

PLUMAS COUNTY

CALIFORNIA Administrative Officer



TO: Honorable Chair and Board Supervisors

FROM: Debra Lucero, CAO

MEETING DATE: July 4, 2023

SUBJECT: CAO Report 6/03/23 – 7/4/23

BUDGET PROCESS 2023-24 STATUS

Budget meetings were held with each department head and/or finance team from June 5-9, 2023. This was a great process which we will start again in January 2024. We want to get to the point of year-round budgeting to be better prepared for unexpected expenses and to allow for strategic planning for deferred maintenance and replacement of critical infrastructure.

Accomplished

- Individual departments met with CAO & Audit Controller mid-June with proposed budgets to be used for compiling the Adopted Budget
- Headcount/Staffing allocations updated and reviewed included in Recommended Budget
- Improvement on use of Munis and supplemental reporting system to generate required schedules in user-friendly format for Recommended Budget
- Recommended Budget published / available for the public as of June 20
- Significant progress on FY2022/2023 annual entries, including apportioned secured taxes and PILT funds, to ensure schedules on Adopted Budget are complete with improved accuracy
- Collection and processing of all department budgets to incorporate into Adopted Budget
- Began review of departments and funds for potential flagging as inactive in system. Draft of Fund/Department schedule to include in Adopted Budget Book.

In Progress / In Queue

- Update department budgets for allocation changes (Cost Plan, OPEB, UAL) and Group Insurance 85/15 cost management
- Capital Improvement Plan & Fixed Assets – schedule and narrative
- Debt Service - narrative
- Update/Review Transfers in/out
- Ensure any reserve requirements are in compliance
- Adopted Budget data compilation and create import file for Munis, import into Munis, export to Access for schedule compilation & review
- Review of individual department budgets and consolidated budgets- make any adjustments identified

- Review of all schedules required by State Controllers Office for accuracy and completeness – make any adjustments identified
- Re-import Adopted Budget if any adjustments identified & re-review budgets and schedules
- Supplemental document with explanations of significant variances on revenues and expenditures
- Improvement to the organization of the Adopted Budget book

Target Dates

- 7/11/23 – First Preliminary Adopted Budget imported into Munis, schedules & commentary available for CLA, Audit-Controller, CAO to review
- 8/1/23 – Second Preliminary Adopted Budget imported into Munis; schedules & commentary available for CLA, Audit-Controller, CAO to review
- 8/15/23- Final Adopted Budget schedules complete & sign-off on publishing & distribution to Board
- 9/29/23 – Board meeting to approve Adopted Budget

GRANTS MANAGER

- Processed finalized applications for ARPA community grant through the contracting and claim process (see list below)
- Fielded questions and assisted applicants on the CARES Act grant
- Working with Transit/Senior Services and Environmental Health on grants due end of July
- DFC - Community Resilience Center (CRC) and Transformative Climate Communities (TCC) grant prep for submission later this summer (both are project development grants)
 - The CRC is planned to be the Town Center for Greenville with space for the community to use on a daily basis as well as be a place for events (public or private) or sheltering.
 - The TCC grant will be the "interconnecting web" to develop next steps for infrastructure, prepare "shovel ready projects" for future funding, and ensure coordination between efforts.
 - Regular meeting to ensure we meet deadlines have now been put in place.
- Working through 85/15 split for healthcare payment process.

Grants Statistics ARPA BUSINESS AND NON-PROFIT GRANTS - \$540,000

- 55 total awardees
 - 35 for-profit and 20 non-profit
 - District Final Allocations
 - District 1: 6
 - District 2: 11
 - District 3: 7
 - District 4: 26
 - District 5: 5
 - Grants Listed by District
 - District 1
 - JT Beverage LLC
 - Secondhand Rose Thrift Store
 - Feather River Coop-Portola
 - A Bit of Beach
 - Sierra Valley Grange #466
 - Feather River Rail Society - Western Pacific Railroad Museum
 - District 2

- Young's Market
- HBAcres, HB Designs
- Niknek Lemonade
- Genesee Valley Farm Retreat & California Biochar
- Wild Plumas
- Quarter Circle OS Bookkeeping
- Heaven Sent
- Plumas Strong
- Crescent Country
- Indian Valley Riding and Roping
- Sacred Space
- District 3
 - Tom Wallick
 - Chase Family Enterprises, LLC DBA Cravings
 - Lake Almanor Area Chamber of Commerce
 - Pine Shack Frosty
 - Sierra Hospice
 - Chester Veterinary Clinic
 - Almanor Fishing Association
- District 4
 - Wolfcreek Woodstoves
 - Sierra Buttes Trail Stewardship
 - Plumas County Arts Commission DBA Town Hall Theatre
 - Big Daddy's Guide Service
 - Carey Candy Co
 - Bell Lane Baked Goods
 - New to You 2
 - Gott Powersports
 - The Toy Store
 - Stonehenge Signs
 - BROADFORK AND FRIENDS LTD LIABILITY CO.
 - Calico Tattoo
 - Midtown Coffee
 - Feather River Tourism Association
 - Plumas Community Radio
 - Cornerstone Learning Center
 - Plumas Sierra County Fair Foundation
 - Adventure Monkey
 - Feather Financial
 - PC Search and Rescue
 - Lost Sierra Food Project
 - Meadow Valley Grooming
 - ReThink Industries
 - PDH Volunteers
 - Oakland Camp
 - Plumas County Museum Association
- District 5
 - Lost Sierra Chamber of Commerce and Visitor's center

- Lost Sierra Foundation
- Wildsmile Entertainment
- White Sulfur Springs
- The Clio Inn

CAL-OES AND FIRE RADIO UPDATE

Lori Pini, new OES Manager, and I met with CalOES and also with the Sheriff's Office regarding OES Fire Towers and radio repeaters on Thursday, June 29.

In the first meeting - in attendance were:

Undersheriff Chad Hermann

Mike Grant

Jeremy Beatley

Travis Goings

Lori Pini

Debra Lucero

After much discussion about the two hand-outs Mike gave us regarding the Fire Repeater/Base Station Status and a map, we came up with some Action Items.

We talked about the age of the equipment, the complicated history of Stover and the Basin fire departments, the difficulty of replacing Mike when he retires and the need to get a contract in place with Sierra Electronics in Reno.

We discussed the complications of maintenance (no preventative maintenance has occurred yet this year on the equipment, according to Mike).

We also discussed what OES would be willing to pay for and can that continue once OES is moved out of the Sheriff's Office. We thought maybe so and will research this topic.

We talked about Genesis and the emergency notifications, evacuation zones, GEMS.

We talked about Houston-Galveston purchasing power for equipment.

We talked about our partners: Forest Service, private groups, CHP, CSUC as well as our own staff (Sheriff's Office, OES, Risk Management).

We talked about how many different FCC licenses are required to keep our network up and running (45 in this microwave network, Mike said). Mike said there are companies that can keep track of things like this for us and are looking into this as an option.

ACTION ITEMS INCLUDED:

1. **REPLACEMENT STRATEGY** - possibly use one-time PG&E funds. Four of the nine sites have equipment that is 21 years old. The average lifespan of these products is typically 7-8 years old or 11-16 years old if you're lucky, according to Mike Grant. Towers with the 21-year-old equipment include:

- Dyer

- Red Hill
- Claremont
- Mills Peak

2. **NEGOTIATIONS WITH BASIN FIRE DEPARTMENTS** - Peninsula, Hamilton Branch, Chester, Almanor West - due to being on a different frequency, cooperation between the county and Stover site.
3. **NEGOTIATE CONTRACT WITH SIERRA ELECTRONICS** while Mike is still working with the Sheriff's office. We'll need someone to take over his position. We currently have a not-to-exceed contract of \$350,000 with Sierra Electronics but it usually runs about \$50,000 because Mike is able to do a lot of the work himself at this point.
4. **INTERNAL USE GIS MAP** of stations and perhaps attributes of each station like Mike laid out in his handout.

In the second meeting with Xavier Moreno with CalOES were:

Lori Pini

Debra Lucero

We discussed the 21 projects resulting from the Dixie Fire. We are 95% complete with these projects but there are 3 remaining. These include:

1. **Insurance - Project 548252** - what is due from CalOES - \$25,000
2. **Donated Resources - Project 671403** - just need to make sure this list is complete. This does not involve getting money but offsetting Plumas County's costshare of \$150,000.
3. **Facility Services Expense - Project 553394** - there is a \$3,600 charge that is going through an ineligibility review from FEMA. We may want to just let this go so we can close out the Dixie Fire with CalOES. This \$3,600 review can take months and most likely it will still be denied and delay our close-out.

CLIFTON, LARSON & ALLEN (CLA UPDATE)

Highlights for the last week of June:

- Consultant 2 – completed input of departmental budget worksheets received, reviewed and requested unsubmitted budget worksheets, met with CAO and AUDITOR-CONTROLLER to review updated budget status notes prior to June 30 Board meeting for Recommended Budget, met with CAO and HR to discuss Public Health allocations/budgets and UAL calculation, calculated GSFA budget amounts and submitted for review.
- Consultant 3 – Onsite onboarding with receipt and testing of laptop, met with TREASURER-TAX COLLECTOR, CAO and AUDITOR-CONTROLLER to understand processes and needs for bringing investment reconciliations up to date, met with Treasury group to understand roles for future work planning, met with TREASURER-TAX COLLECTOR to understand compilation and reporting requirements for investments (reports last distributed were August of 2021), was provided access to the PFM investment manager website and US Bank to assist with catching up on the reconciliations from September 2021, set up communication access/process with TREASURER-TAX COLLECTOR while working remote to prevent communication breakdowns, main focus was getting a clear understanding of the information flow for the many pieces needed to put investment reports together. (Lack of recording in Treasury investment buys, sells, and paydowns are creating discrepancies within the general ledger. Paydowns and purchases have not been recorded to Treasury/the general ledger, which are preventing a 6/30/2022 close.)

APPLICATION FOR A “FELLOW” FOR PLUMAS COUNTY

The International Economic Development Council (IEDC) and its partners are seeking to place up to 65 Economic Recovery Corps (ERC) Fellows within partnering organizations to activate economic development projects or plans that generate new practices and paradigms for equitable and inclusive change. The CAO's office has put in an official letter of interest to support tourism development in Plumas County and specifically to implement the "Community Action Plan: Recreation Economy for Rural Communities – Quincy, Plumas County California" which came out in November 2022.

Quincy was one of 25 towns across the nation selected to receive planning assistance through the second round of the Recreation Economy for Rural Communities program. Sponsored by the U.S. Environmental Protection Agency (EPA), the USDA Forest Service, the Northern Border Regional Commission (NBRC), and the Appalachian Regional Commission (ARC), the program is helping communities develop action plans to strengthen their outdoor recreation sectors and revitalize their downtowns.

The program officially launches with the opening of the application cycle for organizations interested in hosting a full-time fellow for 2.5 years (30 months). There is no cost to host a fellow, as the ERC will provide compensation directly to fellows. Host organizations had to submit their expression of interest and initiate the application process by June 30, 2023. Fellow applications will run through mid-August. Host placements will finalize in December 2023, with fellows beginning work with their communities starting in January 2024 and ending in June 2026.

"Fellows will serve as a powerful resource for organizations looking to drive sustainable economic growth, revitalize their community, and build long-term resilience," said IEDC President & CEO Nathan Ohle. "These talented, passionate Fellows will help to drive more equitable economic outcomes that will bring a brighter future and be felt for generations to come."

ENERGY ASSESSMENT

Engie is nearing completion of its energy assessment and recommendations. We hope to have a presentation ready for the board by July 18, 2023.

LAFCO

Finally, after two years of effort, the formation of Beckwourth Peak Fire Protection District occurred and will go on the ballot in November. Four independent fire districts have consolidated to:

- One new Fire Protection District with clear boundaries
- Efficient use of resources to better serve communities with fire, rescue and emergency medical services
- Combine existing equipment, infrastructure, and resources
- Coordinated training and response among divisions
- Mix of part time and full time staff and volunteers
- Only one Board of Directors

The proposed new Beckwourth Peak Fire Protection District will be funded via three main funding mechanisms:

- New Special Tax
- Current Property Taxes
- Donations and Grants

COUNTY DEPARTMENTS / EMPLOYEE DEVELOPMENT

1. **Facility Services** – In addition to their already full plate, Facility Services worked a solid week before hours, after hours and on the weekend to get water back on at the Courthouse. MANY THANKS and a big shout-out to JD Moore and Dustin Vert.
2. **Fairgrounds** – John Steffanic has been busy and it's not going to let up anytime soon. High Sierra Thu, Jun 29, 2023 – Sun, Jul 2, 2023 was in full swing but down in attendance by about 30%. The Plumas County Fair is on tap for July 27-30, 2023.
3. **Clerk of the Board** – Heidi White has announced her resignation effective July 31, 2023. She is leaving for a job in Incline. We wish her all the best. As a result of her resignation, we are looking to combine the Clerk of the Board with the CAO position and hire a deputy Clerk of the Board to fulfill Heidi's duties.
4. **County Counsel** – After months and months, Plumas Resource Services (PRS) was able to receive the 13 CalOES purchased trailers – known as the Greenville Trailers. The County of Plumas kept one for its own use. No Dixie Fire survivors were evicted and PRS will be working with all parties to keep people housed.

OTHER MEETINGS / ACTIVITIES

1. Attended the Trindel Board of Directors meeting in Bear Valley, Alpine County, where Travis Goings was elected to the Executive Committee of the Board. Congratulations!
2. Met with Chinese Cemetery advocates and am working on issues with maintenance and memorialization of the Chinese Cemetery. Plumas Rural Services did profiles on a dozen or so people who are buried there and I will attempt to get those to include for information to the Plumas County Museum. The County has received a binder of historical information that will also go to the Museum.
3. Meeting with Alice Perez and Preston Dickinson AT&T modernization discussion
4. Met with Arcadis about amendment to contract for insurance and possibly grant writing/management
5. Continuum of Care meeting with region as well as Behavioral Health and Social Services. We need to move the management of Plumas County's Continuum of Care out of the Planning Department and into social services where it belongs.
6. CalOES meeting with Xavier Moreno (see recap elsewhere in this report)
7. Radio Tower meeting with Sheriff's Office (see recap elsewhere in this report)
8. Bullseye Leak Detection (met with various plumbers and leak detection folks throughout the week-long ordeal of a leak at the Courthouse).
9. Met with Golden State Finance Authority about broadband (see report at the end of this report).
10. Spoke with Feather River Tourism Association folks who are asking for the County to adhere to the contract worked out a couple of years ago. Specifically, timely payments and the following:
 - a). Determination if all funds from the April 30th Transient Occupancy Returns have actually been deposited in the FRTA trust account.
 - b). For the past year of 2022, the current year of 2023, and future years to have the actual TOT amount for the district provided when payments are made to FRTA.
 - c). BOS to direct someone in the County to send a certified/registered letter to Airbnb for contract change to include the 2% assessment.
 - d). For FRTA to be provided a copy of the contract change.
 - e). Determination by BOS if the current TOT ordinance will be followed, requiring all overnight rentals to have individual TOT certificates.
 - f). Reporting to FRTA to include lodging providers paying and not paying the assessment.

TRANSIENT OCCUPANCY TAX REPORT

Granicus reports the following Generated on July 2, 2023:

Monthly status report

Report for Plumas County, CA (Plumas County, CA) generated on July 2, 2023.

418

Properties in or near Plumas County, CA

374

Properties in or near Plumas County, CA with address identified

133

Compliant Short Term Rentals

235

Non-compliant properties

50

Properties with unknown **compliance**

117

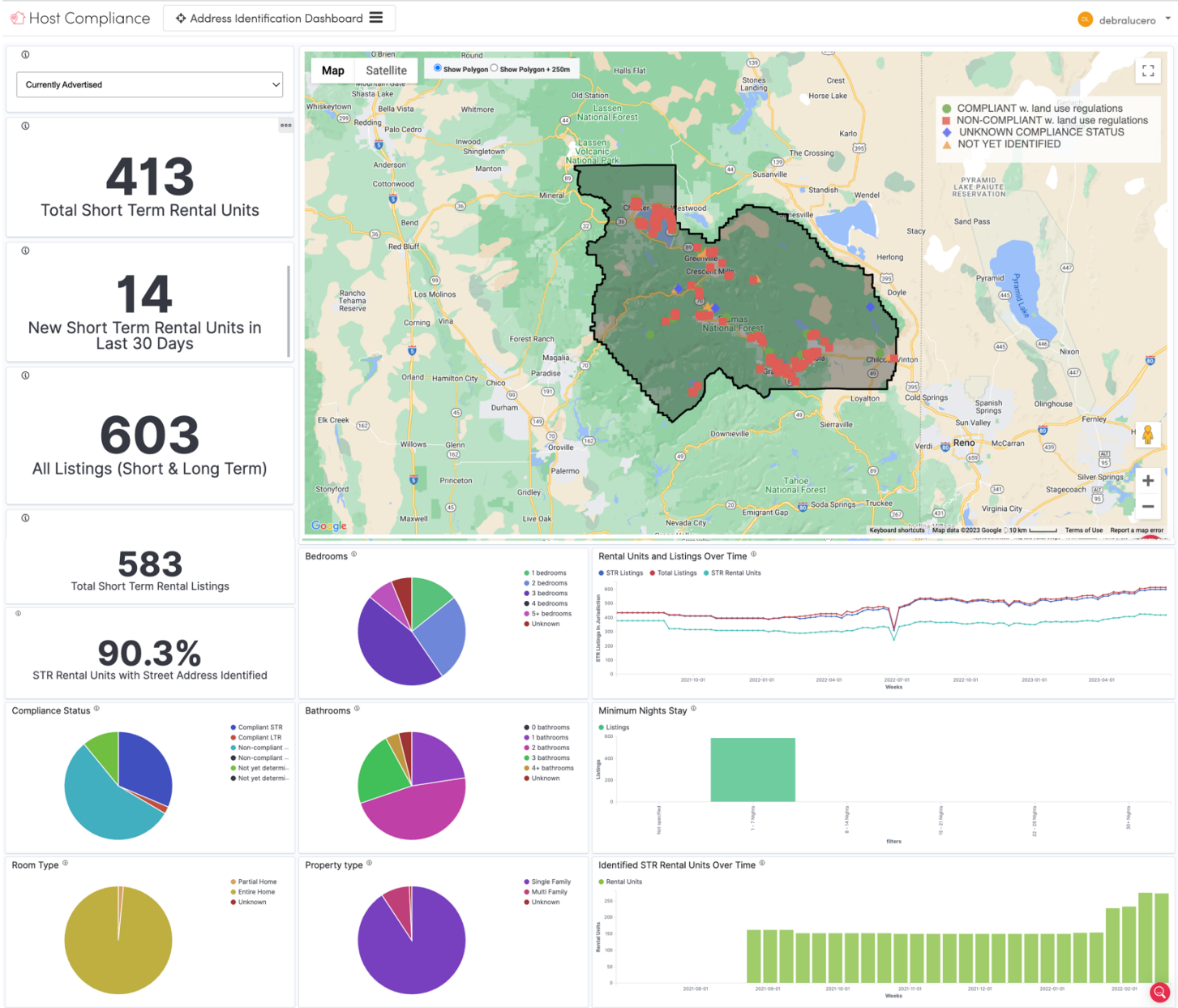
Properties that have received letters since first mailing

25

Properties that have received letters and are now compliant

92

Properties that have received letters but are still non-compliant



BROADBAND

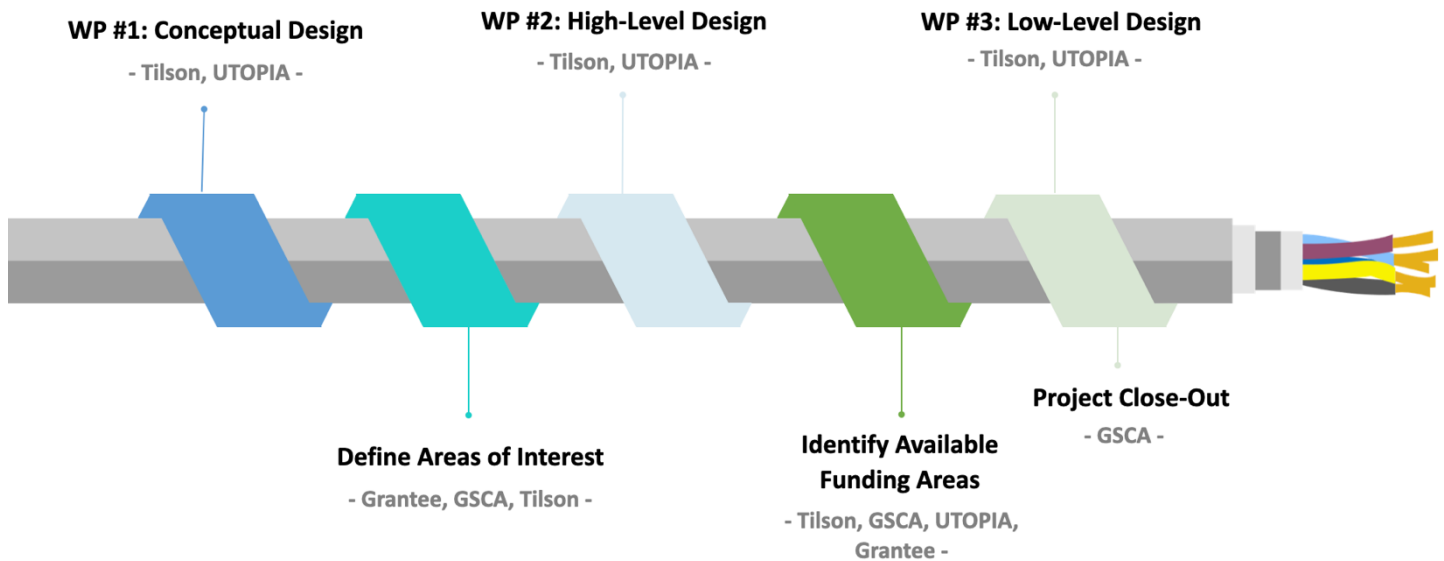
RCRC's Golden State Finance Authority Strategic Broadband effort continues for Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama. We received the following report for Plumas County after meeting with Tilson and answering several questions. The price tag to service EVERY Plumas County residence is astronomical as you will see. We are being asked to identify the most underserved regions in Plumas County for the next go-round of plans.

TILSON

County of Plumas County of Plumas Broadband Network Design Conceptual Design - LATA Work Product 1 June 28, 2023

Funding for this project has been provided in part through a grant for Local Agency Technical Assistance from a program administered by the California Public Utilities Commission.

LATA Work Products




Conceptual Design Overview

- Focus is solely on unincorporated areas of Counties
 - If City Grantee, then exclusively on the incorporated portions of the City
 - Does not focus on CPUC Eligibility status. The objective is to produce a preliminary design that represents 100% wireline coverage of the occupiable structures within the political subdivision
 - Intent is to provide a fiber network design and build cost metrics for the entire political subdivision that will advise Grantee's selection and prioritization of areas of interest that will drive the High Level Design (HLD) criteria
 - Conceptual design build cost projections are $\pm 20\%$ assuming the entire area would be constructed
 - Materials costs are volatile
 - Labor rates are based on industry averages, not actual bids from contractors
 - Design is reflective of total area coverage and not optimized for individual project areas.
- This will be accomplished during HLD




Build Cost Projection



 TILSON Project Scope	
Project Name:	Plumas County, CA Conceptual Design
Project State:	California
Date Prepared:	6/28/2023
Estimated Build Duration	18 Months
Total Plant Miles:	1,281
Total Passings:	17,312
Projected Take Rate:	80%
Projected Total Sub	13,850

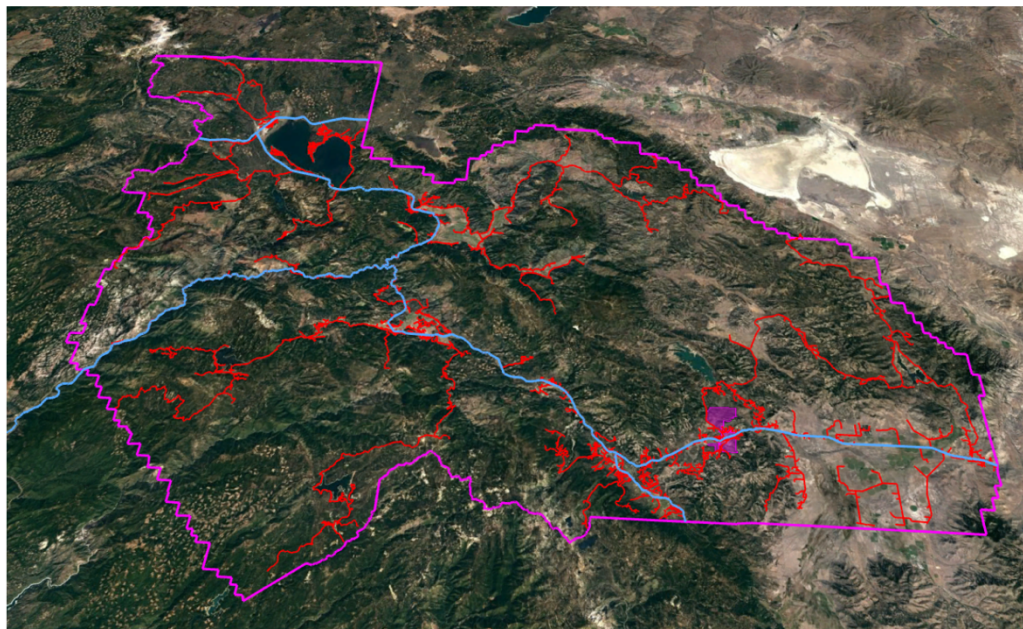


Build Cost Metrics

 TILSON Plumas County, CA Conceptual Design				
Infrastructure Capital	Total Underground Cost (\$)	Underground Cost/Mile	Underground Cost/Passing	Total Cost (\$)
Outside Plant	\$274,663,723	\$214,446	\$15,866	\$274,663,723
Hub, Transport and Access Hardware				\$3,049,188
Hut and Cabinet				\$900,900
Vehicles, Tools, & Other				\$0
Infrastructure Total	\$274,663,723	\$214,446	\$15,866	\$278,613,811
Total Project Cost (including installation at stated take rate)				\$295,648,878
Average Outside Plant Cost Per Mile				\$217,530
Average Outside Plant Cost Per Service Address				\$16,094
Average Premise Installation Cost				\$1,230
Projected Cost Per Subscriber (including Installation)				\$21,347



Route Pathways



Map Legend	
—	Fiber Distribution Cable
•	Plant
—	State Middle Mile
—	County Boundary



Work Product #1: Conceptual Design Package

- 1. Network Design Maps**
- 2. Address Export**
- 3. Bill of Materials (BOM)**
- 4. Build Cost Projection**
- 5. Summary Presentation**



Next Steps

1. LATA Grantee to break down the Conceptual Design areas into prioritized areas of interest for High Level Design (HLD) consideration with support from GSCA and Tilson.
2. Tilson to develop HLD based on areas of interest and as prioritized by the LATA Grantee
 1. The intent is to break down the areas of interest for designs and cost projections to assist in obtaining future grants and/or revenue bonds for the areas not initially selected for Low Level Design (LLD) under the LATA funds
 - Only a subset of the HLD will result in LLD activity under the LATA funding

