



**Board of Supervisors**

Dwight Ceresola, Chair, 1st District  
Kevin Goss, 2nd District  
Thomas McGowan, 3rd District  
Greg Hagwood, Vice Chair, 4th District  
Jeff Engel, 5th District

**AGENDA FOR SPECIAL MEETING  
JUNE 30, 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**

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Board is to attend in person or submit written comments as outlined below. Except for a noticed, teleconference meeting, the Board of Supervisors reserves the right to conduct the meeting without remote access if we are experiencing technical difficulties.

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 listed on this notice of special meeting may be addressed by the general public at the beginning of the agenda. 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. 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. **PUBLIC WORKS**

- 1) Approve and authorize the Chair to sign Amendment No. 1 to the Service Agreement between the Plumas County Public Works and Hunt & Sons, Inc., for fuel delivery to various Plumas County Public Works Maintenance Yards; approved as to form by County Counsel. **View Item**

## 3. **DEPARTMENTAL MATTERS**

### A. **AUDITOR - CONTROLLER** - Martee Nieman (Graham)

- 1) Approve and authorize Supplemental Budget Transfer for various departments for the FY22/23; discussion and possible action. **Four/ fifths roll call vote View Item**

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

- 1) Adopt **RESOLUTION** to amend fiscal year 2022-2023 job classification plan adding two new job classifications to information technology department #20220; discussion and possible action. **Roll call vote View Item**

### C. **COUNTY ADMINISTRATIVE OFFICE** - Debra Lucero

- 1) Adopt **RESOLUTION** authorizing the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program; discussion and possible action. **Roll call vote View Item**
- 2) Report and update on the FY 2023-2024 budget; discussion, possible action and/ or direction to staff. **View Item**
- 3) Adopt **RESOLUTION** to adopt the Recommended Budget for Plumas County and the Dependent Special Districts therein for Fiscal Year 2023-2024, in Accordance with Government Code §29064. **Roll call vote View Item**

## 4. **BOARD OF SUPERVISORS**

### A. **CORRESPONDENCE**

### B. **INFORMATIONAL ANNOUNCEMENTS**

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

## 5. **CLOSED SESSION**

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

- A. 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: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000
- C. Conference with real property negotiator, regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000; 204 Ann Street, Greenville, CA., APN 100-061-002; 120 Bidwell St., Greenville, CA., APN 110-062-008.
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- F. Conference with Legal Counsel: Claim against the County of Darin Russel Bottini via Guardian ad Litem Justin Bottini, received June 8, 2023.

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

**6. ADJOURNMENT**

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





**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:** June 30, 2023

**SUBJECT:** Approve and authorize the Chair to sign Amendment No. 1 to the Service Agreement between the Plumas County Public Works and Hunt & Sons, Inc., for fuel delivery to various Plumas County Public Works Maintenance Yards; approved as to form by County Counsel.

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**Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 1 to the Contractor Services Agreement between the County of Plumas and Hunt & Sons, Inc., and to delegate authority to the Director of Public Works to sign the Notice of Assignment with company's new owners: Hunt & Sons, LLC.

**Background and Discussion:**

Hunt & Sons, Inc. is currently providing delivery of clear diesel fuel, gasoline fuel, and heating oil to various Plumas County Public Works Maintenance Yards.

Hunt & Sons, Inc. has entered into an agreement to transfer certain of its assets, including the contract with Plumas County Public Works, to Hunt & Sons LLC, a Delaware limited liability company.

Amendment No. 1 will acknowledge the change in company name.

This amendment has been approved as to form by County Counsel

**Action:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 1 to the Contractor Services Agreement between the County of Plumas and Hunt & Sons, Inc., for fuel delivery to various Plumas County Public Works Maintenance Yards.

**Fiscal Impact:**

None.

**Attachments:**

1. Amendment 1 for Hunt & Sons

**AMENDMENT NO. 1**  
**to the**  
**CONTRACTOR SERVICES AGREEMENT**

**Delivery Services of Clear Diesel Fuel, Gasoline Fuel, and High Sulfur Burner Fuel to various  
Plumas County Public Works Maintenance Yards**

This First Amendment to Agreement (“Amendment”) is made on \_\_\_\_\_, between PLUMAS COUNTY, a political subdivision of the State of California (“COUNTY”), and Hunt & Sons, Inc. (“CONTRACTOR”) who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and Hunt & Sons, Inc. have entered into a written Agreement, dated January 1, 2023, (the “Agreement”), in which Hunt & Sons, Inc agreed to provide fuel delivery services to various Public Works maintenance Yards.
  - b. Hunt & Sons, Inc. desires to assign all right, title, and interest in and under the aforementioned professional service agreement to Hunt & Sons, LLC.
  - c. A signed Letter of Assignment (attached) shows consent by the County to the assignment by Hunt & Sons, Inc. of all of its right, title and interest to Hunt & Sons, LLC as the contracting party as of the date hereof, and acknowledge receipt of notice with respect thereto.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. All references to “Hunt & Sons, Inc.” are amended to read as “Hunt & Sons, LLC.”
  - b. All references to “a California Corporation” are amended to read as “a Delaware limited liability company”
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated January 1, 2023, shall remain unchanged and in full force and effect.
4. Upon approval by the Plumas County board of Supervisors, the Director of Public Works is authorized to sign the Letter of Assignment (attached) relating to this agreement.

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

**CONTRACTOR:**

Hunt & Sons, LLC.,  
A Delaware Limited Liability Company

By: \_\_\_\_\_  
Name: Louis Burke  
Title: Chief Executive Officer, and  
Chief Financial Officer

Date signed:

**COUNTY:**

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

By: \_\_\_\_\_  
Name: John Mannle  
Title: Public Works Director  
Date signed:

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

**ATTEST:**

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

Approved as to form:

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

May 1, 2023

County of Plumas – Department of Public Works  
1834 E. Main Street,  
Quincy, CA 95971  
Attn: Joe Blackwell, Deputy Director  
Email: joeblackwell@countyofplumas.com



**Since 1946**  
www.huntson.com

Re: Hunt & Sons, Inc. – Consent to Assignment of Fuel & Furnace Oil #2 Purchase Agreement – 2021, dated January 1, 2021, by and between Company and County of Plumas.

Dear Mr. Blackwell:

We refer you to the aforementioned contract (the “**Agreement**”), which you entered into with Hunt & Sons, Inc. (“**we**” or “**Hunt**”). I am pleased to notify you that Hunt has entered into an agreement to transfer certain of its assets to Hunt & Sons LLC, a Delaware limited liability company (the “**Buyer**”), pursuant to an asset purchase agreement (the “**Transaction**”). The Transaction is expected to be consummated (such consummation of the Transaction, the “**Closing**”) on or about July 1, 2023, subject to the satisfaction of customary closing conditions. The Transaction remains confidential, and we therefore request that you maintain your knowledge of the Transaction in strict confidence until you receive notice from Hunt that the Closing has occurred.

