



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Debra Lucero, County Administrative Officer  
**MEETING DATE:** March 21, 2023  
**SUBJECT:** CAO Report for February 2023

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**Recommendation**

For Information

**Background and Discussion**

Each month, the CAO provides a report on activities throughout the Plumas County organization.

**Action:**

For information only.

**Attachments:**

1. CAO Report February 2023

# PLUMAS COUNTY CALIFORNIA



**TO:** Honorable Chair and Board Supervisors  
**FROM:** Debra Lucero, CAO  
**MEETING DATE:** March 21, 2023  
**SUBJECT:** CAO Report 2/6/23 - 3/14/23

## MUNIS MIGRATION

**Team Meeting** - We had our first all-team meeting on Friday, March 10 for the Munis Migration to determine where we are, what is needed to move forward and where we've been. Human Resources needs to update employee records in order to move forward. This is a considerable task. Help has been offered to assist with updating individual records by IT but HR is first identifying what tasks must be done, how they need to be done and if some of this can be accomplished through IT. HR has hired their newly allocated Payroll Specialist who must now be trained. The Auditor-Controller's office has finished Payroll Period 14 and is beginning 15. For perspective, we are actually on Pay Period 19 so we are still behind but the team remains confident we can catch up once the payroll records are updated and problems identified in the parallels. We have a check-back meeting scheduled for March 24. At that point, we will decide how to move HR forward.

## MUNIS FINANCE SYSTEM

**We continue to identify the problems with our financial system.** After meeting with Napa County Auditor-Controller and the county's Treasurer-Tax Collector, we determined a new Chart of Accounts may solve our major Munis issues; this and getting on the new 2021 Tyler platform which Napa helped create. The fact is Plumas' current Chart of Accounts and set-up (or lack of set-up) does not work in Munis and will not tie into the Treasurer-Tax Collector side of the equation. The attempt by the previous Auditor-Controller to mirror what we had in Pentimation has caused consideration issues and will never allow us to fully utilize the Munis platform. Napa has graciously allowed us to utilize their Chart of Accounts (3 other counties currently utilize this Chart of Accounts, developed by Napa Auditor-Controller Tracy Schultze). Tyler has said we can accomplish a new Chart of Accounts without doing a re-install and instead do an intensive Chart of Accounts process. This will mean we will have to run parallels for our finance system and probably not go live with a new finance system until July 1, 2024. Meanwhile, however, we can utilize this time to train finance officers and department heads in the new Chart of Account system and begin to understand the power of Munis' reporting systems once we are properly set up. It may make sense to keep the test

and training environment for HR/Payroll until everything switches over July 1, 2024. We are still trying to determine what this may look like and are in the planning phase now.

**Interest Apportionment Update** – Treasurer-Tax Collector has said she will get this item done by March 24, 2023. It is one of the main items we need for our annual audit, due by March 31, 2023. The Auditor-Controller has said we will not meet this deadline for a variety of reasons.

## ENERGY ASSESSMENT

We are **assessing our energy usage** of all the county buildings because nearly every department saw a substantial increase in PG&E bills – some up to 40%. At this point, we are looking at a solar array at the Annex. We are planning on filing a Net Metering interconnection application for the Annex Building to take advantage of PG&E's old rates, not the new ones that are less favorable beginning April 14. For the rest of the facilities, we feel it will be best to avoid some of their electricity cost through a countywide solar project – location to be determined (looking in the Greenville region). There is no deadline for filing the interconnection application for the countywide solar project so we've got time to explore the optimal location and determine cost savings.

## EMERGENCY RESPONSE

1. **Emergency Response Meeting** – Potential Flood Scenario – was held March 9, 2010. This meeting included: Facilities, Fair, Social Services, Behavioral Health, Public Health, Grants Manager, Supervisor Hagwood, Supervisor Ceresola, Heidi White, Mike Grant, Building, Risk Management, Environmental Health, County Counsel, Plumas District Hospital, Quincy Fire Dept., City of Portola.
2. Supervisor Ceresola called **an After-Action meeting** for the apartment building and home that were destroyed in a fire during the early morning hours of February 12, 2023 in East Quincy. One person died at the scene and another died after being transported to a burn center in Davis. Sheriff Johns, Undersheriff Hermann, Chair Ceresola, Vice Chair Hagwood, Quincy Fire Chief Cassou, myself and Clerk-Record Heidi White attended. As a result of that meeting, it was agreed that alerts for major events such as this would be relayed to the CAO who, in turn, would alert the Board of Supervisors as well as the appropriate staff such as county counsel if appropriate. Social services, public health and behavioral health personnel (as appropriate) would be notified through the usual dispatchers' method. The concern was that major events such as a train derailment and/or a death in the jail were not relayed to the CAO or the BOS. It appears the system is now working much better.
3. **Meeting with Plumas National Forest Service in Quincy** – Chair Ceresola and Vice Chair Hagwood and I met with a large group of FS personnel to discuss a variety of issues. Also attending via TEAMS was OES Pamella Courtright and Sheriff Todd Johns.
  - Emergency situations
  - Campgrounds
  - Roads – Antelope Road is being repaved this summer and fall and sections around Frenchman Lake
  - Pacific Crest Trail improvements
  - Hazard tree removal
  - Number of employees – 281 Full-Time and 264 seasonal workers

- Tourism opportunities and marketing concepts
- Reinvigorating the Plumas County Coordinating Council
- Plumas National Forest is one of the “busiest forests” in the nation right now due to managing the fires we’ve had and protecting areas that haven’t been affected by fire. Plumas National Forest received \$273 million to work across several counties to do intensive treatments.
- A need for fresh agreements with partners who work with the FS

## **CONGRESSMAN KEVIN KILEY VISIT**

Topics discussed at the meeting, which was held in Quincy included:

- Debt ceiling
- U.S. supporting Ukraine
- Assault weapons ban
- Abortion
- WHO pandemic response
- Equitable recompense for military personnel who were terminated due to the vaccine mandate
- IRS and the number of proposed agents to be hired
- Suspending the gas tax
- Dixie Fire
- Monument status for the Middle Fork of the Feather River
- Quincy Library Group and forest management
- NEPA process
- Biomass
- Election integrity
- School funding

## **GRANT MANAGER**

- Worked on hand off from facilities to CAO’s office for the Sierra Buttes Trail Stewardship OHV grants
- Pushed transfers through from the ARPA accounts to departments (IT, Road Dept, and CAO’s office)
- Followed up on contracting requirements for ARPA community grants. Draft is done and should be ready in March.
- Initiated work with Engie, following up on county properties.
- Continued community discussion regarding Community Resilience Center in Greenville
- Continued coordination of the Broadband plan.

## **OTHER MEETINGS / ACTIVITIES**

1. NACo Legislative meeting in Washington, D.C. Feb. 10-13
2. Broadband meeting with Golden State Finance Authority – Strategic Plan discussion and recommendation of consultant to work with Plumas County.
3. Tour of Plumas County Social Services
4. Smith & Newell meeting (audit firm)
5. Budget meeting with Auditor-Controller, Sheriff
6. 2 CACE (CA Association for County Executives) Membership calls and legislative update
7. Engie (energy assessment meeting to determine project scope)

8. CalOES meeting
9. Tyler (Munis Implementation) meeting
10. Tour of the Plumas County Fairgrounds
11. Budget meeting with Auditor-Controller
12. 2 County Job Fair meeting
13. PCMC (Management Council) meeting
14. Federal Disaster Aid meeting due to CA storms
15. National Weather Service – Reno update meeting
16. Crescent Mills Economic Development meeting
17. Tyler (Munis Chart of Accounts) meeting
18. Tyler (Munis Receivables) presentation via recording
19. Bruce Ross (Senator Brian Dahle) meeting about Greenville lead contamination clean-up and the Department of Toxic Substances Control (DTSC) not meeting obligations made. \$47 million was allocated to the clean-up and only 20 home sites have been returned to owners (see 3/21/23 agenda for letter with all the details)
20. Trindel Insurance (meet and greet)