



Board of Supervisors

Dwight Ceresola, 1st District
Kevin Goss, Chair, 2nd District
Thomas McGowan, 3rd District
Mimi Hall, Vice-Chair, 4th District
Jeff Engel, 5th District
Allen Hiskey, Clerk of the Board

**AGENDA FOR REGULAR MEETING
APRIL 8, 2025, TO BE HELD AT 10:00 AM
520 MAIN STREET, ROOM 308, QUINCY, CALIFORNIA**

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 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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. UPDATES AND REPORTS

A. PLUMAS COUNTY BUSINESS AND ECONOMIC DEVELOPMENT

Report and update on Dixie Fire Business and Economic Recovery efforts.

B. PLUMAS HOUSING COUNCIL

- 1) Receive a memorandum regarding the Monthly Housing Update for April. See attached memorandum.

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. FACILITY SERVICES & AIRPORTS

- 1) Approve and authorize Board Chair to waive facility-use fees for the Earth Day event at Dame Shirley Plaza on April 22, 2025. This event is being sponsored by the local Earth Day Committee. General Fund impact is loss of \$80 to county revenue.
- 2) Approve and authorize Board Chair to waive facility-use fees for Chester High School's Sober Grad event at the Almanor Rec Center on June 13, 2025. \$100 loss of revenue for General Fund.

B. BEHAVIORAL HEALTH

- 1) Approve and Authorize the Behavioral Health Department to recruit and fill, funded and allocated, vacant One (1) FTE BH Support Services Technician; No General Fund impact, paid for by MHSA Funds.

C. FARM ADVISOR

- 1) Approve and authorize Chair to sign amendment no. 3 to agreement between Plumas County and Regents of the University of California; Effective July 1, 2025 (General Fund Impact of \$18,864.00 broken into 2 payments of \$9,432.00); approved as to form by County Counsel.

D. SHERIFF'S OFFICE

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and PTS Solutions, CAD, case management, jail management systems effective 01/01/2025 not to exceed \$15,000.00 annually; No General Fund Impact as approved in FY 24/25 recommended Small and Rural Sheriff's Fund, AB443, budget 70331 / Acct. 520411 (Computer Softwares); approved as to form by County Counsel.

E. PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant one full-time 1 FTE Veterans Services Representative I/II; (No General Fund Impact) (Veterans).
- 2) Approve and authorize Chair to ratify and sign a Memorandum of Understanding between Plumas County Public Health Agency and Plumas-Sierra County Fair Department, effective July 1, 2024; not to exceed \$4,999.00; (No General Fund Impact) (PAN); approved as to form by County Counsel.
- 3) Approve and authorize Chair to sign an agreement between Plumas County Public Health Agency and Great Northern Services to provide services for the Ryan White PARTC Program for FY25/26, effective April 1, 2025; not to exceed \$25,750.00; (No General Fund Impact) (PARTC); approved as to form by County Counsel.

F. PUBLIC WORKS/ROAD

- 1) Authorization for the Public Works/Road Department to recruit and fill, funded and allocated, the vacancy of One (1) FTE Road Maintenance Supervisor position; County Promotional Only; in the Graeagle Maintenance District effective April 21, 2025. No General Fund impact, paid for by Road Funds.

3. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. TIME CERTAIN: 10:30 am.** Conference with Legal Counsel - Anticipated Litigation: Significant exposure to litigation pursuant to subdivisions (d)(2) & (e)(4) of Government Code §54956.9 (1 case)

The closed session is based on documents publicly available and included in the Board Packet for Item 2.C.1 (Departmental Matters/Treasurer-Tax Collector) on the March 18, 2025, Board of Supervisors Regular Meeting Agenda.

- B.** Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Julie White v Board of Supervisors CV24-00119

4. **REPORT OF CLOSED SESSION (IF APPLICABLE)**

5. **DEPARTMENTAL MATTERS**

A. **PLANNING** - Tracey Ferguson

1) **TIME CERTAIN 11:00am: CONTINUED PUBLIC HEARING:**

1. Receive public comment from the continued public hearing from April 1, 2025; and
2. Adopt **RESOLUTION** 2025 Spring, Plumas County Zone Change Staniger (ZC 9-23/24-01) owner/applicant; approved as to form by County Counsel; and
3. Find the Zone Change (ZC 9-23/24-01) approval by **ORDINANCE** exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3); and
4. Adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on April 1, 2025, Zone Change Zoning Ordinance, Staniger Zone Change (ZC 9-23/24-01); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

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

- 1) Approve and authorize Plumas County Sheriff's Office to pay Got Power, a non-contract invoice in the amount of \$1,092.83 for labor and parts associated with resetting the emergency battery backup for the IT room at the Sheriff's Office; (General Fund Impact) use of budget line item 70330 / 524400 (SHERIFF / SPECIAL DEPARTMENT EXPENSE); discussion and possible action.
- 2) Approve and authorize the Sheriff's Office to recruit and fill up to twelve (12) extra-help seasonal Boat Patrol Officers; (No General Fund Impact) as requested in the fiscal year 24/25 budget.
- 3) Approve and authorize fixed asset budget transfer in the amount of \$8,000.00 for department #20237 (DNA Penalty - Prop 69) from services and supplies account #520900 (Equipment Maintenance) to fixed asset account #549921 (Livescan); discussion and possible action. **Four/fifths roll call vote**
- 4) Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Biometrics4All for the fixed asset purchase of Livescan cabinet/kiosk and camera enclosure; total not to exceed \$8,000.00; (No General Fund Impact) (DNA Penalty-Prop 69 funds); approved as to form by County Counsel; discussion and possible action.

C. **HUMAN RESOURCES** - Joshua Mizrahi

- 1) Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

D. **FARM ADVISOR/COOPERATIVE EXTENSION** - Michele Fisch

- 1) 2024 Annual Update
- 2) Approve and authorize Chair to sign an agreement between Plumas County Farm Advisor and Elk Grove Auto/Winner Chevrolet for the fixed asset purchase of Chevy Colorado; total not to exceed \$44,125.44; (General Fund Impact) as approved in (FY24/25) recommended budget (20680 / 541500); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

E. **COUNTY ADMINISTRATIVE OFFICE** - Zachary Gately

- 1) Approve and authorize supplemental budget transfers of \$413,448.39 from grant funds to CPUC-Local Agency LATA Grant Transfer in 2003044-44036 and \$408,163 from CPUC-Local Agency LATA Grant Transfer in 2003044-44036 to CPUC-Local Agency LATA Grant Transfer out 2003052-521335 to cover the over-budget costs as reimbursement was planned for later date; No Negative General Fund Impact; approved by Auditor/Controller. **Four/Fifths roll call vote**

F. INFORMATION TECHNOLOGY - Gregory Ellingson

- 1) Approve and authorize Plumas County Information Technology to pay ArchiveSocial, LLC a non-contract invoice of \$7547.40 for continued archiving of all County-owned social media posts, messages, and associated metadata for regulatory compliance; (General Fund Impact) as approved in the FY24/25 IT Budget; discussion and possible action.
- 2) Approve and authorize Plumas County Information Technology Department to pay CivicPlus a non-contract invoice in the amount of \$5,390.10 for continued website accessibility, content quality, SEO, and compliance monitoring; (No General Fund Impact) approved in FY 24/25 recommended budget; discussion and possible action.
- 3) Approve and authorize Plumas County IT Department to pay Four J's Development Tools a non-contract invoice in the amount of \$8,512.00 for annual software maintenance and support; (General Fund Impact) approved in FY 24/25 recommended budget; discussion and possible action.

6. BOARD OF SUPERVISORS

- A. **CONTINUED DISCUSSION FROM APRIL 1, 2025:** ENGIE Project Update: Receive a brief project update; discussion and possible direction to staff.
- B. Approve and authorize Chair to sign a Letter of Support to Director Bonham regarding the Urgent Need for Local Public Safety Response Options in Gray Wolf Management; discussion and possible action.

C. APPOINTMENTS

- 1) Appoint Ashley Simpson to the First 5 Plumas County Children & Families Commission; as recommended; discussion and possible action.

D. CORRESPONDENCE

E. WEEKLY REPORT BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED BOARDS AND ASSOCIATIONS

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Risk Manager; Workers Compensation Review
- B. Personnel: Public Employee Performance Evaluation - County Librarian
- C. Personnel: Public Employee Performance Evaluation - Facilities Director (Board Only)
- 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. Existing Litigation: Conference with legal counsel pursuant to Subdivision (d)(1) of Government Code §54956.9 (d)(1) - People v Nancy Selvage, Superior Court of the State of California, County of Plumas, Case No. F23-00057
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(1) of Government Code Section 54956.9 (1 case)

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

8. ADJOURNMENT

Adjourned meeting to Tuesday, April 15, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



PLUMAS COUNTY

MEMORANDUM

TO: Honorable Chair and Board of Supervisors
FROM: Clint Koble
MEETING DATE: April 8, 2025
SUBJECT: PLUMAS COUNTY BUSINESS AND ECONOMIC DEVELOPMENT

Recommendation:

Receive an update from the Plumas County Business & Economic Development

Background and Discussion:

Clint Koble updates the Board on a monthly basis.

Action:

Receive an update from the Plumas County Business & Economic Development

Fiscal Impact:

No General Fund Impact.

Attachments:

1. BOS Report 4-8-2025
2. Sierra SBDC Workshops April 2025

BOS Report 4-8-2025

Business & Economic Report

Indian Valley Innovation HUB

- **New Fictitious Business Name filings continue a bit slow but steady in March 2025. There were numerous Re-Filings across the county and in each District.**
 - **District 1: 4 New Businesses:**
 - **Lost Sierra Lodge, The LLC**
 - **Plumas Dental Billing**
 - **Delos Development**
 - **Choo Choo's**
 - **District 3: 1 new businesses:**
 - **Tissots Tree & Lot Services**
 - **District 2: 2 New businesses:**
 - **Dawn Institute**
 - **Zederhaus Productions**
 - **District 5:**
 - **The Curious Cupboard**
 - **Graeagle Getaways**
 - **Sugar Pine Coffee & Creamery**
 - **Kafe**
- **Some good news on the Housing Front: Interest rates across the board for USDA Single Family Homes decreased by .125%, at an average of 5%.**
- **Last week Wednesday, the Indian Valley Innovation HUB and ChicoSTART held a joint workshop with 15 local businesses. Workshops included:**
 - **Entrepreneurship 101**
 - **How to go Digital in 30 Minutes or less**
 - **Financing**
 - **Networking dinner at Sage and Salt, a local restaurant**
- **For 2025, the Sierra Small Business Development Center (my employer) will be focusing on several key areas of focus:**
 - **Rural businesses and entrepreneurship**
 - **Manufacturing**
 - **AI**

This month alone, we have three FREE online workshops on AI, from Basics in AI, to AI Tax Preparation & Financial Management. I have attached a copy of the Sierra SBDC's FREE online workshops for your convenience.

- **On Friday, April 4, 2025, Plumas Arts had its monthly First Friday event, which is a great way for the community to enjoy the arts of Plumas County. Plumas Arts and**

other businesses are open from 5pm to 7pm, and the Indian Valley Innovation HUB joined in this great local event, and we would like to help Plumas Arts and participating businesses to make this a bigger event in the future. This is an event that could be held in any community in Plumas County because it brings people out to enjoy their businesses in a somewhat festive and commercial environment.

- On Tuesday, April 8th, Plumas Rural Services is holding a Resource Fair at the Tulsa Scott Pavillion at the Fairgrounds. This is an excellent way for citizens, businesses, and agencies to see what resources are available in Plumas County. The Fair is from 4pm to 6pm and people can just drop in at their convenience. Kudos to Plumas Rural Services for holding this important event and service.
- Also on Tuesday, April 8, 2025, RCAC is holding an in-person workshop to present the RERC Goal Champions and their accomplishments since the RERC event in June 2022, which was very successful. RCAC is using the backdrop of the RERC to launch its grant program in Chester and Quincy to Build Rural Economies which will be launching soon. The 5 Goals and Action Plan that came out of the RERC in 2022 were:
 - Recreation: Support recreational infrastructure needs in Quincy.
 - Tribal Collaboration: Collaborate with Tribal Partners to uplift Indigenous perspectives and culture.
 - Downtown Quincy Revitalization and connectivity.
 - Business and Economic Development
 - Housing: Increase Housing types and options.

As usual, Tracey Ferguson, Planning Director, is spearheading this program and helping nurture it to fruition.

- Roger Diefendorf and I are inching closer to finalizing a proposal to Plumas County to help finance a Down Payment Assistance Program to revitalize our home building industry to provide housing for workforce and to help our communities recover from the Dixie Fire. Our first step is to hire a Program Manager that has the experience to initiate and facilitate this program. We thank the support we are getting from the Plumas Housing Council.
- Samantha Schwartz-Lenhart from the Lost Sierra Chamber of Commerce and I will be presenting a request for you to support our new Move In relocation package on April 15th. You should be getting the information this week from Mr. Hiskey to place that request on your Consent Agenda.

Thank you. Clint Koble

FREE SIERRA SMALL BUSINESS DEVELOPMENT CENTER ONLINE WORKSHOPS APRIL 2025:

- **4-2: AI POWERED TAX PREPARATION & FINANCIAL MANAGEMENT.**
- **4-2: REPAIRING AND MANAGING YOUR CREDIT.**
- **4-2: EARLY-STAGE TECH SERIES: SESSION 1 – CUSTOMER DISCOVERY & VALIDATION.**
- **4-8: OWNING AND INVESTING IN REAL ESTATE FOR SMALL BUSINESSES & ENTREPRENEURS.**
- **4-9: ANATOMY OF A CONTRACT.**
- **4-9: EARLY-STAGE TECH SERIES: SESSION 2 – DEVELOPMENT & PRODUCT MARKET FIT.**
- **4-14: UNDERSTANDING & WORKING WITH FOOD COSTING.**
- **4-16: FACEBOOK PAGES & GROUPS.**
- **4-16: EARLY-STAGE TECH SERIES: SESSION 3: GO-TO-MARKET STRATEGY & EXECUTION.**
- **4-17: GRANT READINESS SERIES: PART 1.**
- **4-17: AI-DRIVEN CONTENT CREATION: WRITE WEBSITE COPY & BLOGS LIKE A PRO.**
- **4-22: BUY OR SELL YOUR BUSINESS.**
- **4-23: STARTING YOUR BUSINESS: PART 1.**
- **4-23: GRANT READINESS SERIES: PART 2.**
- **4-28: MENU ENGINEERING FOR PROFITABILITY.**
- **4-29: MANAGEMENT INFORMATION SYSTEMS FOR SMALL BUSINESSES.**
- **4-29: AI BASICS.**
- **4-30: STARTING YOUR BUSINESS: PART 2.**
- **4-30: GRANT READINESS: PART 3.**
- **4-30: EARLY-STAGE TECH SERIES: SESSION 4: INVESTMENT READINESS.**

To Register and get information on the times and course outline for each free workshop, please go to: www.sierrasbdc.com; click on trainings on the upper right and scroll down through the workshops of your choice. Register as soon as possible to get a spot in the workshop.

For more information, call Clint Koble @ (530) 375-0126 or email at clint.koble@gmail.com



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

TO: Honorable Chair and Board of Supervisors
FROM: Allen Hiskey, Clerk of the Board
MEETING DATE: April 8, 2025
SUBJECT: Receive a memorandum regarding the Monthly Housing Update for April. See attached memorandum.

Recommendation:

Receive a memorandum regarding the Monthly Housing Update for April. See attached memorandum.

Background and Discussion:

For significant housing development updates as seen and discussed by the Plumas Housing Council during our latest meeting on March 26th, 2025, see this document here: <https://tinyurl.com/Mar25Updates>

Action:

Receive a memorandum regarding the Monthly Housing Update for April. See attached memorandum.

Fiscal Impact:

No General Fund Impact

Attachments:

1. 25.04.01_PHC Memo_to BOS

MEMO - from the Plumas Housing Council



To: Plumas County Board of Supervisors

Regarding: Monthly Housing Update (April)

Honorable Board,

We'd like to thank the Board for their hospitality and collaborative efforts the past few months as we've introduced the Plumas Housing Council. We continue to make conscious steps forward in building housing solutions in Plumas County. We'd also like to thank Supervisor Hall for her attendance at our last Council meeting and Supervisors Goss and McGowan for attendance at previous meetings. We extend an invitation to attend future meetings to all Board Members.

Updates:

For significant housing development updates as seen and discussed by the Plumas Housing Council during our latest meeting on March 26th, 2025, see this document here:

<https://tinyurl.com/Mar25Updates>

Setting a Cadence:

Looking ahead, we recognize the immense value of the Board's time and the critical importance of housing countywide. To ensure transparency and alignment, the Council will provide the Board with monthly updates at a minimum—targeting the first Board meeting of each month. Whenever possible, these updates will be delivered in person, as has been the case in February and March, and will be in May. However, if there are no significant developments, we will provide a written memo out of respect for the Board's time.

If the Board would like updates in another way, we are “all ears” and look forward to moving forward in a collaborative, transparent and effective manner.

See you next month.

Respectfully,

The Plumas Housing Council

For questions or to join the Plumas Housing Council mail list, contact Ben Hoffman at ben.hoffman@lmnopdesigninc.com.



PLUMAS COUNTY FACILITY SERVICES MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Nick Collin, Facilities Director

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Board Chair to waive facility-use fees for the Earth Day event at Dame Shirley Plaza on April 22, 2025. This event is being sponsored by the local Earth Day Committee. General Fund impact is loss of \$80 to county revenue.

Recommendation:

Approve and authorize Board Chair to waive facility-use fees for the Earth Day event at Dame Shirley Plaza on April 22, 2025.

Background and Discussion:

The local Earth Day Committee is organizing an Earth Day event for Dame Shirley Plaza for April 22, 2025. This event is open to all members of the community free of charge. The Earth Day event is meant to bring attention and awareness to environmental imbalances and to support and advocate for the protection of the environment. Local groups and agencies will be attending to provide information and answer questions.

Action:

Approve and authorize Board Chair to waive facility-use fees for the Earth Day event at Dame Shirley Plaza on April 22, 2025.

Fiscal Impact:

Waiving facility-use fees will result in a loss of \$80 in revenue to General Fund.

Attachments:

1. Earth Day Committee fee waiver request

March 25

To the Attention of the Plumas County Board of Supervisors:

My name is Faith Strailey. I am a member of the local Earth Day Committee. We are organizing a family friendly community event for Earth Day to be held April 22 at Dame Shirley Plaza from 3:00 pm- 6:00 pm. This event is open to all members of our community free of charge.

Our committee is reaching out to the Board of Supervisors to respectfully request a waiver for facility fees. As was stated previously, this event is being provided free of charge. We are inviting local groups from throughout the county to table at the event. Many of them are NGO's and a few are utilities such as Waste Management, Intermountain Disposal, Plumas Sierra Rural Electric Cooperative, and PG&E. We are also inviting local government agencies such as Plumas Arts, the Recreation Depart, PUSD, and USFS.

We look forward to hearing from you.

Faith Strailey
Plumas County Earth Day Committee



**PLUMAS COUNTY
FACILITY SERVICES
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Nick Collin, Facilities Director
MEETING DATE: April 8, 2025
SUBJECT: Approve and authorize Board Chair to waive facility-use fees for Chester High School's Sober Grad event at the Almanor Rec Center on June 13, 2025. \$100 loss of revenue for General Fund.

Recommendation:

Approve and authorize Board Chair to waive facility-use fees for Chester High School's Sober Grad event at the Almanor Rec Center on June 13, 2025.

Background and Discussion:

Chelsea Harrison of the Chester High School's Sober Grad Committee is requesting a waiver for facility-use fees for their Sober Grad event at the Almanor Rec Center on June 13, 2025. The intention of this event is to provide a safe and sober graduation celebration for Chester High School's 9th through 12th grade students.

Action:

Approve and authorize Board Chair to waive facility-use fees for Chester High School's Sober Grad event at the Almanor Rec Center on June 13, 2025.

Fiscal Impact:

Waiving fees for this event will result in a \$100 loss of revenue for General Fund.

Attachments:

1. Almanor Rec Center fee waiver request

March 25, 2025

Plumas County Board of Supervisors

RE: Fee Waiver

Please accept our request for a fee waiver for our Chester High School sober graduation party the evening of June 13 at the Almanor Rec Center. Providing a safe and sober place after 12th grade graduation for our Chester High School 9th thru 12th student is essential to their success. Please consider being a part of that success.

Gratefully
Chelsea Harrison
Sober Grad Committee



**PLUMAS COUNTY
BEHAVIORAL HEALTH DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Kyle Hardee, Administrative Services Officer
MEETING DATE: April 8, 2025
SUBJECT: Approve and Authorize the Behavioral Health Department to recruit and fill, funded and allocated, vacant One (1) FTE BH Support Services Technician; No General Fund impact, paid for by MHSA Funds.

Recommendation:

Approve and authorize Behavioral Health to recruit and fill, funded and allocated, vacant 1 FTE BH Support Services Technician due to resignation; (No General Fund Impact) Funded by MHSA

Background and Discussion:

Fill 1 FTE BH Support Services Technician position due to staff member resignation, effective April 9th, 2025.

Action:

Approve and authorize Behavioral Health to recruit and fill, funded and allocated, vacant 1 FTE BH Support Services Technician; (No General Fund Impact) Funded by MHSA

Fiscal Impact:

(No General Fund Impact) Funded by MHSA

Attachments:

1. REVISED CRITICAL STAFFING QUESTIONS Support Services Tech 3-26-2025
2. BH Supportive Services Tech I-II
3. PCBH Org Chart 3-26-25

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- **Is there a legitimate business, statutory or financial justification to fill the position?** Yes, the Behavioral Health Supportive Services Tech I/II is a legitimate position.
- **Why is it critical that this position be filled at this time?** Incumbents are responsible for the transportation of the Behavioral Health clients to and from appointments, treatment programs, and out of county psychiatric hospitals.
- **How long has the position been vacant?** The position will become vacant on April 9, 2025.
- **Can the department use other wages until the next budget cycle?** This position is already funded through the 2024-2025 budget year.
- **What are staffing levels at other counties for similar departments and/or positions?** The same or greater.
- **What core function will be impacted without filling the position prior to July 1?** Loss of services to the clients, especially those in crises will cause a negative impact if the vacancy continues.
- **What negative fiscal impact will the County suffer if the position is not filled prior to July 1?** The inability to recoup Medi-Cal reimbursements for lack of services.
- **A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?** None
- **Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?** No.
- **Does the budget reduction plan anticipate the elimination of any of the requested positions?** No.
- **Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?** There is no fiscal impact on the general fund.

- **Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?** Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I / II

DEFINITION

Under general supervision to be responsible for the safe operation of a light vehicle in accordance with County Policies and all other applicable state and federal guidelines; to transport clients to and from designated locations within the County as well as outside the Plumas County area; and preforms related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized class for the Behavioral Health Department. Incumbents are responsible for the transportation of Behavioral Health clients to and from appointments, treatment programs, and out of area psychiatric hospitals. Due to transportation needs of clients, work schedules may vary. Other assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by the Director or Deputy Director of Behavioral Health or his/her designee.

Behavioral Health Supportive Services Tech II: This is the experienced level in the Behavioral Health Driver series. In addition to the responsibilities of transportation of Behavioral Health clients to and from appointments, treatment programs, and psychiatric hospitals, the Behavioral Health Driver / Supportive Services II is responsible to assist in the monitoring and maintaining the Behavioral Health vehicles. This includes maintaining the service and maintenance records of the department's fleet of vehicles.

REPORTS TO

Behavioral Health Supportive Services Coordinator or Behavioral Health Administrative Services Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

None

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 2

EXAMPLES OF DUTIES

- Operates and drives a motor vehicle to transport clients to and from day treatment programs, scheduled appointments, selected hospitals, treatment facilities.
- Follows time and transportation schedules to ensure clients are able to meet their scheduled appointments.
- May pick up and deliver paperwork, equipment, materials and supplies at various locations as assigned.
- Checks the gas, oil and tires of assigned vehicle regularly to ensure safety and good mechanical condition.
- Reports any vehicle maintenance issues to the Behavioral Supportive Services Coordinator.
- Clean, washes and polishes vehicles periodically as assigned.
- May use assigned vehicle to move client belongings from one location to another as directed.
- Submits accurate records and reports in timely manner as required.
- Assists with clerical/office tasks as required, including but not limited to answering the telephone, opening and closing buildings, maintaining office cleanliness, etc.
- May sit with hospitalized clients while waiting for confirmation of transporting to outlying hospitals while clients are held on a 5150.
- May assist with program preparation and implementation as requested.
- Maintain records, logs and ability to accurately follow regulations and guidelines.
- Assist clients with supportive services as identified and coordinated with Case Management Specialist or other Behavioral Health Department staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb, bend, stoop, twist, crouch and kneel to conduct vehicle inspections; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication. Lift up to 50 pounds

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment, vehicle, and outdoor environments; sometimes work is in varying weather conditions; continuous contact with the public, clients and staff.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of problems and emotions of Behavioral/Mental Health patients.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for facilities.
- Knowledge of safe driving transport practices.
- Provisions of the California Motor Vehicle Code applicable to the operation of vehicles.
- Basic preventive maintenance and requirements of automotive equipment.
- First Aid.

BEHAVIORAL HEALTH DRIVER / SUPPORTIVE SERVICES TECH II - Additional Knowledge of:

- General preventive maintenance and requirements of automotive equipment.
- Procedures and tracking of department vehicles to insure the safety of these vehicles.
- Training techniques of safe transport methods and procedures.

Ability to:

- Drive and operate a vehicle safely and efficiently.
- Maintain responsibility for the safe transport of clients.
- Maintain composure in stressful situations.
- Ability to interact with clients in a professional and friendly manner.
- Ability to communicate clearly with a variety of clients, staff and agencies.
- Ability to read road maps.
- Maintain and update accurate records and travel logs.
- Ability to read, write and communicate effectively.
- Establish and maintain cooperative working relationships.
- Maintain a professional attitude at all times.
- Assist in the training of Behavioral Health Supportive Services Tech I.
- Track preventive maintenance of department vehicles and any other maintenance or repairs needed to ensure the safe operation of vehicles.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 4

Training and Experience:

Qualifications needed for these positions:

Education - High school diploma or equivalent.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I – One (1) year driver experience.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH II – Two (2) years driver experience with general knowledge of automobile maintenance.

Experience in working with Behavioral Health clients is desirable.

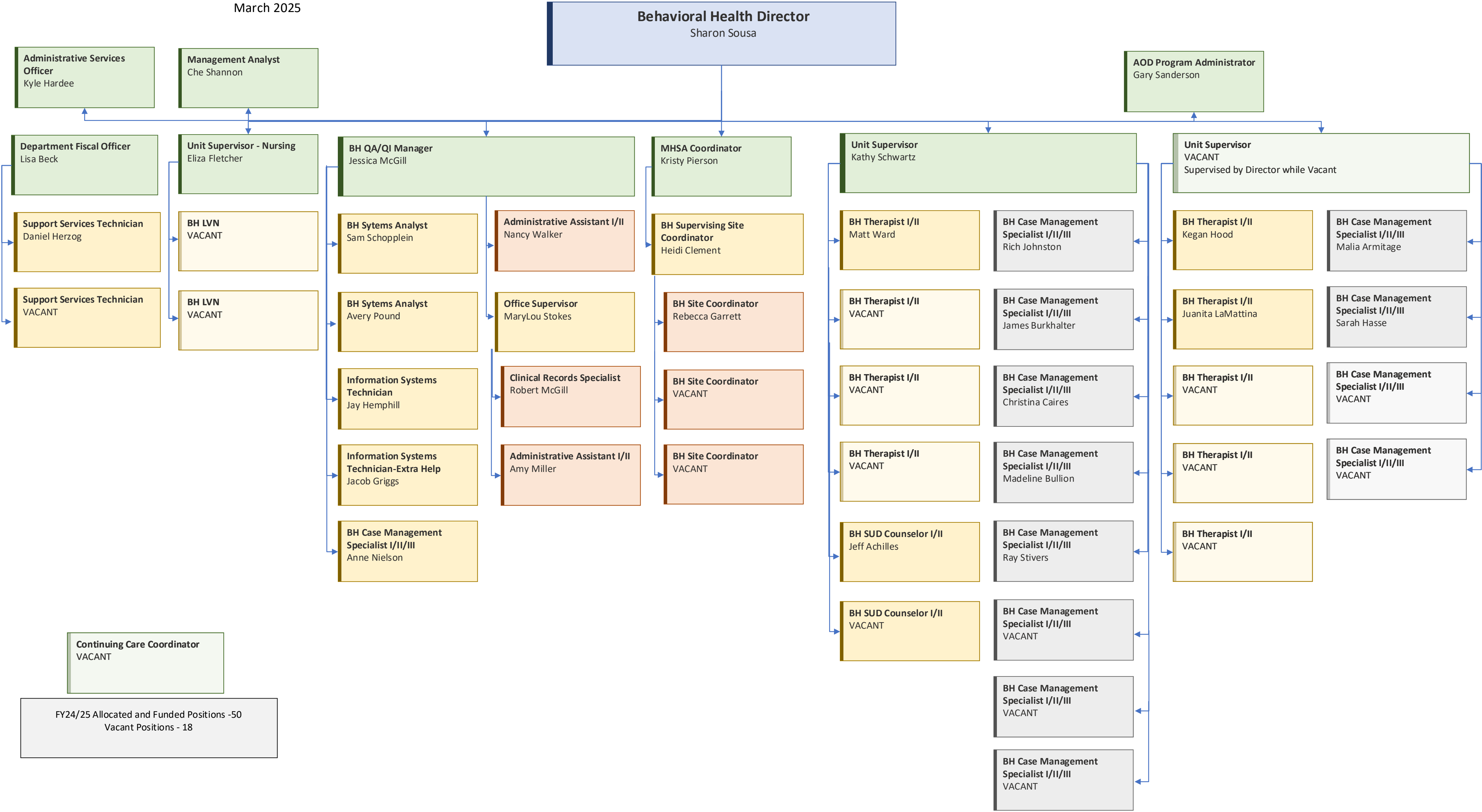
Special Requirements:

Must have a valid Class “C” California Driver’s License issued by the Department of Motor Vehicles with a good driving record and must have DOJ (Department of Justice) fingerprint clearance. The Class “C” License must be maintained throughout employment.

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

Plumas County Behavioral Health Department

Organizational Chart
March 2025





PLUMAS COUNTY FARM ADVISOR MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Samantha Brown, Administrator Assistant II

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to sign amendment no. 3 to agreement between Plumas County and Regents of the University of California; Effective July 1, 2025 (General Fund Impact of \$18,864.00 broken into 2 payments of \$9,432.00); approved as to form by County Counsel.

Recommendation:

Approve and authorize Chair to sign amendment no. 3 to agreement between Plumas County and Regents of the University of California; Effective July 1, 2025 (General Fund Impact) \$18,864.00; approved as to form by County Counsel.

Background and Discussion:

To extend the standing agreement and provide additional funding under Article 1 for a 4-H Community Education Specialist 2 for fiscal year 2025-2026.

Action:

Approve and authorize Chair to sign amendment no. 3 to agreement between Plumas County and Regents of the University of California; Effective July 1, 2025 (General Fund Impact) \$18,864.00; approved as to form by County Counsel.

Fiscal Impact:

General Fund Impact if \$18,864.00- broken into 2 payments of \$9,432.00.

Attachments:

1. Agreement No Y22-6136 Signed
2. Amd no. 3 Plumas County and UC Regents

AGREEMENT NO. Y22 - 6136

Between

COUNTY OF PLUMAS

And

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

THIS AGREEMENT is entered into by and between the County of Plumas; (hereinafter called "County") and The Regents of the University of California on behalf of its Cooperative Extension Plumas County (hereinafter called "University").

The County and the University have a mutual interest in strengthening the research, service and educational programs provided by the University to the residents of Plumas County, and County desires to provide support to the University for these programs.

ARTICLE I – PROGRAMS PROVIDED

University agrees to provide research, educational programs, or services. The County shall fund the salary and benefits for a 0.25 FTE 4-H Community Education Specialist 2 position. The University shall pay the remainder of the salary and benefits thereby maintaining a career, benefitted Community Education Specialist 2 position (minimum 0.5 FTE) located in the UCCE Plumas/Sierra office in Quincy. The University will further provide a support network for 4-H/ Youth Development program delivery including a Regional 4-H Supervisor, access to applied research in youth development, 4-H State Office, and the UCCE Plumas/Sierra County Director.

ARTICLE II – COMPENSATION AND TERM

A. INITIAL PAYMENT

1. County agrees to pay University a fixed price amount of Seventeen Thousand Eight Hundred Thirty dollars (\$17,830.00 US) for services provided during the budget period of July 1, 2022 through June 30, 2023. Funds may be carried forward from one budget period to the next budget period.
2. Payment shall be made payable – 50 % of the amount (\$8,915) within thirty (30) days of execution of this agreement and the remaining 50% payment (\$8,915) to be received by June 30, 2023, and any subsequent amendments by both parties. Payments shall be made payable to The Regents of the University of California, reference this agreement number, and be mailed to the following address:

UC Davis AR Lockbox
PO Box 741816
Los Angeles, CA 90074–1816

- B. The term of this Agreement shall commence on July 1, 2022 and continue until terminated. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2022 to the date of approval of this Agreement by the Board of Supervisors.

ARTICLE III – PROGRAM PERFORMANCE REPORT

Annually, University shall submit a preliminary “Program Performance Report” to County sixty (60) days prior to the end of the budget period. The report should include an overview of the accomplishments of the University during the reporting period, and a narrative of the University’s effectiveness in achieving the goals. The final report shall be submitted to County within sixty (60) days after end of the budget period.

ARTICLE IV – GENERAL PROVISIONS

- A. The County office responsible for administering the contract is the County of Plumas
- B. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

ARTICLE V - TERMINATION

This Agreement may be terminated by either Party at any time upon the giving of sixty (60) days prior written notice to the other Party. Upon the giving of notice of termination by either Party, University shall exert its reasonable efforts to limit or to terminate any outstanding financial commitments. County shall reimburse University for all allowable costs incurred by it for the services, including without limitation, all obligations reasonably necessary to meet the University’s obligations during the term of this Agreement that cannot be cancelled. Such allowable costs shall be limited to the University’s payment of its portion of the salary and benefits of 4-H Program Coordinator position described in Article I of this Agreement, above. University shall prepare, within ninety (90) days after the termination date, a report of all expenditures incurred and of all funds received hereunder and shall reimburse County for funds which may have been advanced in excess of total costs incurred.

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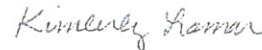
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IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

COUNTY OF PLUMAS

THE REGENTS OF THE UNIVERSITY OF
CALIFORNIA

By: 
Name: Kevin Goss
Title: Chair, Board of Supervisors




By: _____
Name: Kimberly Lamar
Title: Associate Director

DATE 2/12/2022


DATE _____

Fed. Tax ID # 94-6036494

ATTEST:

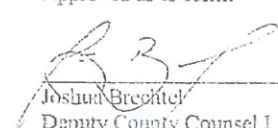
By: 
Name: ~~Heidi White~~ Nancy D'Amico
Title: Clerk of the Board
Date signed:

Reviewed and Recommended


David Lile, Director, UCCE Plumas-Sierra
University of California, Agriculture and Natural Resources

8/4/22
Date

Approved as to form:


Joshua Brechtel
Deputy County Counsel I

7/6/2022

Amendment No. 3 to AGREEMENT NO. Y22 - 6136

Between

COUNTY OF PLUMAS

And

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

THIS AGREEMENT, entered into on August 4, 2022, and subsequently amended on June 20, 2023, and July 11, 2024, by and between the County of Plumas; (hereinafter called "County") and The Regents of the University of California on behalf of its Cooperative Extension Plumas County (hereinafter called "University") is hereby amended as set forth below.

The purpose of this amendment is to extend the period of performance and provide additional funding under Article 1 of the Agreement. The specific modifications to this Agreement follow:

ARTICLE II – COMPENSATION AND TERM

A. INITIAL PAYMENT

1. County agrees to pay University an additional fixed price amount of Eighteen Thousand Eight Hundred Sixty-Four Dollars (\$18,864.00 US) for continued services provided during the budget period of July 1, 2025 through June 30, 2026. Funds may be carried forward from one budget period to the next budget period.
2. Payment shall be made payable – 50 % of the amount (\$9,432) within thirty (30) days of execution of this agreement and the remaining 50% payment (\$9,432) to be received by June 30, 2026, and any subsequent amendments by both parties. Payments shall be made payable to The Regents of the University of California, reference this agreement number, and be mailed to the following address:

UC Davis Sponsored Programs Lockbox
PO Box 743739
Los Angeles, California 90074-3739

IN WITNESS WHEREOF, the parties have executed this amendment to the agreement on the day and year first above written.

COUNTY OF PLUMAS

THE REGENTS OF THE UNIVERSITY OF
CALIFORNIA

BY: _____
Kevin Goss
Chair of the Board of Supervisors

BY: Kimberly Lamar
Kimberly Lamar
Interim Director


DATE _____

DATE 03/26/25
Fed. Tax ID # 94-6036494

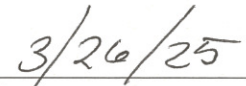
ATTEST:

BY: _____
Allen Hiskey
Clerk of the Board
Date signed:

Reviewed and Recommended

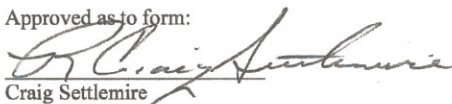


Michele Fisch, Director, UCCE Plumas-Sierra
University of California, Agriculture and Natural Resources



Date

Approved as to form:



Craig Settemire
Counsel



PLUMAS COUNTY SHERIFFS DEPARTMENT MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Chad Hermann, Undersheriff

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and PTS Solutions, CAD, case management, jail management systems effective 01/01/2025 not to exceed \$15,000.00 annually; No General Fund Impact as approved in FY 24/25 recommended Small and Rural Sheriff's Fund, AB443, budget 70331 / Acct. 520411 (Computer Softwares); approved as to form by County Counsel.

Recommendation:

Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and PTS Solutions, CAD, case management, jail management systems effective 01/01/2025 not to exceed \$15,000.00 annually; No General Fund Impact as approved in FY 24/25 recommended Small and Rural Sheriff's Fund, AB443, budget 70331 / Acct. 520411 (Computer Softwares); approved as to form by County Counsel.

Background and Discussion:

PTS Solutions has served as the Sheriff's Office CAD, Case Management and Jail Management system provider for the past twenty years. Recently, we transitioned to Sunridge, a more modern, robust system. There is a need to keep PTS Solutions accessible and maintained while the twenty-years' worth of critical data is converted and verified during the transition to our new system.

Action:

Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and PTS Solutions, CAD, case management, jail management systems effective 01/01/2025 not to exceed \$15,000.00 annually; No General Fund Impact as approved in FY 24/25 recommended Small and Rural Sheriff's Fund, AB443, budget 70331 / Acct. 520411 (Computer Softwares); approved as to form by County Counsel.

Fiscal Impact:

Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and PTS Solutions, CAD, case management, jail management systems effective 01/01/2025 not to exceed \$15,000.00 annually; No General Fund Impact as approved in FY 24/25 recommended Small and Rural Sheriff's Fund, AB443, budget 70331 / Acct. 520411 (Computer Softwares); approved as to form by County Counsel.

Attachments:

1. PTS Addendum

Annual Maintenance Agreement Addendum 2

May it be known that the undersigned parties, for good consideration, do hereby agree to make the following changes and/or additions to the Agreement that are outlined below. These additions shall be made valid as if they are included in the original stated contract. In the event of a conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum shall prevail.

The parties to this Annual Maintenance Agreement Addendum 2 are PTS Solutions, Inc. ("PTS") and Plumas County Sheriff's Office ("Client".) The terms and conditions of this Annual Maintenance Agreement Addendum are effective as of the 1st day of January 2025 through the 30th day of May 2028.

The laws of the State of California shall govern the Agreement and this Addendum.

Signing parties have agreed to revise the current PTS Solutions Annual Maintenance Agreement Addendum according to the following:

1. Paragraph 4 current language that reads:

Client's maintenance cost, for the five-year term of this Agreement, is \$176,309.55, or \$35,261.91 per year, covering CAD, Records Management, Detective Case Management, Jail Management, Web Jail, and SQL. Client understands that adding additional licenses for the listed modules and/or adding separate modules not listed will increase the maintenance cost, as provided herein.

Revise and Replace to read:

Client's maintenance cost, will be \$35,261.91 per year through December 31, 2024, and then will be at a reduced maintenance rate of \$15,000 annually beginning January 1, 2025 through the end of this contract. This annual maintenance will cover CAD, Records Management, Detective Case Management, Jail Management, Web Jail, and CommSys. Client understands that adding additional licenses for the listed modules and/or adding separate modules not listed or expanding the terms of this agreement will increase the maintenance cost, as provided herein.

2. Paragraph 9 current language that reads:

While the Annual Maintenance Agreement Addendum is maintained in good standing, PTS will provide Client with the following services:

- Unlimited priority telephone technical support: PTS provides 24/7 telephone technical support. PTS technicians will make every effort to respond within 2 hours of a Client call. Clients experiencing a system down condition will receive priority attention;*
- Log Me In Rescue remote support: To utilize remote support, Client must have broadband internet and the ability to connect via Log Me In Rescue. PTS provides Log Me In Rescue at no cost to Client. Log Me In Rescue can be used for web based remote support for questions and technical issues, as well as first call questions for hardware and operating systems.*
- Module updates/upgrades: Client receives all updates/upgrades at no additional software cost software module updates/upgrades at no additional software cost.*

Revise and Replace to Read:

While the Annual Maintenance Agreement Addendum is maintained in good standing, PTS will provide Client with the following services through December 31, 2024:

- Unlimited priority telephone technical support: PTS provides 24/7 telephone technical support. PTS technicians will make every effort to respond within 2 hours of a Client call. Clients experiencing a system down condition will receive priority attention;*
- Log Me In Rescue remote support: To utilize remote support, Client must have broadband internet and the ability to connect via Log Me In Rescue. PTS provides Log Me In Rescue at no cost to Client. Log Me In Rescue can be used for web based remote support for questions and technical issues, as well as first call questions for hardware and operating systems.*
- Module updates/upgrades: Client receives all updates/upgrades at no additional software cost software module updates/upgrades at no additional software cost.*

Beginning January 1, 2025 and while client is in good standing on reduced maintenance:

- Telephone technical support only between the hours of 8am Central to 5pm Central;
- Client is not eligible for updates/upgrades. Any upgrade would require an additional fee beyond the reduced annual maintenance.

PTS Solutions, Inc.

James Peay Vice President of Operations

Print Name

Date

Plumas County, CA Sheriff's Office

County of Plumas, California

Sheriff

Chairman, Board of Supervisors

Todd Johns

Print Name

Kevin Goss

Print Name

Date

Date

Approved as to form:



Joshua Brechtel, Attorney
County Counsel's Office



PLUMAS COUNTY PUBLIC HEALTH AGENCY MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Audrey Rice, Management Analyst I

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant one full-time 1 FTE Veterans Services Representative I/II; (No General Fund Impact) (Veterans).

Recommendation:

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors authorize the Public Health Agency to fill the vacancy of 1.0 FTE Veterans Services Representative.

Background and Discussion:

Effective April 1, 2025, the Veterans Services Representative has been promoted within the department. The department is requesting to fill this vacancy.

This position can be funded as allocated in the FY24/25 Public Health budget.

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

Action:

Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant one full-time 1 FTE Veterans Services Representative I/II; (No General Fund Impact) (Veterans).

Fiscal Impact:

(No General Fund Impact) (Veterans)

Attachments:

1. Veterans Service Representative I
2. Veterans Service Representative II_202210141821202360
3. Critical Staffing Request Veterans Services Representative
4. 5-Veterans Services

VETERANS SERVICE REPRESENTATIVE I

DEFINITION

Under general supervision, to assist with administering and providing a program of Veterans' services and benefits as provided by Federal, State and local agency monies and regulations; to learn and assist with counseling and advising veterans and dependents on their benefits; to perform office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level and first working level in the Veterans Service Representative class series. Incumbents provide a variety of assistance with the administration of the Plumas County Veterans' Service Program. They learn and assist with claims processing, counseling, and office support work. Veterans Service Representative I is distinguished from Veterans Service Representative II by the performance of a narrower range of responsibilities under closer supervision.

REPORTS TO

Veterans Service Representative II/Veterans Service Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

VETERANS SERVICE REPRESENTATIVE I - 2

EXAMPLES OF DUTIES

- Works with a variety of public officials to include elected and appointed federal, state, and local officials and staff, and private sector and government public service providers.
- Interviews and counsels clients making appropriate referrals to federal, state, and local programs, agencies and specialized services.
- Researches, develops, and files claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and Social Security benefits.
- Procures necessary information and records to support claims.
- Assists with administering a program of veterans' services under the guidelines of federal and state agencies.
- Maintains updated knowledge of changes in laws and regulations affecting veterans' benefits.
- Provides personal assistance for clients in securing and maintaining housing, food, medical care, and clothing.
- Provides assistance in securing and maintaining income and health benefits.
- Performs crisis referrals.
- Develops and maintains communication and contact with community services and other agencies concerned with veterans and public service programs.
- Serves as client advocate in all referrals and liaisons.
- Assists with distribution of information concerning veterans' benefits and programs related to education, disability, pensions, employment, and loans.
- Assists with the admittance and transfer of veterans to VA medical facilities.
- Assists with coordination of the schedule of volunteer van drivers to ensure transportation is provided for all veterans in the program for scheduled appointments.
- Maintains records for Veterans Service Office functions.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside the office setting; continuous contact with staff and the public.

VETERANS SERVICE REPRESENTATIVE I - 3

KNOWLEDGE OF

- Basic veterans' entitlement programs offered at the Federal, State and local levels.
- Current issues in the field of veterans entitlements.
- Federal State, and local HIPAA regulations and policies pertaining to protection of personal health care data.
- Socio-economic conditions and trends relating to veterans issues.
- Interviewing and counseling techniques
- Modern office methods, filing systems, and procedures.
- Personal computer applications and software

ABILITY TO

- Learn, understand, interpret, apply, and explain Federal, State, and local programs, policies, procedures, laws, rules, and regulations governing veterans' benefits and services.
- Obtain facts and analyze information, drawing sound conclusions for claims processing and appeals.
- Research, analyze, organize, and develop documentation for claims.
- Prepare clear, concise and accurate forms, records, and reports.
- Provide effective counseling regarding benefits and services to veterans.
- Provide financial counseling and referrals.
- Communicate succinctly verbally and in writing.
- Performs a variety of office and administrative support assignments utilizing a variety of general office and computer equipment.
- Deal tactfully and courteously with the public and other County staff.
- Effectively represent County Veterans Service with the public, and community organizations.
- Establish and maintain cooperative working relationships.

VETERANS SERVICE REPRESENTATIVE I - 4

TRAINING AND EXPERIENCE

Bachelor of Arts Degree in Public Administration or Social Sciences.

OR

Associate of Arts Degree in Public Administration or Social Sciences and one (1) year work experience performing duties in a Human Services field similar to veteran's services.

OR

Three (3) years progressively more responsible office support work experience including substantial experience in a position requiring extensive public contact and thirty (30) semester college units.

OR

Four (4) years progressively more responsible office support work experience including substantial experience in a position requiring extensive public contact.

SPECIAL REQUIREMENTS:

Accreditation by United States Department of Veterans Affairs and California Department of Veterans Affairs must be achieved within one (1) year of appointment.

Employee must be a veteran of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard with an honorable discharge or certificate of honorable service.

Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

VETERANS SERVICE REPRESENTATIVE II

DEFINITION

Under general supervision, to assist with coordinating, administering and providing a program of Veterans' services and benefits as provided by Federal, State and local agency monies and regulations; to counsel and advise veterans and dependents on their benefits; to perform specialized office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class which provides advanced counseling and support services for Veterans Services clients. It differs from the Veterans Service Representative I by performing a broader range of responsibilities, while working on a more independent basis, having supervisory authority, requiring advanced experience/education and requiring formal accreditation from the State of California and the United States Department of Veterans Affairs.

REPORTS TO

Veterans Service Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Veterans Service Representative I, College Work-Study Students, Summer Youth Workers, and Volunteers.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside the office setting; continuous contact with staff and the public.

VETERANS SERVICE REPRESENTATIVE II - 2

EXAMPLES OF DUTIES

- Works with a variety of public officials including elected and appointed federal, state, and local officials and staffs; and private sector service providers.
- Interviews clients making appropriate referrals to federal, state, and local programs, agencies and specialized services.
- Counsel clients in the areas of benefits, service availability, budgeting, and provides medical and legal service referrals.
- Researches, develops, files and tracks claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, civil service benefits, social assistance, and Social Security benefits.
- Procures necessary information, records, and affidavits to support claims.
- Prepares appeals to denials of Veterans benefits and claims to the Department of Veterans Affairs Board of Veterans Appeals and the federal Court of Veterans Appeals.
- Assists with coordinating and administering a program of Veterans services under the guidelines of federal and state agencies.
- Maintains updated knowledge of changes in laws and regulations affecting Veterans benefits.
- Provides personal assistance for clients in securing and maintaining housing, food, medical care, and clothing.
- Maintain confidentiality of all case information/records.
- Provides assistance in securing and maintaining income and health benefits.
- Performs crisis management services/referrals.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and maintains communication and contact with community services and other agencies concerned with veterans and public service programs.
- Serves as client advocate in all referrals.
- Assists with development and distribution of information concerning Veterans benefits and programs related to education, disability, pensions, employment, and loans.
- Assists with the admittance and transfer of veterans to VA medical facilities.
- Coordinates the schedule of volunteer drivers, to ensure transportation is provided for all veterans in the program for scheduled appointments.
- Monitoring vehicle mileage and ensuring required maintenance is obtained and that any reports of vehicle damage are forwarded to the CVSO and Transportation Coordinator at VAMC Reno in a timely manner.
- Assists with the development and administration of the Veterans Service Office budget and monitors expenditures.
- Maintains records and prepares reports for Veterans Service Office functions; performs a variety of record maintenance and specialized office support assignments related to the Veterans Services Program.
- Provides lead direction and training for, and supervision of, other office staff.
- May serve as Veterans Service Officer in his/her absence as delegated.

VETERANS SERVICE REPRESENTATIVE II - 3

KNOWLEDGE OF

- Principles, policies, procedures, techniques, operations, and functions of County Veterans Service programs.
- Federal, State, and local laws, rules, procedures, guidelines, regulations, and requirements governing veterans' services and assistance.
- Federal State, and local HIPAA regulations and policies pertaining to protection of personal health care data.
- Federal, State, and local assistance programs.
- Inter-relational programs of the Department of Veterans Affairs.
- Medical terminology interpretation.
- Principles and techniques of interviewing and casework recording.
- Current issues in the field of veterans affairs.
- Problem solving methodologies.
- Scope and availability of community resources and services and local agencies related to veteran's services consistent with demographics.
- Current office methods, filing systems, and procedures.
- Computer applications related to general office processes as well as to veteran service claims processing.
- Research methods and sources.
- Supervisory techniques and County personnel policies, procedures, and M.O.U.s.
- County budget processes.

ABILITY TO

- Effectively interview, interpret and record information.
- Effectively analyze situations and information to determine best course of action.
- Interpret regulations as applicable to pursuing benefits.
- Read, understand for application, interpret, and explain medical charts, records, tests, medications, and procedures.
- Interpret, apply and explain Federal and State laws, rules, and regulations governing veteran's benefits and services.
- Provide effective counseling regarding benefits and services to veterans.
- Research, analyze, organize, and develop documentation utilizing a variety of data and information.
- Communicate effectively, both orally and in writing.
- Simultaneously manage numerous cases of varying complexity.
- Perform a variety of difficult and complex office and administrative support assignments.
- Prepare clear, relevant and accurate reports.
- Understand and assist in the preparation and monitoring of budgets.
- Deal tactfully and courteously with the public and other county staff.
- Supervise, direct and provide training for other office staff.
- Effectively represent County Veterans Service Office with the public, and community organizations.
- Establish and maintain cooperative working relationships.

VETERANS SERVICE REPRESENTATIVE II - 4

TRAINING AND EXPERIENCE

Bachelor of Arts Degree in Public Administration or Social Sciences and 1 (one) year work experience performing duties similar to a Veterans Service Representative I with Plumas County or other counties with similar classification structure.

OR

Associate of Arts Degree in Public Administration or Social Sciences and 3 (three) years progressively more responsible work experience performing duties similar to a Veterans Service Representative I with Plumas County or other counties with similar classification structure.

OR

5 (five) years of progressively more responsible work experience performing duties similar to a Veterans Service Representative I with Plumas County or other counties with similar classification structure.

SPECIAL REQUIREMENTS

Be a veteran of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, or any other recognized entity which provides veterans status in accordance with U.S.C. Title 38 terminating with an honorable discharge.

Accreditation by the United States Department of Veterans Affairs and the State of California.

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

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Veterans Services Representative I/II– Public Health Agency

- Is there a legitimate business, statutory or financial justification to fill the position?
The Veterans Services Representative I/II is to assist with administering and providing a program of Veterans' services and benefits as provided by Federal, State and local agency monies and regulations; to learn and assist with counseling and advising veterans and dependents on their benefits; to perform office support work; and to do related work as required.
- Why is it critical that this position be filled at this time? **The Veterans Services Representative incumbents provide a variety of assistance with the administration of the Plumas County Veterans' Service Program, and is a division of the County Health Department, and a prolonged vacancy can negatively impact the performance of the Department.**
- How long has the position been vacant?
4/1/25
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 24/25 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No change in General Fund support since this is already a budgeted position**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

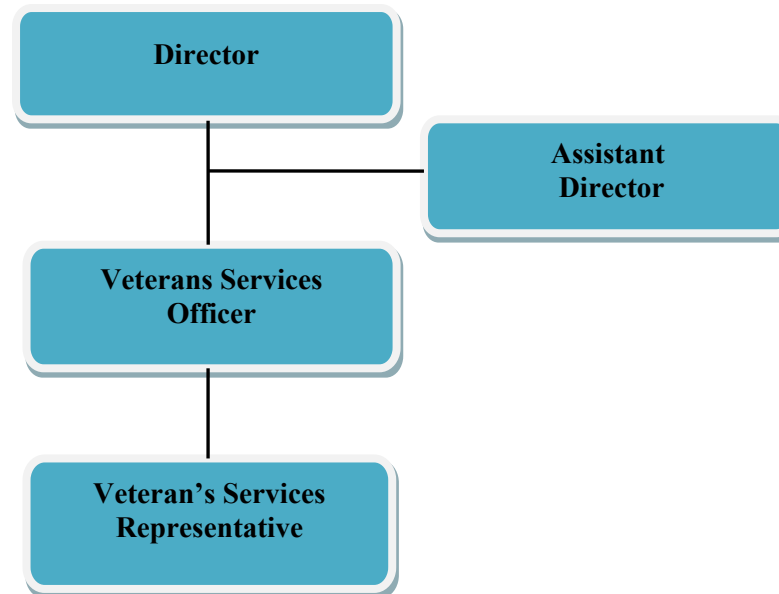
FY18/19 = \$582,102

FY19/20 = \$1410,133

FY20/21 = \$1421,255

**PLUMAS COUNTY PUBLIC HEALTH AGENCY
VETERANS SERVICES DIVISION**

5





**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Audrey Rice, Management Analyst I

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to ratify and sign a Memorandum of Understanding between Plumas County Public Health Agency and Plumas-Sierra County Fair Department, effective July 1, 2024; not to exceed \$4,999.00; (No General Fund Impact) (PAN); approved as to form by County Counsel.

Recommendation:

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve and authorize the Chair to ratify and sign an MOU between Plumas County Public Health Agency and Plumas-Sierra County Fair Department.

Background and Discussion:

This Memorandum of Understanding is for Plumas County Public Health Agency's Emergency Preparedness Program to use Plumas-Sierra Fairgrounds as an Alternate Care Site, Field Treatment Site, and storage of all equipment, along with using the site for training, drills, exercises, and real-time events.

Action:

Approve and authorize Chair to ratify and sign a Memorandum of Understanding between Plumas County Public Health Agency and Plumas-Sierra County Fair Department, effective July 1, 2024; not to exceed \$4,999.00; (No General Fund Impact) (PAN); approved as to form by County Counsel.

Fiscal Impact:

(No General Fund Impact) (PAN)

Attachments:

1. PAN2425FAIR

Memorandum of Understanding

This Memorandum of Understanding ("MOU") between departments of the COUNTY OF PLUMAS, a political subdivision of the State of California, is made by and between **Public Health Agency** (hereinafter referred to as "Public Health"), and Plumas-Sierra County Fair Department (hereinafter referred to as "Fair").

The parties agree as follows:

1. Scope of Work. Fair shall provide the Public Health with services as set forth in Exhibit A, attached hereto.
2. Compensation. Public Health shall pay Fair for services provided to Public Health pursuant to this MOU in the manner set forth in Exhibit B, attached hereto. The total amount paid by Public Health to Fair under this MOU shall not exceed Four Thousand Nine Hundred Ninety-Nine Dollars (\$4,999.00).
3. Term. The term of this MOU shall be from July 1, 2024, through June 30, 2025, unless terminated earlier as provided herein. Public Health's Board of Supervisors hereby ratifies, and approves for payment, services provided by Fair from July 1, 2024, to the date of approval of this MOU by the Board of Supervisors.
4. Termination. Either party may terminate this MOU by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this MOU, insufficient funds are appropriated to make the payments called for by this MOU, this MOU shall be of no further force or effect. In this event, the Public Health shall have no liability to pay any further funds whatsoever to Fair or furnish any other consideration under this MOU and Fair shall not be obligated to perform any further services under this MOU. If funding for any fiscal year is reduced or deleted for the purposes of this program, the Public Health shall have the option to either cancel this MOU with no further liability incurring to the Public Health, or offer an amendment to Fair to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Fair acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this MOU are non-exclusive and shall be completed promptly and competently. Fair agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This MOU may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

____ PUBLIC HEALTH INITIALS

- 1 -

FAIR INITIALS ____

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

8. Licenses and Permits. Fair represents and warrants to Public Health that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Fair to practice its profession and to perform its duties and obligations under this MOU. Fair represents and warrants to Public Health that Fair shall, at its sole cost and expense, keep in effect at all times during the term of this MOU any licenses, permits, and approvals that are legally required for Fair or its principals to practice its professions and to perform its duties and obligations under this MOU.
9. Assignment. Fair may not assign, subcontract, sublet, or transfer its interest in this MOU without the prior written consent of Public Health.
10. Non-discrimination. Fair agrees not to discriminate in the provision of service under this MOU on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
11. Choice of Law. The laws of the State of California shall govern this MOU.
12. Interpretation. This MOU is the result of the joint efforts of both parties and their attorneys. The MOU and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
13. Integration. This MOU constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
14. Severability. The invalidity of any provision of this MOU, as determined by a court of competent jurisdiction; shall in no way affect the validity of any other provision hereof.
15. Headings. The headings and captions contained in this MOU are for convenience only and shall be of no force or effect in construing and interpreting the provisions of this MOU.
16. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
17. Conflict of Interest. The parties to this MOU have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Fair represents that it is unaware of any financial or economic interest of any public officer or employee of Public Health relating to this MOU. It is further understood and agreed that if such a financial interest does exist at the inception of this MOU and is later discovered by the Public Health, Public Health may immediately terminate this MOU by giving written notice to Fair.

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


Plumas County Public Health Agency
270 County Hospital Road, Suite 206
Quincy, CA 95971
Attention: Nicole Reinert, Director

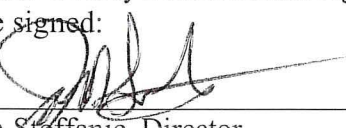
Plumas-Sierra County Fair Department
204 Fairgrounds Road
Quincy, CA 95971
Attention: John Steffanic, Director

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

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

COUNTY OF PLUMAS:

By: 
Nicole Reinert, Director
Plumas County Public Health Agency
Date signed: _____


By: 
John Steffanic, Director
Plumas-Sierra County Fair Department
Date signed: _____

By: _____
Kevin Goss
Chair, Plumas County Board of Supervisors
Date signed: _____

ATTEST:

By: _____
Allen Hiskey
Clerk of the Board
Date Signed: _____

Approved as to form:


Joshua Brechtel, Attorney
County Counsel's Office

____ PUBLIC HEALTH INITIALS

FAIR INITIALS _____

EXHIBIT A

Scope of Work

- ☐ For use of site for an Alternate Care Site, Field Treatment Site, and storage of all equipment needed for both @ \$250 per month = \$3,000.
- ