Area (CSA) to sign planning grant funding agreement with the State Water Board for replacing sewer lift station, inflow/ infiltration study and associated sewer pond valves totaling \$397,425.00; approved as to form by County Counsel; discussion and possible action.
- 2) Adopt **RESOLUTION** designating the Manager of the Beckwourth County Service Area to contract with the State Water Board, execute agreement and disburse funds; approved as to form by County Counsel; discussion and possible action. **Roll call vote**
- 3) Approve and authorize the Chair to sign MOU between Plumas County/ Beckwourth CSA and the Golden State Finance Authority for a \$100,000.00 loan to assist with cash flow for the Sewer Pump Station Replacement Design project; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve agenda Items 3A (1 through 3) and Approve and authorize the Manager of the Beckwourth County Service Area (CSA) to sign planning grant funding agreement with the State Water Board for replacing sewer lift station, inflow/ infiltration study and associated sewer pond valves totaling \$397,425.00; Adopt **RESOLUTION No. 22-8682** designating the Manager of the Beckwourth County Service Area to contract with the State Water Board, execute agreement and disburse funds; and authorize the Chair to sign MOU between Plumas County/ Beckwourth CSA and the Golden State Finance Authority for a \$100,000.00 loan to assist with cash flow for the Sewer Pump Station Replacement Design project, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Hagwood.

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

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

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

4. DEPARTMENTAL MATTERS

A.  ENVIRONMENTAL HEALTH – Rob Robinette

Approve budget transfer of \$26,000.00 from 20550-51000 Regular Wages to 20550-521900 Professional Services, to continue funding of the CA Environmental Health Administrators (CAEHA) Environmental Health Support Contract; to continue to provide training to staff and field service support; discussion and possible action. **Roll call vote**

**Motion:** Approve budget transfer of \$26,000.00 from 20550-51000 Regular Wages to 20550-521900 Professional Services, to continue funding of the CA Environmental Health Administrators (CAEHA) Environmental Health Support Contract; to continue to provide training to staff and field service support, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Hagwood.

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

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

B.  FACILITY SERVICES – JD Moore

- 1) Authorize the Director of Facility Services to recruit, and fill vacant Extra Help position at Rogers Field (Chester Airport); discussion and possible action.
- 2) Authorize the Director of Facility Services to recruit, and fill two (2) vacant Extra Help position within the Quincy Facility Services Department; discussion and possible action.

**Motion:** Approve items 4B 1&2, and Authorize the Director of Facility Services to recruit, and fill vacant Extra Help position at Rogers Field (Chester Airport); and to recruit, and fill two (2) vacant Extra Help position within the Quincy Facility Services Department, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Hagwood. Motion passed unanimously.

C.  PLANNING – Tracey Ferguson

Approve and authorize the Chair to sign Memorandum of Understanding to be a collaborator under the Plumas Emergency Forest Restoration Team (EFoRT); approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize the Chair to sign Memorandum of Understanding to be a collaborator under the Plumas Emergency Forest Restoration Team (EFoRT); **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Hagwood. Motion passed unanimously.

5.  BOARD OF SUPERVISORS

- A.  Review, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring back within 30 days, on May 10, 2022.

**Motion:** as Reviewed, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring back within 30 days, on May 10, 2022, **Action:** Approve, **Moved by** Supervisor Hagwood, **Seconded by** Supervisor Engel.

Motion passed unanimously.

- B.  Adopt **RESOLUTION** to reorganize the Plumas County Administrative Office by adopting a new position allocation and job classifications to Revise the County Administrative Officer Job Description - Wage \$75.00; and New Job Description for Director of Risk Management and Safety – Wage \$45.00; discussion and possible action. **Roll call vote**
- C. Introduce and waive the first reading of an **ORDINANCE** of Plumas County, State of California, amending Article 6, of Chapter 4, of Title 2 of the Plumas County Code relating to the County Administrative Office of County Administrator; discussion and possible action. **Roll call vote**
- D. Adopt **RESOLUTION** declaring the scope of authority of the County Administrative Officer; discussion and possible action. **Roll call vote**
- E. Authorize the Director of Human Resources to recruit and fill both funded and allocated positions; discussion and possible action.

**Motion:** Approve items 5B through 5E; and Adopt **RESOLUTION No. 22-8683** to reorganize the Plumas County Administrative Office by adopting a new position allocation and job classifications to Revise the County Administrative Officer Job Description - Wage \$75.00; and New Job Description for Director of Risk Management and Safety – Wage \$45.00; the **ORDINANCE** of Plumas County, State of California, amending Article 6, of Chapter 4, of Title 2 of the Plumas County Code relating to the County Administrative Office of County Administrator is read and continued to **April 19, 2022**, for adoption; Adopt **RESOLUTION No.22-8684** declaring the scope of authority of the County Administrative Officer; and Authorize the Director of Human Resources to recruit and fill both funded and allocated positions, **Action:** Approve, **Moved by** Supervisor Hagwood, **Seconded by** Supervisor Engel.  
**Vote:** Motions all carried by unanimous roll call vote (**summary:** Yes = 5).  
**Yes:** Supervisor Ceresola, Supervisor Engel, Supervisor Thrall, Supervisor Hagwood, Supervisor Goss.

- F.  Report from DeAnne Blankenship with California Health Collaborative; Approve ARPA Grant fund revised recommendations; discussion and possible action.

- Following Presentation, and discussion:

**Motion:** Approve ARPA Grant fund recommendations as discussed and revised, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Hagwood.  
 Motion passed unanimously.

- G.  Appoint Chris Spencer to the Planning Commission Board, representing District 1; discussion and possible action.  
**Motion:** Appoint Chris Spencer to the Planning Commission Board, representing District 1, **Action:** Approve, **Moved by** Supervisor Ceresola, **Seconded by** Supervisor Engel.  
 Motion passed unanimously.

H.  **CORRESPONDENCE**

Supervisor Hagwood received correspondence regarding Building Code policy in relation to fire sprinkler requirements; and correspondence in relation to Broadband in Meadow Valley.

Supervisor Thrall reported receiving the normal daily correspondence with constituents, nothing out of the ordinary.

Supervisor Engel received correspondence regarding the ongoing problems in relation to recycling, and normal daily correspondence with constituents, nothing out of the ordinary.

Supervisor Ceresola reported receiving the normal daily correspondence with constituents, nothing out of the ordinary.

Supervisor Goss received correspondence regarding the SBA Loan process, Building Code Solar requirement.

I.  **INFORMATIONAL ANNOUNCEMENTS**

Reported by Supervisor Hagwood regarding matters related to County Government and include attending LAFCo Meeting; 2 meetings with the District Attorney with regard to the fire recovery settlement, and a fire recovery meeting in Quincy.

Reported by Supervisor Thrall regarding matters related to County Government and include attending the LAFCo meeting.

Reported by Supervisor Engel regarding matters related to County Government and had no meetings on schedule aside from routine meetings with constituents.

Reported by Supervisor Ceresola regarding matters related to County Government and include meetings with Fire Dept., Volunteer Fire Department, and the Forest Service regarding preparations for the upcoming fire season, and traffic control in an area in District 1.

Reported by Supervisor Goss regarding matters related to County Government and include the LAFCo meeting - items discussed were consolidations, annexations, budget, Cemetery Districts. Attended a Kick off Strategy & Structure meeting, and a visioning meeting with the Dixie Fire Collaborative, and various other meetings throughout the week.

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

- Chair Goss announced that Item 6D; would not be discussed in Closed Session.

6.  **CLOSED SESSION**

- A. Personnel: Public employee performance evaluation; Greg Ellingson, Director of Information Technology
- B. Personnel: Public employee performance evaluation; Director of Child Support Services (Board Only)
- C. Personnel: Public employee performance evaluation; Director of Public Works (Board Only)
- D. Personnel: Public employee appointment or employment; County Administrator/ Risk Management
- E. Conference with real property negotiator, regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000
- F. Conference with Legal Counsel; Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Central Delta Water Agency, et al. V. Department of Water Resources, Third District Court of Appeals, Case No. C078249, C080572, and C086215

- G. Conference with Legal Counsel: Existing litigation – Prince et al. v. County of Plumas et al., United States District Court for Eastern District of California, Case No. 2:20 - CV 00862-WBS-DMS, pursuant to Subdivision (d)(1) of Government Code Section 54956.9
- H. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (1 case)
- I. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (1 case)
- J. Conference with Legal Counsel: Existing litigation – BNSF Railway Company v, Alameda County, et al., United State District Court, Northern District of California, Case No. 19-cv-07230-HSG, pursuant to Subdivision (d)(1) of Government Code Section 54956.9.
- K. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads



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

Chair Goss reported out of closed session; item 6K was not discussed, There was no reportable action taken in Closed Session.



**ADJOURNMENT**

Adjourned meeting to Tuesday, April 19, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California.

**BOARD APPROVED ARPA FUNDING MARCH 1ST, 2022, ITEM #5A**

Department	Title	Est. project Total	status	notes
Administration	CAO 20030	\$40,000.00	COMPLETED	
Administration	California Health Collaborative - Grant management and community outreach	\$9,959.00	COMPLETED	
Administration	Granicus Software (TOT Audit Services)	\$6,000.00	not started	seems to have been planned for bi
Administration	Air scrubbers	\$300,000.00	In Progress	
Administration	County employee ARPA management	\$400,000.00		Debra
Administration	Countywide Broadband Infrastructure			
FACILITIES	Additional janitorial services for Courthouse	\$64,765.00	COMPLETED	
BCSA	Repairs to sewer pump at Beckwourth CSA	\$33,000.00	COMPLETED	
ROAD DEPT	Bridge project, Blairsden	\$253,000.00		
Information Technology	Disaster recovery hardware and software licensing	\$62,000.00	IP/Complete	
Information Technology	Server hardware for virtualization	\$38,000.00	IP/Complete	
Information Technology	Cybersecurity Recovery	\$50,000.00	IP/Complete	meet with
Information Technology	Hardware / software updates	\$150,000.00	IP/Complete	IT
Library	Funds for e-books / e-audiobooks	\$6,000.00		
Library	Hotspots	\$7,294.00		
Literacy	Tutoring software - Requesting BOS approval to split between e-books and Hotspots	\$11,500.00		
Sheriff/Jail Office	COVID-compliant transport vans	\$235,950.00	In Progress	Ordered-\$6000 over budget
Sheriff's Office	Upgrade computer system	\$471,571.00	In Progress	currently installing system. Compa
Human Resources	Premium pay for Essential Workers	\$774,000.00	in progress	most dept have had pay out with t
Human Resources	COVID sick pay	\$200,000.00	in progress	COVID sick pay was extend through
Community grants	Grant funding for local businesses and non-profits (offset COVID-related expenses, increase health equity, etc.)	\$540,000.00	not yet started	will start first quarter 2023
	<b>(Approved) Total</b>	<b>\$3,653,039.00</b>		
	<b>Total Available</b>	<b>\$3,653,039.00</b>		
CAO 20030/48021/580021		\$755,959.00		
FACILITIES 20120/48021/580021		\$64,765.00		
BECKWOURTH CSA 26080/48021/580021		\$33,000.00		
ROAD 20521/48021/580021		\$253,000.00		
IT 20220/48021/580021		\$300,000.00		
LIBRARY 20670/48021/580021		\$13,294.00		
LITERACY 20675/48021/580021		\$11,500.00		
HR 20035/48021/580021		\$974,000.00		
SHERIFF 70331/48021/580021	\$	471,571.00		
SHERIFF/JAIL 70380/48021/580021	\$	235,950.00		
BOS 20010/48021/580021		\$540,000.00		
		<b>\$3,653,039.00</b>		



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Zachary Gately, Grant Manager  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Approve and Authorize the following supplemental budget transfers for expenses as approved by the Board of Supervisors on January 03, 2023: \$10,000 from LATCF account 8002648/58000 into HR account 2003552/521800 for Office Expense; discussion and possible action. Roll call vote

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**Recommendation:**

It is recommended for the Board of Supervisors to Approve and Authorize the following supplemental budget transfers for expenses as approved by the Board of Supervisors on January 03, 2023: \$10,000 from LATCF account 8002648/58000 into HR account 2003552/521800 for Office Expense; discussion and possible action.

**Background and Discussion:**

On January 03, 2023, Human Resources was approved to move from the Courthouse to 1446 E. Main Street, Quincy, CA, using Local Assistance and Tribal Consistency (LATC) Funds. During the same meeting, up to \$10,000 was requested to be used to facilitate their move.

**Action:**

Approve and Authorize the following supplemental budget transfers for expenses as approved by the Board of Supervisors on January 03, 2023: \$10,000 from LATCF account 8002648/58000 into HR account 2003552/521800 for Office Expense; discussion and possible action.

**Fiscal Impact:**

The LATC funds have been allocated to Plumas County for projects such as this therefore the General Fund will not be impacted.

**Attachments:**

1. Budget Transfer LATCF HR move
2. HR move memo
3. BOS HR LATCF approval

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: CAO-LATCF Dept. No: 20035 Date 4/17/2023

The reason for this request is (check one):

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

**TRANSFER FROM OR**       **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>026</u>	<u>80026</u>	<u>58000</u>	<u>Transfer-out</u>	<u>10,000.00</u>
Total (must equal transfer to total)				<u>10,000.00</u>

**TRANSFER TO OR**       **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>001</u>	<u>20035</u>	<u>521800</u>	<u>Office Expense</u>	<u>10,000.00</u>
Total (must equal transfer to total)				<u>10,000.00</u>

RECEIVED  
APR 17 2023

Auditor's / Flick

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) HR is moving and has expenses related to moving

B) BOS approved the expenses to be paid for from the LATC funds

C) Move is in progress and HR has immediate needs that cannot wait until the next fiscal year

D) LATC funds were allocated to Plumas County, received January 2023

Approved by Department Signing Authority:

*Delia Lucero* 4/17/23

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

*Maude Drake*

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  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Debra Lucero  
**MEETING DATE:** January 3, 2023  
**SUBJECT:** Approve and authorize Human Resources, Risk Management and (a temporary move) of County Counsel to the Old Probation Department; and the approval of one-time funds to assist with the move; **discussion and possible action. Roll call vote**

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**Recommendation**

Approve and authorize Human Resources, Risk Management and (a temporary move) of County Counsel to the Old Probation Department.

**Background and Discussion**

**HUMAN RESOURCES MOVE FROM COURTHOUSE TO THE OLD PROBATION BUILDING**

As part of the Payroll Migration and switch of payroll operations to Human Resources, there would be a need to move a Payroll Specialist out of the Auditor-Controller's office and possibly add another person to Human Resources to assist with the migration tasks. This will allow for much-needed cross-training in case one or the other person is unavailable for payroll. Every task must be done twice during this migration period, increasing workload across the department.

The Auditor's office (down in numbers of necessary personnel) may need to do some re-organization as the Payroll Specialist picked up the slack in the office when payroll was finished.

As the Board is aware, the County Counsel offices were recently relocated to the Old Probation Building due to flooding. While they are still located over there, this is not the ideal location for this department and ultimately, County Counsel offices returning to the Courthouse is ideal. Repairs must occur prior to re-inhabiting the third-floor offices or elsewhere within the Courthouse, however.

Risk Management would also move over to the Old Probation Building as many of the training, safety meetings and programs intersect with HR.

Overview of issues and potential litigation regarding the current HR space within the Courthouse:

- HR conducts new hire weekly orientations and the office does not have a conference room to conduct these meetings. Currently, the department schedules the board room for new hire orientations. The board room is in heavy use and not always available for the many special meetings that occur. Recently, a CalPers training interrupted a regularly scheduled meeting due to lack of space. The County also needs appropriate space for group testing, bargaining negotiations, training meetings, and a general meeting space. With the migration to the new payroll system, new space and training facilities will be paramount.
- The Old Probation Building would provide the three departments with the room needed to conduct business, such as testing in an environment that is conducive to testing. Applicants or those sitting for tests currently put up with people walking through the testing area or opening the main door to the

Human Resources offices. This is an ethics issue with psychological testing protocols. We are required to provide a testing site that is consistent and free of interruptions and an environment that is fair to all test takers. The move to the other building would provide this and more for test administration. It would also provide:

- General meeting rooms
- A room for new hire orientations
- Testing room
- Training room for payroll migration for all county departments; employee training, finance officer training, etc.
- Bargaining units' negotiation room
- Computer access and self-service for employees
- Adequate office space for all three departments' staff.

**TIMELINE:** The physical move would occur in January 2023 and would be facilitated by the department with some assistance from Facility Services.

**COST:** \$7,000-\$10,000 one-time cost funded from LATCF Funds (See attached Excel Spreadsheet for details)

**Action:**

The County Administrative Office respectfully requests that the Board of Supervisors approve and authorize the physical move of HR, Risk Management and County Counsel to the Old Probation Department and approval of one-time funds to assist with the move.

**Attachments:**

1. Cost of Move to Old Probation Building
2. HR Move & diagram



### **Board of Supervisors**

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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON JANUARY 3, 2023**

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### **STANDING ORDERS**

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

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

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. The public may participate as follows:

#### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it LIVE ONLINE

#### **ZOOM Participation**

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

#### **Public Comment Opportunity/Written Comment**

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

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

## CALL TO ORDER

### Roll Call.

**Present:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

## PLEDGE OF ALLEGIANCE

Supervisor Tom McGowan led the Pledge of Allegiance.

## ADDITIONS TO OR DELETIONS FROM THE AGENDA

No Items removed at this time.

## 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

Pastor George Tarleton offered a prayer for the county and the Board.

Eva Hagwood, a Plumas County Child Welfare Social worker, spoke during Public Comment advocating for employee pay increases.

## DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

Planning Director Tracey Ferguson, updated the Board of Planning Commission District 2, and District 3 seat vacancies.

## ACTION AGENDA

### 1. BOARD OF SUPERVISORS - UPDATES AND REPORTS

A. Select Chair and Vice Chair of the Board of Supervisors for 2023

**Motion:** Supervisor Engel nominated Dwight Ceresola as Chair and Greg Hagwood as Vice Chair of the Board of Supervisors for 2023, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel, Supervisor - District 3 McGowan.

### B. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

The Dixie Fire Collaborative was not present for a Board update.

## 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.

**Motion:** Approve the following consent matters, as submitted.

**Action:** Approve, **Moved by** Supervisor- District 2 Goss, **Seconded by** Supervisor -District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel, Supervisor - District 3 McGowan.

### A. CLERK OF THE BOARD

- 1) Approve Board Minutes for December 2022

### B. BEHAVIORAL HEALTH

- 1) Authorize the Interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Site Coordinator position; vacancy due to resignation.
- 2) Authorize the interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Administrative Assistant.

### C. COUNTY COUNSEL

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County and Robert Zernich; an attorney to fill in as Public Defender until a new one is hired; effective December 13, 2022; approved as to form by County Counsel

### D. INFORMATION TECHNOLOGY

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County IT department and CDW-G, LLC, to provide County network security; effective January 11, 2023; not to exceed \$38,963.00; approved as to form by County Counsel.

### E. RISK MANAGEMENT

- 1) Approve and authorize the Chair to ratify and sign an agreement between Risk Management and Restoration Management Consulting (RMC) Group, LLC for construction cost estimates to rebuild County Facilities destroyed by the Dixie Fire; effective August 22, 2022; approved as to form by County Counsel.

### F. PUBLIC WORKS

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Public Works department and the successful bidder, Ranch Fence, Inc. for fence repair work to be done at the Chester and Greenville Road Maintenance Yards; not to exceed \$73,461.00; approved as to form by County Counsel.

**G. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize the Public Health Director to recruit and fill; funded and allocated; one (1) FTE Admin Assistant I/II or Office Assistant I/II/III position, vacancy due to resignation.
- 2) Approve and authorize the Chair to sign two (2) certification statements from the California Department of Health Care Services for the Child Health and Disability Prevention Program, for Children in Foster Care; approved as to form by County Counsel.
- 3) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health Department and Smile Products, Inc., a California Corporation; for lease of printers, parts, equipment and maintenance services; effective November 1, 2022; not to exceed \$50,000.00; approved as to for by County Counsel.

**H. PROBATION**

- 1) Approve and authorize the Chair to ratify and sign an Agreement between the Plumas County Probation Department and Berry Enterprises, Inc., a Nevada corporation, dba Sierra Electronics in California for automotive component installation services; effective September 20, 2022; not to exceed \$4,500.00 in Fiscal Year 2022-2023, paid via grant funding, approved as to form by County Counsel.

**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. CONVENE AS THE WALKER RANCH COMMUNITY SERVICES DISTRICT GOVERNING BOARD**

- 1) Approve and authorize the Chair to ratify and sign Pump Service Task order No. 6 between the Walker Ranch Community Service District and Well Industries Inc. dba North State Pump and Electric for starter replacement and labor; work performed between July 5, 2022 and July 11, 2022; not to exceed \$12,414.27; approved as to form by County Counsel.

**Motion:** Approve and authorize the Chair to ratify and sign Pump Service Task order No. 6 between the Walker Ranch Community Service District and Well Industries Inc. dba North State Pump and Electric for starter replacement and labor; work performed between July 5, 2022 and July 11, 2022; not to exceed \$12,414.27; approved as to form by County Counsel., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel, Supervisor - District 3 McGowan.

**B. ADJOURN AS THE WALKER RANCH SERVICE DISTRICT GOVERNING BOARD AND RECONVENE AS THE PLUMAS COUNTY BOARD OF SUPERVISORS.**

#### 4. DEPARTMENTAL MATTERS

##### A. HUMAN RESOURCES - Nancy Selvage

- 1) Adopt **RESOLUTION** adopting the Job Classification Plan affected by the California minimum wage rate schedule of \$15.50 an hour and approve Plumas County's Pay Schedule; discussion and possible action. **Roll call vote**

**Motion:** Adopt **RESOLUTION No. 23-8756** adopting the Job Classification Plan affected by the California minimum wage rate schedule of \$15.50 an hour and approve Plumas County's Pay Schedule; **Action:** Approve, **Moved by** Supervisor - District 4 Hagwood, **Second by** Supervisor - District 2 Goss.

**Vote:** Motion Passed by unanimous roll call vote (**summary:** Yes = 0).

**Yes:** None.

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

- A. Approve and authorize the reassignment of County payroll responsibilities and functions by moving these duties out of the Auditor - Controllers Office, and assigning the payroll responsibilities to the Human Resource Office to facilitate the migration from FinancePLUS (Pentimation) to Tyler/Munis' HR Module; and Adopt **RESOLUTION** to amend the position allocation for budget year 2022/2023 for the departments of #20035 and 20040; discussion and possible action. **Roll call vote.**

The County Administrative Officer, Debra Lucero, presented a brief background on the 15 year FinancePLUS (Pentimation) system. This report touched on several issues related to the need to transition the County payroll function from the current (Pentimation) system to the Tyler/Munis' HR Module.

The report discussed in detail a meeting with the Auditor-Controller, the Hired Consultant regarding the Auditor-Controller offices' current work load, training considerations, staffing issues and upcoming projects with immediate needs. The report further outlined and recommended the proposed reassignment of the County payroll functions and responsibilities to the Human Resource Department, and for the Board to adopt a Resolution to amend the position allocation for the 2022/2023 budget year to facilitate the migration.

##### **Following considerable discussion by all departments involved:**

**Motion:** Approve Board direction to the departments involved in the migration of payroll from the current system into the Tyler/ Munis Module, and for those parties to create a mutually agreed upon list of problems as well as a list of agreed upon solutions and return this matter to the Board of Supervisors on Tuesday, January 10, 2023; with a mutually agreed upon plan to move forward with the implementation.

**Action:** Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 2 Goss.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel, Supervisor - District 3 McGowan.

**Motion:** Board direction to the departments involved in the migration of payroll from the current system into the Tyler/ Munis Module, and for those parties to create a mutually agreed upon list of problems and solutions and return this matter to the Board of Supervisors on Tuesday, January 10, 2023.

- B. Approve and authorize Human Resources, Risk Management and (a temporary move) of County Counsel to the Old Probation Department; and the approval of one-time funds to assist with the move; discussion and possible action. **Roll call vote**

The County Administrative Officer, Debra Lucero, presented a brief background on the current challenges the Human Resource Department is facing, and the proposed move of both Human Resources and Risk Management, faith a temporary move of County Counsel due to storm damage in their office located in the Courthouse.

**Following considerable discussion by all departments involved:**

**Motion:** Approve Board direction for both the Planning and Building, to compile costs as stipulated and return this matter to the Board of Supervisors on Tuesday, January 10, 2023, for discussion and possible action.

## **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 January 17, 2023

**Motion:** Continue Emergency, 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 January 17, 2023

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss .

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel, Supervisor - District 3 McGowan.

## **B. APPOINTMENTS**

- 1) Review standing **Boards, Commissions, and Committees** and make the necessary appointments, and/ or reappointments.

**Motion:Approve** appointments and reappointments to Standing **Boards, Commissions, and Committees** as Stipulated.

**Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel, Supervisor - District 3 McGowan.

## **C. CORRESPONDENCE**

Supervisor Goss received correspondence in regard to the New Year Fireworks display inGreenville; correspondence regarding the road conditions and safety when traveling in the Canyon during the forecasted winter weather; correspondence regarding garbage service; and correspondence regarding issues with Ameri-Gas service including not picking up the propane fuel tanks in Greenville that were destroyed by the fire; additional correspondence regarding a White BMW, now Pink that has been sitting on top of Goat Hill for about 8 months (has not been towed), and a 1990 ford bronco with missing hubcaps and tires that was abandoned on the grade(has not been towed)

Supervisor Engel received correspondence regarding Christmas and New Years celebrations; and correspondence regarding plowing of roads.

Supervisor Hagwood received correspondence regarding possible locations in the downtown Quincy area for the proposed new courthouse; correspondence regarding hazardous trees; correspondence regarding the Lowry House.

Supervisor McGowan received correspondence regarding snow removal; correspondence regarding a code enforcement matter; and attending the Chester Fireworks display.

Supervisor Ceresola received correspondence regarding snow removal, and flood matters.

**D. INFORMATIONAL ANNOUNCEMENTS**

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

Reported by Supervisor Hagwood regarding matters related to County Government and had no scheduled meetings this week.

Reported by Supervisor McGowan regarding matters related to County Government and had no scheduled meetings this week.

Reported by Supervisor Goss regarding matters related to County Government and include attending two meetings regarding the Greenville Wolf Creek trailers; and a meeting regarding organic waste disposal and California Compliance.

Reported by Supervisor Engel regarding matters related to County Government and included attending an RSF meeting, and a meeting regarding the Monterey Settlement.

Reported by Supervisor Ceresola regarding matters related to County Government and include attending a Sierra Groundwater meeting.

**7. CLOSED SESSION**

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

- A. Personnel: Public employee evaluation - Chief Probation Officer (Board Only)
  
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
  
- 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)**

Chair Ceresola reported no reportable action was taken in closed session.

**8. ADJOURNMENT**

Adjourn meeting to Tuesday, January 10, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California





**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Zachary Gately, Grant Manager  
**MEETING DATE:** May 2, 2023  
**SUBJECT:** Receive an update from CAO's Office on the American Rescue Plan Act Annual Report; discussion only.

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**Recommendation:**

Receive an update from CAO's Office on the American Rescue Plan Act Annual Report; discussion only.

**Background and Discussion:**

ARPA Annual Report will cover activities from April 1, 2022 through March 31, 2023.

**Action:**

None

**Fiscal Impact:**

None

**Attachments:**

None



## BOARD OF SUPERVISORS

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

May 2, 2023

California State Association of Counties (CSAC)  
1100 K Street, Suite 101,  
Sacramento, CA 95814

**Attn.:** Graham Knaus, CSAC Chief Executive Officer  
Jacqueline Wong-Hernandez, CSAC Chief Policy Officer  
Jolie Onodera, Senior Legislative Advocate

**Re: Request to Review/Comment: County Priorities for MHSA Modernization**

The Mental Health Services Act (Proposition 63, MHSA), passed by voters in 2004, provides critical resources for county behavioral health programs to implement the “whatever it takes” model of recovery for those living with mental illness and substance abuse. MHSA helps support vital treatment, prevention, and innovative services for all Californians regardless of age, ethnicity, location, or income. MHSA funds may not be used to supplant existing state and federal programs; they cannot be used for Medi-Cal billable services. The passing of Proposition 63 provided an opportunity to expand county mental health plans for all populations: children, transition-age youth (TAY), adults, older adults, families, and unserved and underserved county populations.

Currently MHSA is made up of five program and funding components:

- ☐ Community Services and Supports (CSS) – 76% of funding allocation.
- ☐ Prevention and Early Intervention (PEI) – 19% of the total allocation.
- ☐ Innovation (INN) – 5% of total allocation.
- ☐ Capital Facilities and Technological Needs (CFTN) – funding allocation by County plan
- ☐ Workforce, Education, and Training (WET) – funding allocation by County plan

CFTN and WET and Prudent Reserve allocations are chosen at the local level based on a rule that the county can use up to 20% each year of the previous 3-year CSS average of funds.

Governor Newsom's administration has called on MHSA stakeholders to consider reforms to better align with the Governor's focus. The proposed changes to the way counties are able to use the MHSA funds are as follows; of the total allocation for any county's MHSA funding; 30% is for homelessness shelters, 35% for Full Services Partnership clients (rent subsidies) and the remaining 35% is for all other funding components. The proposed reforms would take away the ability of each county to provide services targeted to that individual county's needs. Refocusing 65% of MHSA funds to housing and rent would negatively impact other services and the people they serve. Although there is accountability and transparency for the MHSA funds, the hallmark of the program is the flexibility for MHSA funding to allow local stakeholder committees to prioritize what is the most pressing need in that county. This helps counties meet the unique needs of their residents.

When it comes to allocating funding to different California counties, one size does not fit all. Governor Newsom has been clear he wants to clean up the encampments of the homeless populations that you see in bigger metropolitan areas by redirecting 65% of the MHSA funding to housing and rent subsidies. This would leave very little funding for the rest of the MHSA programs. What might be a big problem for urban areas is not necessarily an issue in a geographically big, but low populated counties such as Plumas. With the bulk of the MHSA funds being earmarked only for housing, if they are not used, they will revert back to the state. This will be a loss of other important programs that rural counties need.

**MHSA must remain a core source of funding for Medi-Cal clients:** Currently, the MHSA funding accounts for a third of the revenues sent to counties to pay for the delivery of specialty behavioral health services.

- As demand for both mental health and SUD services increases post-pandemic, funding streams are not adjusted on an ongoing basis to account for expanded caseload and responsibilities, therefore MHSA funds must be used.
- The MHSA is also crucial in funding Medi-Cal services for children and youth, including child welfare and justice involved youth.
- If funding from the MHSA is required to fund infrastructure, long-term housing, and longer stays in inpatient and residential treatment settings (for example with conservatorship reforms) that cannot be matched under Medi-Cal, then counties will have fewer MHSA funds to sustain Medi-Cal treatment services.
- California is experiencing a severe therapist shortage. Our Behavioral Health Department is down 50% of its clinical staff. One of the ways they can retain the therapy staff they do have is through MHSA's WET funds loan forgiveness program for education. By rechanneling MHSA WET funds to homelessness programs, the Governor's reform is actually harming the residents of Plumas County by taking away one of the incentives Behavioral Health has to retain their staff. The staffing shortage of BH leads to a negative impact for our community, and diverting WET funds will only make it worse.

**MHSA must continue its commitment to prevention and early intervention:** MHSA is one of the only sources of funding for mental health prevention and early intervention for minors. By the proposed dispersion of MHSA funds, the money for early intervention for minors would be drastically cut. All the current data is that students are suffering from levels of depression and anxiety never seen before. This is not the right time to divert money from youth services. This funding has made it possible for counties to deliver services otherwise not reimbursable under Medi-Cal and other forms of insurance such as:

- Prevention and wellness – including suicide prevention.
- Culturally aligned community defined practices that often work better than traditional therapy and outreach for BIPOC, immigrant, and LGBTQ communities.
- Crisis services that are not reimbursable under insurance.
- If the state is going to require a prioritization that puts an emphasis on housing/homeless populations as well as FSP services, it could divert funding away from the following:
  - Local BH groups for minors and their families
  - School-based services
  - Mental health awareness campaigns
  - Suicide prevention
- To date, the state has not discussed alternative sustained funding for these programs and services should the MHSA shift its focus toward more acute care interventions.

**MHSA reforms must preserve local control and improve flexibility:** Counties need to retain the ability to tailor programs and services to meet local needs.

- Not every community has the same population, geography, cultures, strengths, gaps, or needs. Everything from prevalence of mental illness and SUDs to the availability of affordable housing varies significantly throughout the state.
- If counties are going to be held accountable for outcomes, they need to have the ability to retain local control in spending. Plumas County has been traumatized by the Dixie Fire in 2021. We need the flexibility to serve our residents in the way that best helps them, which includes the rebuilding of our Greenville Wellness Center for the community.

**Consistent with the goals of CSAC's AT HOME initiative, MHSA reforms should not take pressure off the need for the state to make ongoing, sustainable investments in housing/homelessness:**

Even with the MHSA's existing significant investments in housing and homelessness, the state's homelessness crisis has continued to grow, indicating that putting a stronger emphasis on housing/homelessness with MHSA reforms is unlikely to do enough to turn the tide on the full population of Californians who are experiencing homelessness.

- Half or more of individuals living in encampments often do not meet specialty mental health services criteria.
- **CSAC AT HOME** initiative which would ensure accountability and investments across all levels of government laid out this concept that not all homeless are mentally ill or have a substance Abused problem.

For these reasons, Plumas County is asking CSAC to oppose the Governor's reforms of MHSA.

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CSAC Board of Supervisors Representative  
Tom McGowan, District 3  
Plumas County  
Board of Supervisors

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Dwight Ceresola, Chair District 1  
Plumas County  
Board of Supervisors

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS  
PROCLAIMING A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR  
PROCLAIM A STATE OF EMERGENCY  
(PLUMAS COUNTY BLIZZARD & STORM EVENTS)

RESOLUTION 2023- 8767

WHEREAS, the Plumas County Board of Supervisors recognizes that conditions of extreme peril to the safety of persons and property have arisen within Plumas County; caused by the Blizzard that hit the Sierra region and particularly Plumas County, and

WHEREAS, the Blizzard Warning throughout our region originated on Monday, February 26, 2023 through Wednesday, March 1, 2023; and

WHEREAS, another storm warning was in effect for March 4, 2023 through March 6, 2023, and more snow and rain storms are expected throughout March per the national weather service; and

WHEREAS, Plumas County is recovering from the Dixie Fire and many in our region are living in travel trailers and temporary housing through December 31, 2024 due to the loss of 700 homes in our county of 19,915 people. People living in these and other temporary structures are at more risk due to snow loads and freezing conditions; and

WHEREAS, per historical data, areas of Plumas County are close to their max snow loads. Some areas are at or near thresholds for snow load. The average snow load for Almanor Basin is 100 lbs per cubic square foot, some of the last totals are at approximately 80-100 lbs.; and

WHEREAS, Plumas County's only incorporated city had a boil-water-only alert due to freezing temperatures and issues with the water system, affecting 4,500 people; and

WHEREAS, Plumas County's population over 65 years old is 30% - double the State of California's average for this age group - and are less mobile and more vulnerable to these adverse conditions

WHEREAS, staffing is inadequate to cope with removal of the heavy snowfall. Streets remain unplowed due to shortages of essential Public Works employees, causing impacts to essential government services and a hazard for essential emergency first responders; and

WHEREAS, snow removal equipment and other road equipment has been damaged due to the heavy snowfall and while repairs are being attempted, the workload is extreme; and

WHEREAS, due to the significant accumulation of snow from the blizzard and other storms, the predicted rain storms may result in significant flooding; and

WHEREAS, aging HVAC systems throughout County buildings are being stressed and failing in some instances; and

WHEREAS, transportation in the area is significantly disrupted. Highway 70, one of the two major travel corridors is closed indefinitely and has been since the January storms. Highway 80 is sporadically closed as are Highway 32 and 36. Fuel and supplies are a concern. Store shelves are beginning to look bare; and

WHEREAS, schools have seen several days of closure as have County offices due to hazardous travel conditions in the Sierra region; and

WHEREAS, if there were a need for a shelter to open, Plumas residents could not get to it due to snow conditions, unplowed roads and projected heavy snow and rainfall rates.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Plumas, State of California, hereby proclaims that a local emergency exists throughout Plumas County due to the blizzard and snow conditions.

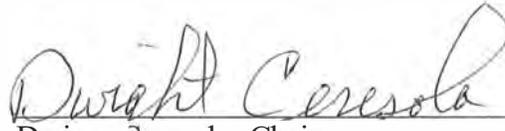
BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Plumas, State of California, hereby directs that:

1. This Proclamation of Existence of a Local Emergency shall be renewed and deemed to continue to exist as provided by state law or until its termination is proclaimed by the Board of Supervisors of the County of Plumas.
2. The Director of Emergency Services for the County of Plumas is hereby designated as the authorized representative of the County of Plumas for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain State and Federal assistance, to include CDAA.
3. During the existence of said local emergency, competitive bidding and other local purchasing, bidding and procurement requirements related to the Local Emergency are suspended.
4. The Director of Emergency Services or his or her designee immediately forward a certified copy of this resolution proclaiming a local emergency with a request that the Governor continue to maintain a State of Emergency for the County of Plumas.
5. Plumas County is not formally requesting California Disaster Assistance Act funds at this time.

PASSED AND ADOPTED by the Board of Supervisors of the County of Plumas, State of California, on March 7, 2023, by the following vote:

AYES Supervisor(s) Goss, McGowan, Hagwood, Ceresola, Engel

NOTES: None  
ABSENT: None

  
Dwig Ceresola, Chair  
Plumas County Board of Supervisors

ATTEST

  
Heidi White  
Clerk of the Board of Supervisors

**White, Heidi**

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**From:** Feather River RCD <lvanpelt@frrcd.org>  
**Sent:** Thursday, April 13, 2023 11:38 AM  
**To:** White, Heidi; Michael Hall  
**Subject:** Board Director Appointment Requests for Feather River RCD

**CAUTION: This email originated from OUTSIDE THE ORGANIZATION. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hello Heidi,  
Feather River Resource Conservation District would like to request, at the next available Regular Supervisors Meeting, the re-appointments to their Board of Directors for the following current board members whose terms have expired but who have agreed to continue service for another term:  
Gary Parquay  
James Wilson

Please let me know if you need anything else to facilitate this request,

Best Regards

**Leaf Van Pelt** (He/Him/His)

Operations Manager

**Feather River Resource Conservation District**

office-530.927.5299 ext. 101

mobile-530.230.7917

<https://www.frrcd.org>