In connection with this Transaction, Hunt proposes to assign its rights under the Agreement (the “**Assignment**”) to the Buyer. From and after the Closing, the Buyer will be responsible for the performance of obligations under the Agreement. By executing this consent, you hereby irrevocably, (i) consent to the Assignment, (ii) waive any notice or consent rights under the Agreement, (iii) waive any rights that you may have with respect to, or arising from, (A) Hunt’s consummation of the Transaction or (B) the transfer of the assets that are being transferred to the Buyer pursuant to the Transaction, and (iv) consent to the release of Hunt of any further obligations under such Agreement that accrue on or after this Assignment is effective. For the purposes of clarity, the foregoing consent to Assignment shall be effective immediately prior to the Closing.

We kindly request your consent to the Assignment of the Agreement and ask that you respond to this request as soon as possible. Should you have any questions or concerns, please contact me at jhunt@huntson.com or (916) 383-4868. Please acknowledge your consent to the proposed Assignment by executing in the space indicated below and returning it to the address listed below, or if you would prefer to sign electronically, please let me know and we will send this letter for signature via DocuSign.

Very truly yours,

Joshua M. Hunt

Acknowledged and agreed to by:

County of Plumas – Department of Public Works

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## Rogers, Kristina

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**From:** Josh Hunt <jhunt@huntns.com>  
**Sent:** Thursday, June 8, 2023 11:58 PM  
**To:** Frank, Damien  
**Cc:** Blackwell, Joe; Mannle, John  
**Subject:** Re: Contract Consent

**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.**

Hi Damien,

Yes, Louis Burke has authority to sign for Hunt & Sons, LLC. Thanks!

Josh Hunt  
Hunt & Sons, Inc.  
916-383-4868  
916-383-1005 Fax

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] #

[REDACTED]

#

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**PLUMAS COUNTY  
AUDITOR-CONTROLLER  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Martee Nieman (Graham), Acting Auditor  
**MEETING DATE:** June 30, 2023  
**SUBJECT:** Approve and authorize Supplemental Budget Transfer for various departments for the FY22/23; discussion and possible action. Four/ fifths roll call vote

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**Recommendation:**

It is recommended that the Honorable Board of Supervisors Approve and Authorize supplemental budget transfers for the varies departments in FY22/23.

**Background and Discussion:**

Varies departments need to adjust FY22/23 budgets due to apportionments for overhead, liability self funded, OPEB liability, Unemployment Ins. Approved contracts for professional services in FY22/23 that were not included in the final budget for FY22/23 as well as other expenses being higher than anticipated. List of funds and departments and budget transfer included in backup.

**Action:**

Approve and Authorize supplemental budget transfers for varies departments funds and budget transfers are in included in the backup.

**Fiscal Impact:**

General fund balance.

**Attachments:**

1. Budget transfer - Ag
2. Budget transfer - Auditor 1
3. Budget transfer - Auditor 2
4. Budget transfer - Airports
5. Budget transfer - County Parks
6. Budget Transfer - Facilities 1
7. Budget Transfer - Facilities 2
8. Budget Transfer - Public Health 1
9. Budget Transfer - Public Health 2
10. Budget transfer - Public Health 3
11. Budget transfers - Senior Services 1
12. Budget Transfers - Senior Services 2
13. Budget transfers - EMS
14. Budget Transfers - Sheriff

## TRANSFER NUMBER

Date 6/23/2023

### Approval Required

- Board  
Board  
Board  
Auditor  
Auditor

**SUPPLEMENTAL REVENUE ACCOUNTS**

## ☐ SUPPLEMENTAL EXPENDITURE ACCOUNTS

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) expenses more than anticipated

B) expenses less than anticipated

C) expenses incurred in FY 22/23 should be paid for in FY22/23

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

Approved by Department Signing Authority:

Margaret Beep

☒

Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

Madeline Shaw

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.



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) CRAIG GOODMAN PROFESSIONAL SERVICES NOT IN BUDGET FOR 22/23

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 \_\_\_\_\_

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A) EXTRA HELP WAGES HIGHER THAN ANTICIPATED DUE TO VACANT PERMANENT POSITIONS

B) VACANT POSITIONS BRINGS WAGES LOWER THAN ANTICIPATED

C) NEEDS PAID THIS FY22/23

D)

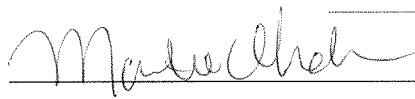
Approved by Department Signing Authority:

☒

Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:



Board Approval Date:

Agenda Item No.

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Date Entered by Auditor/Controller:

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A) Payroll budgets under-funded; BT to correct.

B)

C)

D)

Approved by Department Signing Authority:

*Brian McAdams*

☒

Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

*Marcelle*

Board Approval Date:

Agenda Item No.

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Date Entered by Auditor/Controller:

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A) Payroll budgets under-funded; BT to correct.

B)

C)

D)

Approved by Department Signing Authority:

*John McAdams*

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

*Mantelheh*

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

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A) Expense account overdrawn; revenue to backfill overdrawn amount. \_\_\_\_\_

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

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

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

Approved by Department Signing Authority: \_\_\_\_\_

*B. M. McAdams*

☒ Approved/ Recommended

\_\_\_\_\_ Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

*Matthew J. Hahn*

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

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

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

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

Initials \_\_\_\_\_

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

TRANSFER NUMBER

(Auditor's Use Only)

Department: Facility Services

Dept. No: 20120

Date 6/14/2023

The reason for this request is (check one):

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

**Approval Required**

Board  
 Board  
 Board  
 Auditor  
 Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20120	51080	Retirement	16,225.64
Total (must equal transfer to total)				16,225.64

☒ **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	51060	Overtime Pay	390.64
		51081	OPEB Liability	4,963.00
		51090	Group Insurance	10,100.00
		51120	Cell Phone Allowance	760.00
		51150	Life Insurance	12.00

0 \* 0 \* 0 \*  
 390.64 +  
 4,963.00 +  
 10,100.00 +  
 760.00 +  
 12.00 +  
 16,225.64 +  
 0 \*

must equal transfer to total) 16,225.64

\_\_\_\_\_  
 Officer's signature

\_\_\_\_\_  
 of receipt of additional revenue, and/or backup to

/ 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) Payroll budgets under-funded; BT to correct.

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

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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.



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) There are not enough funds in account 525000, 520500, 521800, and 525119

B) Funds remain in account 521900

C) All accounts must be balanced by the end of the FY

D) Insufficient funds in the 2223 budget

Approved by Department Signing Authority:

Dezema Jones

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

Maria Shah

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.~~

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

TRANSFER NUMBER

(Auditor's Use Only)

Department: Public Health Dept. No: 70561 Date 6/22/2023

The reason for this request is (check one):

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

**Approval Required**

Board  
 Board  
 Board  
 Auditor  
 Auditor



**TRANSFER FROM OR**



**SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0015	70561	527500 ✓	Travel out of county	14,000.00
Total (must equal transfer to total)				14,000.00



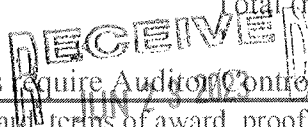
**TRANSFER TO OR**



**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
0015	70561	525000 ✓	Overhead	13,868.00
0015	70561	525119 ✓	Liability Ins	132.00
Total (must equal transfer to total)				14,000.00



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.

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) There are not enough funds in account some accounts

B) Funds remain in account 527500

C) All accounts must be balanced by the end of the FY

D) Insufficient funds in the 2223 budget

Approved by Department Signing Authority:

Peter Jones

☒

Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

Madee Khan

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

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

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

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

Initials \_\_\_\_\_

### **INSTRUCTIONS:**

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

## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 13

ORG YR/PR	ACCOUNT JNL	EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	DEPT. EXPENSE	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
7056152	0015-0015P-04-70561-24-52-0000-0000-524400-							SPECIAL REVISED BUDGET			
								PER 05	96.51	96.51	
								PER 06	164.89	261.40	
								PER 07	29.98	291.38	
								PER 08	737.70	1,029.08	
								PER 09	102.87	1,131.95	
								PER 10	502.21	1,634.16	
								20242802	351.90	1,986.06	
23/12	1361 06/01/23 API 018553							193163264			
	W SV0601 ACCT #AVXDKT2WSGOS2							AMAZON CAPITAL SERVI			
	LEDGER BALANCES --- DEBITS:							1,986.06	.00	1,986.06	
								CREDITS:			
7056152	0015-0015P-04-70561-24-52-0000-0000-525000-							OVERHEAD REVISED BUDGET			
								PER 10	743.12	743.12	
								B	26,288.00	27,031.12	
23/12	1120 06/12/23 GNI 851							JE1120/1034			
	bal transf FY2223 Costplan										
	LEDGER BALANCES --- DEBITS:							27,031.12	.00	27,031.12	
								CREDITS:			
7056152	0015-0015P-04-70561-24-52-0000-0000-525119-							LIABILITY SELF-FUND INSURANCE REVISED BUDGET			
								PER 10	686.00	686.00	
								B			
23/12	1738 06/15/23 GNI 1044							JE1044/1738			
	liabfy2223 LIABILITY FY2223										
	LEDGER BALANCES --- DEBITS:							686.00	.00	686.00	
								CREDITS:			
7056152	0015-0015P-04-70561-24-52-0000-0000-527500-							TRAVEL- OUT OF COUNTY REVISED BUDGET			
								PER 04	46.42	46.42	
								PER 09	748.46	794.88	
								PER 10	243.08	1,037.96	
23/11	1695 05/02/23 API 056989							193159709	42.46	1,080.42	
	W SV0503 ACCT #279022							ED STAUB & SONS, PET			
	LEDGER BALANCES --- DEBITS:							1,080.42	.00	1,080.42	
								CREDITS:			
	GRAND TOTAL --- DEBITS:							30,783.60	.00	30,783.60	
								CREDITS:			

4 Records printed

\*\* END OF REPORT - Generated by DeLena Jones \*\*

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Public Health Dept. No: 70561 Date 6/22/2023

The reason for this request is (check one):

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

**Approval Required**

Board  
 Board  
 Board  
 Auditor  
 Auditor

☒ **TRANSFER FROM OR** ☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0015	70561	51080 ✓	Retirement	6,853.12
Total (must equal transfer to total)				6,853.12

☒ **TRANSFER TO OR** ☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

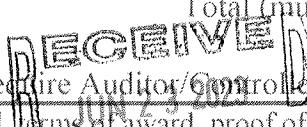
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0015	70561	525000	Overhead	6,853.12
Total (must equal transfer to total)				6,853.12

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.

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) There are not enough funds in account 525000

B) Funds remain in account 51080

C) All accounts must be balanced by the end of the FY

D) Insufficient funds in the 2223 budget

Approved by Department Signing Authority:

DeLena Jones

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

M. L. Hall

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

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

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

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

Initials \_\_\_\_\_

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## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 13

ORG	ACCOUNT	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
7056152	0015-0015P-04-70561-24-52-0000-0000-524400- SPECIAL DEPT. EXPENSE											
										REVISED BUDGET		2,010.07
23/12	1361 06/01/23 API 018553											
	W SV0601 ACCT #AVXDKT2WSGOS2											
										96.51	96.51	
										164.89	261.40	
										29.98	291.38	
										737.70	1,029.08	
										102.87	1,131.95	
										502.21	1,634.16	
										351.90	1,986.06	
										NET:	1,986.06	
7056152	0015-0015P-04-70561-24-52-0000-0000-525000- OVERHEAD											
										REVISED BUDGET		6,310.00
23/12	1120 06/12/23 GNI 851											
	bal transf FY2223 Costplan											
										743.12	743.12	
										26,288.00	27,031.12	
										NET:	27,031.12	
										NET:	27,031.12	
7056152	0015-0015P-04-70561-24-52-0000-0000-525119- LIABILITY SELF-FUND INSURANCE											
										REVISED BUDGET		554.00
23/12	1738 06/15/23 GNI 1044											
	liabfy2223 LIABILITY FY2223											
										686.00	686.00	
										NET:	686.00	
7056152	0015-0015P-04-70561-24-52-0000-0000-527500- TRAVEL- OUT OF COUNTY											
										REVISED BUDGET		18,660.80
										46.42	46.42	
										748.46	794.88	
										243.08	1,037.96	
										42.46	1,080.42	
23/11	1695 05/02/23 API 056989											
	W SV0503 ACCT #279022											
										NET:	1,080.42	
										NET:	1,080.42	
										NET:	30,783.60	

4 Records printed

\*\*\* END OF REPORT - Generated by Delena Jones \*\*\*

TRANSFER NUMBER  
(Auditor's Use Only)

The reason for this request is (check one):		Approval Required
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

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001N	20830	44027	State Grant	34,221.00
Total (must equal transfer to total)				34,221.00

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001N	20830	520300	Food	34,221.00
0				
<b>Total (must equal transfer to total)</b>				<b>34,221.00</b>

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) New grant made available to the Senior Nutrition Program

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

C) Grant is available now and only for this fiscal year.

D) Unbudgeted revenue received

Approved by Department Signing Authority: \_\_\_\_\_

D. Lence Jones

☒ Approved/ Recommended

\_\_\_\_\_ Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

Martinez

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

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

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

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

Initials \_\_\_\_\_

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



RESOLUTION NO. 23- 8793

**RESOLUTION TO ACCEPT AND APPROVE AMENDMENT TO SUBCONTRACT NUMBER  
AP-2223-03 FROM CHICO STATE ENTERPRISES IN THE AMOUNT OF \$34,221.00 AND  
AUTHORIZE THE DIRECTOR OF PUBLIC HEALTH TO SIGN.**

**WHEREAS**, Chico State Enterprises and the County of Plumas entered into a subcontract on July 1, 2022 to provide services according to Title III and Title IV Programs to meet the needs of California's older adult population; and

**WHEREAS**, Chico State Enterprises, pursuant to the Federal Passthrough Award, AP-2223-03 (Prime), will provide extra funding of up to \$34,221.00 from a variety of state and federal funding sources;

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

Approve Amendment to Subcontract Agreement Number AP-2223-03 from Chico State Enterprises in the amount of \$34,221.00 for Fiscal Year 2022-23 and authorize the Director of Public Health to sign the Amendment to Subcontract and all future Amendments to said Subcontract Number AP-2223-03.

**The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the day of June 6, 2023, by the following vote:**

**Ayes:** Supervisor(s) Goss, McGowan, Hagwood, Engel, Ceresola

**Noes:** None

**Absent:** None

**Abstain:** None



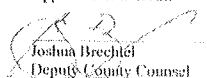
Chair, Plumas County Board of Supervisors

**Attest:**



Clerk, Plumas County Board of Supervisors

Approved as to form:



Joshua Brechtel  
Deputy County Counsel



**SUBCONTRACT**

SUBCONTRACT NUMBER <b>AP 2223-03 S005</b>	AM. NO. <b>1</b>
CONTRACTOR IDENTIFICATION NUMBER	

THIS SUBCONTRACT, made and entered into July 1, 2022, in the State of California, by and between **Chico State Enterprises**, hereafter called **Contractor**, and **County of Plumas**, hereafter called **Subcontractor**.

Contractor, on behalf of its program the Area 3 Agency on Aging (AAA), has received a Federal Passthrough Award, AP-2223-03 (Prime), from California Department of Aging to provide services according to Title III and Title VII Programs to meet the needs of California's older adult population. Contractor is entering into this subcontract with Subcontractor in order to facilitate the goals and objectives set forth in the Prime.

Subcontractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide Funder with the services as follows: the term of this Subcontract shall commence **7/1/2022** and will end **6/30/2023**. The maximum amount of this Subcontract is **\$392,372** from the following funding sources:


Funding Group 1	C1 Nutrition	C2 Nutrition
Federal	\$ 68,442	\$ 14,997
State General Fund	\$ 10,696	\$ 35,689
State GF Augmentation	\$ 26,093	\$ 149,021
USDA NSIP	\$ 8,851	\$ 14,362
<b>Total Groups (base agreement)</b>	<b>\$114,082</b>	<b>\$ 214,069</b>
<b>Amendment #1 Federal OTO</b>	<b>\$ 14,396</b>	<b>\$ 19,825</b>
<b>Total Groups with Am 1</b>	<b>\$128,478</b>	<b>\$ 233,894</b>

Funding Group IIIB	Transportation
Federal	\$ 30,000
<b>Total Group</b>	<b>\$ 30,000</b>

**Revised Total**                      **Base Agreement \$358,151 + \$14,396 + \$19,825 = \$392,372**

Subcontractor agrees to provide Nutrition services. The parties agree to comply with the terms and conditions in the original Subcontract Agreement by this reference:

All matters related to the scope of work and terms and conditions remain consistent with the fully executed base agreement.

CONTRACTOR	SUBCONTRACTOR
<b>CHICO STATE ENTERPRISES</b>	<b>County of Plumas</b>
BY: (AUTHORIZED SIGNATURE)	BY: (AUTHORIZED SIGNATURE) 
PRINTED NAME AND TITLE OF PERSON SIGNING Mary Sidney Chief Executive Officer	PRINTED NAME AND TITLE OF PERSON Dana Loomis
ADDRESS/E-MAIL 25 Main Street, Suite 203, CA 95929-0246 msidney@csuchico.edu	ADDRESS/E-MAIL 270 County Hospital Road Ste 206 Quincy CA 95971 danaloomis@countyofplumas.com

TRANSFER NUMBER  
(Auditor's Use Only)

Board  
Board  
Board  
Auditor  
Auditor

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) New grant made available to the Senior Nutrition Program

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

C) Grant is available now

D) Unbudgeted revenue received

Approved by Department Signing Authority:

DeLena Jones

X

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Mattell

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

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

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

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

Initials \_\_\_\_\_

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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.

RESOLUTION NO. 23- 8797

**A RESOLUTION TO ACCEPT SUBAWARD NUMBER A23-0057-S003 FROM CHICO STATE ENTERPRISES IN THE AMOUNT NOT TO EXCEED \$119,490.00 AND AUTHORIZE THE DIRECTOR OF PUBLIC HEALTH TO SIGN.**

**WHEREAS**, Chico State Enterprises has been awarded the Mello-Granlund Senior Nutrition Program Infrastructure Grant by the California Department of Aging (CDA), grant #NI-2223-03, for the purpose of purchasing, upgrading, or refurbishing infrastructure for the production and distribution of congregate or home-delivered meals; and

**WHEREAS** Plumas County Public health Agency will purchase equipment in compliance with the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI), affecting Senior Nutrition Programs authorized under the Mello-Granlund Older Californians Act; and

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

Approves and accepts Subaward Number A23-0057-S003 from Chico State Enterprises in the amount not to exceed \$119,490.00 for term 1/1/2023 through 12/31/2023 and authorizes the Director of Public Health to sign the Subaward Agreement A23-0057-S003.

Ratifies the Subaward Agreement A23-0057-S003, and authorizes the Director of Public Health to sign for any grant awards related to this Agreement or request reimbursement from 01/01/2023 to date of approval of this Agreement by the Board of Supervisors.

**The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the day of June 6, 2023, by the following vote:**

**Ayes:** Supervisor(s) Goss, McGowan, Hagwood, Engel, Ceresola


**Noes:** None

**Absent:** None

**Abstain:** None

  
Chair, Plumas County Board of Supervisors

**Attest:**

  
Clerk, Plumas County Board of Supervisors

Approved as to form:

  
Joshua Breechiel  
Deputy County Counsel

# SUBAWARD

SUBAWARD NUMBER <b>A23-0057-S003</b>	AM. NO.
SUBRECIPIENT IDENTIFICATION NUMBER	

THIS SUBAWARD, made and entered into in the State of California, by and between **Chico State Enterprises**, hereafter called Prime Recipient, and

SUBRECIPIENT'S NAME

**County of Plumas**

, hereafter called Subrecipient.

Prime Recipient has been awarded the Mello-Granlund Senior Nutrition Program Infrastructure Grant by the California Department of Aging (CDA), grant # NI-2223-03, for the purpose of purchasing, upgrading, or refurbishing infrastructure for the production and distribution of congregate or home-delivered meals. Prime Recipient has identified Subrecipient to receive funds for the described purpose under this grant.

Subrecipient agrees at its own expense to furnish all equipment, labor and materials necessary to provide Prime Recipient with the services as follows:

Subrecipient will purchase equipment in compliance with the terms and conditions as detailed in Attachment A, Scope of Work.


The Term of this Subaward shall commence 1/1/2023 and will end 12/31/2023.

Prime Recipient agrees to reimburse Subrecipient an amount not to exceed \$119,490.00.

This Subaward incorporates the following attachments:

- Attachment A – Scope of Work (1 page)
- Attachment C – Contact Information (1 page)
- Attachment D – Terms & Conditions (3 page)
- Attachment H – Prime Award (30 pages)

This Subaward has been executed by the parties hereto, upon the date of final signature below:

PRIME RECIPIENT		SUBRECIPIENT	
<b>Chico State Enterprises</b>		<b>Plumas County</b>	
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
			
PRINTED NAME AND TITLE OF PERSON SIGNING Mary Sidney Chief Executive Officer, CSE		PRINTED NAME AND TITLE OF PERSON SIGNING Dana Loomis	
ADDRESS/E-MAIL 25 Main Street, Suite 203, CA 95928-5388 msidney@csuchico.edu		ADDRESS/E-MAIL 270 County Hospital Road, Ste 206, Quincy CA 95971 danaloomis@countyofplumas.com	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 119,490.00	TOTAL AMOUNT ENCUMBERED TO DATE \$ 119,490.00	PROJECT CODE SP-73264-01	

## Attachment A Scope of Work

**Subrecipient will purchase the following equipment in compliance with the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI), affecting Senior Nutrition Programs authorized under the Mello-Granlund Older Californians Act.**

**A. APPROVED PURCHASES PER CALIFORNIA DEPARTMENT OF AGING:**

Subgrantee shall purchase the following equipment. All equipment **MUST** be in the subcontractor's **possession** by December 31, 2023. Only the equipment listed below is approved for purchase. Changes or substitutions must be authorized by the AAA prior to purchase, and authorization is not guaranteed.

SITE: PLUMAS COUNTY	
DESCRIPTION OF PROPERTY	ESTIMATED COST
Ford Transit Connect (2)	\$ 107,990.00
Convection Oven (2)	\$ 8,000.00
Reach-in Freezer	\$ 3,500.00
<b>TOTAL</b>	<b>\$ 119,490.00</b>

**B. EQUIPMENT AND INVENTORY PROCEDURES**

Subcontractor shall follow all mandated procedures for equipment acquisition, including the requirements outlined below:

- Secure competitive bids or sole source justification for items valued at \$10,000 or more
- Upon receipt of equipment, submit form CDA 9023 to Passages and Chico State Enterprises for items valued at \$5,000 or more and all IT equipment
- Record equipment on the subcontractor's master inventory, listing the infrastructure grant as the funding source

**C. INVOICING AND REIMBURSEMENT**

See Attachment D, Clause 1

TRANSFER NUMBER  
(Auditor's Use Only)

Department: EMS                                      Dept. No: 20621                                      Date 5/5/2023

Board  
Board  
Board  
Auditor  
Auditor

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) No budget was made for this account for FY2223

B)

C) There are payments due within this FY that cannot wait.

D) No revenue received because none budgeted.

Approved by Department Signing Authority:

DeLena Jones

☒

Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

Matthew

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.

## TRANSFER NUMBER

(Auditor's Use Only)

Date 6/21/2023

Board	
Board	
Board	
Auditor	
Auditor	

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) TRANSFER TO COVER SHORTAGE IN ACCOUNT

B) EXPENSES LESS THAN ANTICIPATED

C) EXPENSES INCURRED THIS FISCAL YEAR

D) N/A

Approved by Department Signing Authority:

Roni Towery

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

Made Khan

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.



**ADMINISTRATIVE AND BUDGETARY CONTROLS CONSISTENT WITH  
GOVERNMENT CODE SECTIONS 29092 AND 29125,  
DURING FISCAL YEAR 2022-2023**

Consistent with Government Code Section 29092, the Board of Supervisors adopts these Administrative and Budgetary Controls for the administration of the Plumas County 2022-2023 Budget.

**County Owned Personal Property**

Sole authority for the disposition, lease, sale, or trade-in of all County-owned personal property shall rest with the Purchasing Agent or the Board of Supervisors, within the delegated authority, consistent with Government Code Section 25504 and Plumas County Code 3-1.19

**Contracts and Leases**

A County Department Head may approve contracts for which an appropriation is budgeted, not exceeding five thousand dollars (\$5,000) in value, subject to approval by County Counsel

**Budget Transfers**

The Auditor/Controller has authority to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased. Provided, however, **no budget transfers in amounts greater than \$5,000 shall be allowed to, from or within Salaries and Benefits** (all 51XXX series accounts) and Fixed Assets (all 54XXX series accounts) without prior approval of the Board of Supervisors.

**Critical Staffing**

The filling of all positions vacated during the 2022-2023 fiscal year shall be approved by the Board of Supervisors and supported by the Critical Staffing Questionnaire and current Department Organizational Chart

**Mid-Year Budget Review**

The Auditor/Controller shall provide the Board of Supervisors a mid-year budget report in the month of February.

**Department Head and Auditor/Controller Responsibility**

Department Heads shall insure that no expenditure is made, or obligation incurred in excess of the specific budget appropriation approved by the Board of Supervisors. Any expenditure or obligation incurred, in excess of the specific budget appropriation, shall be the personal obligation of the Department Head authorizing the expenditure or obligation. The Auditor/Controller shall issue no warrants unless specifically approved by the Board of Supervisors or the County Purchasing Agent, within the delegated authority.

**Policies**

Department Heads and County employees are referred to existing County policies as provided in the County Policy Manual.

**Departmental Reorganization/Reclassification**

Pursuant to Government Code §29124 of the County Budget Guide, while operating under a recommended budget, any requests for departmental reorganization/reclassifications shall be deferred following adoption of the fiscal year budget.





**PLUMAS COUNTY  
INFORMATION TECHNOLOGY DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Greg Ellingson, Director of Information Technology

**MEETING DATE:** June 30, 2023

**SUBJECT:** Adopt RESOLUTION to amend fiscal year 2022-2023 job classification plan adding two new job classifications to information technology department #20220; discussion and possible action.  
Roll call vote

---

**Recommendation:**

Approve the attached resolution approving two new job classifications due to the need for the IT Department's restructuring:

1. SAAS Systems Administrator, \$29.78 base wage
2. Network/EDR Administrator \$27.65 base wage

**Background and Discussion:**

Due to complexity and the speed that the field of Information Technology evolves, as well as constant contact with confidential information in day-to-day activities, it is recommended that the Board of Supervisors approve the restructure of the two (2) new position to address the business need of the Information Technology department. For the past two years, the need to restructure the IT department to maintain systems as intended has been discussed with the annual budget review committee. In these meetings, the committee members have recognized this need and encouraged the Director of Information Technology to move forward with this request. It has become imperative to make these changes at this time.

The IT department has taken the County into the 21st century by maintaining system updates to meet the needs of County and keeping up with changes in technology. In order to continue to do this the department's staff infrastructure also needs updating with new job descriptions. For example, moving the County into a cloud-based architecture requires a new job description outlining the job functions to support this change. Implementing and managing the new Microsoft 365 system is crucial for the County to boost its operational efficiency. The importance of the system and network

administrators responsible for maintaining the County's computer systems and networks is immeasurable. These administrators are very important behind the scenes to ensure everything IT-related runs the way it should and does not cause any interruptions to the workday.

The SAAS Systems Administrator is a specialized classification in the Informational Technology Department, which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has the responsibility for the development and maintenance of database applications, including but not limited to, County's financial and personnel systems with access to confidential information.

The Network/EDR Administrator is responsible for overseeing the County's database networks to ensure proper maintenance and cybersecurity. Identifies threats to security and acts as lead for support response to the

EDR platform. Duties include working with other IT staff and County employees to identify network or computer system needs, overseeing the installation of new hardware or software and using employee feedback to isolate issues.

Both positions have access to and support the County's financial and personnel data systems with access to confidential information. These new job classifications will be added to the County's Confidential Unit due to the nature of the duties in their normal workday, having access to confidential information relating to the County's administration of employer-employee relations which support management decisions.

This position analyzes and monitors all ongoing activities for devices connected to the County's network and provides real-time threat detection and visibility for automated threat response for security teams for cybersecurity.

These positions will ensure the security of local end user systems, the networks they are attached to, and SAAS systems as we move into the future. Accurate and secure administration of these systems is critical to the County's success. These positions are under the direction of the Information Technology Director

Thank you for your consideration in this request.

**Action:**

Adopt **RESOLUTION** to amend fiscal year 2022-2023 job classification plan adding two new job classifications to information technology department #20220

**Fiscal Impact:**

Increase to 20220 personel budget as recommended by budget committee.

**Attachments:**

1. Exhibit B - Network - EDR Administrator
2. Exhibit A - SAAS Systems Administrator
3. Resolution New Job Class 2023



**NETWORK /EDR ADMINISTRATOR**

**DEFINITION**

Under general direction of the Director of Information Technology to configure, maintain, and administer all County networks and EDR (endpoint detection & response) tools used by all County departments; and to perform related and other duties as required.

**DISTINGUISHING CHARACTERISTICS**

A Network/EDR Administrator is responsible for overseeing an organization's database networks to ensure proper maintenance and cybersecurity. Identifies threats to security and acts as lead on support response to the EDR platform. Duties include working with other IT staff and County employees to identify network or computer system needs, overseeing the installation of new hardware or software and using employee feedback to isolate issues. This position has access and supports the County's financial and personnel systems with access to confidential information.

This position analyzes and monitors all ongoing activities for devices connected to the County's network and provides real-time threat detection and visibility for automated threat response for security teams for cybersecurity.

**REPORTS TO**

Director of Informational Technology

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **NETWORK /EDR ADMINISTRATOR - 2**

### **EXAMPLES OF DUTIES**

- Administers and optimizes all County networks, troubleshooting and resolving network issues, implementing cybersecurity measures, and proactively optimizing network performance.
- Maintaining computer networks and systems including software, mainframes, VPNs, routers and other physical hardware.
- Combine and correlate full-spectrum endpoint visibility data across all devices to analyze activity and provide details about Indicators of Compromise (IoC) as well as Indicators of Attack (IoA).
- Installing and configuring network equipment to update or fix hardware or software issues.
- Updating virus protection software to keep data and communications protected.
- Monitoring computer systems to improve network performance for computer systems and networks.
- Communicating networking issues to other employees and management, especially in training new users.
- Fixing software and hardware configuration issues for users on-demand or from inspection of the systems.
- Administers and optimizes County EDR (endpoint detections & response) tools.
- Administers county data backups and related tools.
- Works with state entities / vendors to understand network requirements and determines best practices to facilitate those needs while complying with county policies.
- Prepares thorough topologies and documentation on County networks.
- Prepares thorough and clear documentation on County EDR tools.
- Prepares & hardens county endpoint operating systems.
- Monitors new security risks and prepares reports / dashboards on these risks for the Information Technology Director.
- Continually monitor for necessary updates, ensuring optimal network performance and security.
- Installs and tests new computer hardware, software, and operating systems.
- Assists with county desktop support.
- Perform related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; 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; some exposure to dust and electrical energy; continuous contact with staff and the public.

## **NETWORK /EDR ADMINISTRATOR - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Analyzing and figuring out the systems needs of a government County agency.
- Use of various data analytics techniques to detect suspicious system behavior.
- Installing hardware and software for the network.
- Antivirus (AV) and antimalware (AM) tools.
- Advanced threat detection and malicious activity detection.
- Containment of the cyber security threat at the compromised endpoint.
- Incident data search and investigations – alert triage with high fidelity alerting.
- Suspicious activity and remediation guidance.
- Threat hunting to protect the endpoint against future attacks.
- Keeping systems operating efficiently by performing any necessary upgrades and repairs.
- Planning a strategy to maintain system security on the computers and the network.
- Optimizing and evaluating the system regularly.
- Assigning and updating security permissions for the system network.
- Training or directing users on the correct use of software and hardware within the system.
- Performing problem-solving tasks when alerted by an employee user or monitoring system.
- Computer operating systems.

#### **Ability to:**

- Analyze user information system needs and develop systems to meet those needs.
- Proactively monitor, detect, and remediate or isolate threats on endpoint devices as they happen.
- Focus on endpoint security as a key part of the overall County's IT security strategy.
- Lead and oversee deployment, operation, and maintenance of the global EDR platform.
- Block malicious activities throughout the County's computer systems.
- Detect to contain, investigate, and eliminate invasive cybersecurity threats.
- Provide remediation options in response to threats to restore affected systems.
- Evaluate and prioritize projects under the direction of the Information Technology Director.
- Maintain the confidentiality at all times
- Communicate clearly and concisely, both orally and in writing.

## **NETWORK /EDR ADMINISTRATOR - 4**

### **Training and Experience:**

A minimum of two (2) years' experience in TCP/IP, Cisco Training, familiarity with backup and recovery software and methodologies, and computer & server operating systems.

Specific knowledge of Cisco Meraki Administration, Firewall Configuration, Cohesity Backup Administration, Crowdstrike Administration, and Microsoft Windows.

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. A bachelor's degree in a related field is highly desirable.

### **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 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.

**SAAS SYSTEMS ADMINISTRATOR**

**DEFINITION**

Under general direction of the Director of Informational Technology to configure, maintain, and administer SAAS (software as a service) cloud-based computer systems used by numerous County departments; manage use of these applications for enhanced employee work performance.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification position in the Informational Technology Department, which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has responsibility for the development and maintenance of database applications, including but not limited to County's financial and personnel systems with access to confidential information.

Compliance management refers to an individual's ability to ensure that employees comply with the rules, procedures and policies related to SaaS applications. This skill is particularly important because it allows the Information Technology (IT) Department to maintain the security of the County's data. Compliance management requires SaaS professionals to communicate clearly about the expectations for the software, the creation of documents that explain the security policies and the organization of the SaaS software that Plumas County uses. This position will improve the County's use of software while also enhancing the security levels.

**REPORTS TO**

Director of Informational Technology

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **SAAS SYSTEMS ADMINISTRATOR - 2**

### **EXAMPLES OF DUTIES**

- Administers County SAAS systems and assists related departments with personalized configuration, reporting (SSRS), training, documentation, and troubleshooting.
- Administers County internet facing presence (Webpage, Social Media, ADA compliance)
- Works with end users / departments to understand information needs and configures SAAS systems to meet those needs.
- Prepares thorough systems definitions, and documentation for new and existing systems.
- Performs complex work in the configuration, debugging, and enhancement of SAAS systems and programs.
- Administers County Office 365 tenant including, Email, SharePoint, Azure Active Directory, O365 security, and Office 365 applications.
- Administers county ERP and assists related departments with personalized configuration, reporting (SSRS), training, documentation, and troubleshooting.
- Installs and tests new computer hardware, software and operating systems.
- Maintain accurate records of automation related problems and solutions.
- Manage access to software applications to ensure security.
- Onboard and offload employees to the proper applications.
- Assist with developing and adhering to the department's fiscal budget.
- Optimize the SaaS Budget by identifying which software is most valuable to the County.
- Assists with desktop support, employee training and administration of SaaS applications.
- Acts as support member for system upgrades, integrations, and technical assistance as needed.
- Maintain systems to protect County data, employee confidential information, and other protective measures a necessary.
- Perform related duties as assigned by Director of Information Technology.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; 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; some exposure to dust and electrical energy; continuous contact with staff and the public.

## **SAAS SYSTEMS ADMINISTRATOR - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Compliance management to ensure County is compliant with rules, procedures, and policies related to SAAS applications.
- Maintain cybersecurity and ensure all employees know how to use and secure applications.
- Computerized information systems including hardware and software capabilities.
- Principles, methods, and procedures of application program development, testing, and maintenance.
- Coding languages to ensure SAAS custom applications are ready.
- Database application development languages used by County database software.
- Programming languages and available software packages.
- Recent developments, current literature, and sources of information regarding data processing and computer systems.
- Project development, management, and coordination.
- Development and conversion of applications and services to automated data processing.
- Configuration and documentation of general SAAS systems.
- ADA Compliance / Website Administration.
- Computer operating systems.

#### **Ability to:**

- Ability to communicate effectively with other employees and County leadership about budget, application usage and other issues related to SAAS applications.
- Interact effectively and collaborate with all types of people to ensure computer applications work effectively.
- Develop, implement, modify, and maintain application programs and database systems.
- Train users in the use of application programs and database applications.
- Analyze user data processing needs and develop programs and database applications to meet those needs.
- Develop documentation and user manuals for systems and programs.
- Prepare reports and correspondence.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County Data Processing Division, with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Quickly and independently learn, document, and begin to train end users on new and existing SAAS systems.
- Analyze user information system needs and develop systems to meet those needs.
- Evaluate and prioritize projects under direction of the Information Technology Director
- Develop precise and clear documentation and user manuals.
- Communicate clearly and concisely, both orally and in writing.



## **SAAS SYSTEMS ADMINISTRATOR - 4**

### **Training and Experience:**

Two (2) years of responsible experience in the field of computer programming, website development, or systems analysis, including experience in the field of SAAS systems administration, including O365 administration.

Specific knowledge of Office 365 Tenant Administration, Munis ERP, CivicPlus / CivicClerk, and Microsoft Windows.

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. Bachelor's degree related field is highly desirable.

### **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 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.

RESOLUTION NO. 2023- \_\_\_\_\_

**RESOLUTION TO AMEND FISCAL YEAR 2022-2023 JOB CLASSIFICATION PLAN  
ADDING TWO NEW JOB CLASSIFICATIONS TO INFORMATION TECHNOLOGIES  
DEPARTMENT #20220**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2022/2023 Job Classification Plan covering all positions in the County service; and

**WHEREAS**, these positions are necessary in the daily operational needs of the Information Technologies Department Fund #20220; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2022-2023 Position Allocation adding two (2) new job descriptions for a SAAS Systems Administrator with a base wage of \$29.78 and Network/EDR Administrator base wage of \$27.65 job descriptions, Fund #20220; and

**WHEREAS**, Plumas County has met the meet and confer obligations for this position with Confidential Unit; and

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

Approve the attached two (2) new job classifications for the positions of Plumas County SAAS Systems Administrator base wage of \$29.78 and Network/EDR Administrator base wage of \$27.65 and add these new classifications to the Confidential Unit based confidential definition of these position.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 30<sup>th</sup> day of June 2023 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

---

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

**FROM:** Zachary Gately, Grant Manager

**MEETING DATE:** June 30, 2023

**SUBJECT:** Adopt RESOLUTION authorizing the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program; discussion and possible action. Roll call vote

---

**Recommendation:**

APPROVE and AUTHORIZE the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program.

**Background and Discussion:**

Plumas County has been working toward an automated permit processing mechanism to keep up with changing regulations as well as make this process easier for the public. The California Energy Commission recently made funds available to counties and cities in California to facilitate this process. Plumas County is eligible for this program and would like to accept \$40,000 to push this initiative forward.

**Action:**

Resolution to APPROVE and AUTHORIZE the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program.

**Fiscal Impact:**

No fiscal impact on the general fund.

**Attachments:**

1. 23-494 FINAL
2. CalAPP\_Program\_Flier\_ada

**PLUMAS COUNTY BOARD OF SUPERVISORS**

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

**RESOLUTION TO APPROVE AND AUTHORIZE THE COUNTY ADMINISTRATIVE OFFICER TO APPLY FOR AND RECEIVE \$40,000 OF GRANT FUNDS FOR AUTOMATING RESIDENTIAL SOLAR PERMITTING FROM THE CALIFORNIA ENERGY COMMISSION'S CALIFORNIA AUTOMATED PERMIT PROCESS (CALAPP) PROGRAM**

**WHEREAS**, under Senate Bill 129, the California legislature appropriated \$20 million in funding to support the California Energy Commission in providing funds to aid cities and counties to meet the state requirements for automated permitting in regard to the installation and building of residential solar energy systems; and

**WHEREAS**, Plumas County is working toward implementing an automated permitting process which would provide an automated plan review for residential solar energy systems which allow instant permit issuance and payment when the project is determined to be code compliant; and

**WHEREAS**, Plumas County desires to utilize the funds available under the aforementioned grant to implement the automated permitting system by expending funds on staff labor costs, staff training, and any subscription cost for permit tracking software; and

**NOW, THEREFORE, BE IT RESOLVED**, the Plumas County Board of Supervisors does hereby approve and authorize the County Administrative Officer to apply for and receive grant funds from the California Energy Commission's California Automated Permit Process (CalAPP) Program; and

**BE IT FURTHER RESOLVED**, the Plumas County Board of Supervisors does hereby approve the disbursement of any grant funds under this program from the County Administrative Officer to the Director of Building Services to be expended under the terms of the grant.

The foregoing was duly passed and adopted by the Board of supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 30<sup>th</sup> day of June, 2023, by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

---

Dwight Ceresola, Chair  
Board of Supervisors

ATTEST:

---

Heidi White  
Clerk of the Board of Supervisors

Approved as to form:



---

Joshua Brechtel  
Deputy County Counsel

# Grant Money For Solar Permitting



Expedite your solar permitting process! Reduce the time and resources needed to review and approve small residential solar installations in your community with money from the California Energy Commission. **Millions of dollars in grant funding** are available to all permitting jurisdictions in California for the adoption of an online, automated solar permitting platform such as SolarAPP+.

The **application window is open now** until May 1, 2023. Funding is reserved on a first-come, first-served basis while money is still available.

## Program Highlights:

Quick and easy  
application with  
electronic submittal

Grants between  
\$40,000-\$100,000  
based on population  
of jurisdiction

Grant activities can  
be reimbursed until  
May 1, 2027



The California Automated Permit Processing (CalAPP) Program is administered by the California Energy Commission. The program was funded with \$20 million from the California Budget Act of 2021 to support a grant program for California cities and counties to establish online solar permitting. Visit the CalAPP Program webpage at [www.energy.ca.gov/calapp](http://www.energy.ca.gov/calapp) for more information.

Questions? Contact the CalAPP team at [CalAPP@energy.ca.gov](mailto:CalAPP@energy.ca.gov)



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Debra Lucero, County Administrative Officer  
**MEETING DATE:** June 30, 2023  
**SUBJECT:** Report and update on the FY 2023-2024 budget; discussion, possible action and/or direction to staff.

---

**Recommendation:**

**County of Plumas Recommended Budget Accompanying Notes**

- The data in FY21/22 is not final as the audit is ongoing. The data in the FY 22/23 actual schedule is year to date as of June 19, 2023. These results are not final results for this year and will change once the fiscal year is audited and closed.
- The Recommended Budget for FY 23/24 Schedules 1-4 are not included as they Require FY21/22 and FY22/23 to be completed.
- The Recommended Budget for FY 23/24 is a rollover of the FY 22/23 Adopted Budget. It does not contain cost of living increases, department input, or known variances. The Recommended Budget is presented to allow the county to continue to operate while we finalize our adopted Budget projections and our MOU's with the unions.
- FY 23/24 Adopted Budget, once complete, will vary vs. Recommended Budget and will more accurately reflect the anticipated financial results.

**Background and Discussion:**

n/a

**Action:**

**Target Dates:**

- 07/11/23 - First Preliminary Adopted Budget imported into Munis; schedules & commentary available for CLA, Auditor - Controller, and CAO to review.
- 08/01/23 - Second Preliminary Adopted Budget imported into Munis; schedules & commentary available for CLA, Auditor - Controller, and CAO to review.
- 08/15/23 - Final Adopted Budget schedules complete & sign-off on publishing & distribution to Board.
- 09/05/23 - Board meeting to approve Adopted Budget.

**Fiscal Impact:**

n/a

**Attachments:**

None





**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Debra Lucero, County Administrative Officer  
**MEETING DATE:** June 30, 2023  
**SUBJECT:** Adopt RESOLUTION to adopt the Recommended Budget for Plumas County and the Dependent Special Districts therein for Fiscal Year 2023-2024, in Accordance with Government Code §29064. Roll call vote

---

**Recommendation:**

n/a

**Background and Discussion:**

n/a

**Action:**

n/a

**Fiscal Impact:**

n/a

**Attachments:**

1. Resolution Recommended Budget FY23-24
2. ADMINISTRATIVE BUDGETARY CONTROLS - Exhibit B 2023-2024

**RESOLUTION NO. 23-**

**A RESOLUTION ADOPTING THE RECOMMENDED BUDGET FOR PLUMAS COUNTY AND THE DEPENDENT SPECIAL DISTRICTS THEREIN FOR FISCAL YEAR 2023-2024, IN ACCORDANCE WITH GOVERNMENT CODE SECTION 29064(a)**

**WHEREAS**, the Recommended Budget for Fiscal Year 2023-2024 for Plumas County was prepared and distributed according to law, and a copy of the Proposed Budget is on file with the Clerk of the Board; and

**WHEREAS**, the Board of Supervisors now seeks to adopt the Recommended Budget in accordance with Government Code §29000 et. seq., and adopt recommended budgets for Special Districts for which the Board of Supervisors is the governing board.

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

1. The recommended budget for Fiscal Year 2023-2024 as submitted by the County Administrative Officer and as revised by the Board of Supervisors, is a proper financial program for the budget period and constitutes the Recommended Budget for Fiscal Year 2023-2024 for Plumas County and those Special Districts governed by the Board of Supervisors.
2. The Recommended Budget for Fiscal Year 2023-2024 is hereby approved, and shall constitute authorization for County expenditures until adoption of the budget for said fiscal year.
3. A copy of the Recommended Budget shall be filed with the Clerk of the Board.
4. Hearings to consider the adoption of the Recommended Budget for Fiscal Year 2023-2024, as revised by the County Administrative Officer, shall commence on September 19, 2023 at 10:00 am, or as soon thereafter as practicable, in the Chambers of the Board of Supervisors at 520 Main Street, Room 309, Quincy, California, and the Clerk of the Board of Supervisors is directed to cause the posting and publication of such notice as is required for said hearing.
5. Pursuant to Government Code section 29081, the hearing on the budget recommended for adoption shall not exceed a total of fourteen calendar days.
6. All Capital Improvement Projects and Fixed Asset Purchases listed in the budget book are specifically approved by the Board as specified in Government Code section 29124 (a)(2).

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a special meeting of said Board held on 30<sup>th</sup> of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

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Dwight Ceresola, Chair

ATTETS:

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Heidi White  
Clerk of the Board

**ADMINISTRATIVE AND BUDGETARY CONTROLS CONSISTENT WITH  
GOVERNMENT CODE SECTIONS 29092 AND 29125,  
DURING FISCAL YEAR 2023-2024**

Consistent with Government Code Section 29092, the Board of Supervisors adopts these Administrative and Budgetary Controls for the administration of the Plumas County 2023-2024 Budget.

**County Owned Personal Property**

Sole authority for the disposition, lease, sale, or trade-in of all County-owned personal property shall rest with the Purchasing Agent or the Board of Supervisors, within the delegated authority, consistent with Government Code Section 25504 and Plumas County Code 3-1.19

**Contracts and Leases**

A County Department Head may approve contracts for which an appropriation is budgeted, not exceeding five thousand dollars (\$5,000) in value, subject to approval by County Counsel

**Budget Transfers**

The Auditor/Controller has authority to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased. Provided, however, no budget transfers in amounts greater than \$5,000 shall be allowed to, from or within Salaries and Benefits (all 51XXX series accounts) and Fixed Assets (all 54XXX series accounts) without prior approval of the Board of Supervisors.

**Critical Staffing**

The filling of all positions vacated during the 2023-2024 fiscal year shall be approved by the Board of Supervisors and supported by the Critical Staffing Questionnaire and current Department Organizational Chart

**Mid-Year Budget Review**

The Auditor/Controller shall provide the Board of Supervisors with a mid-year budget report in the month of February.

**Department Head and Auditor/Controller Responsibility**

Department Heads shall ensure that no expenditure is made, or obligation incurred in excess of the specific budget appropriation approved by the Board of Supervisors. Any expenditure or obligation incurred, in excess of the specific budget appropriation, shall be the personal obligation of the Department Head authorizing the expenditure or obligation. The Auditor/Controller shall issue no warrants unless specifically approved by the Board of Supervisors or the County Purchasing Agent, within the delegated authority.

**Policies**

Department Heads and County employees are referred to existing County policies as provided in the County Policy Manual.

**Departmental Reorganization/Reclassification**

Pursuant to Government Code §29124 of the County Budget Guide, while operating under a recommended budget, any requests for departmental reorganization/reclassifications shall be deferred following adoption of the fiscal year budget.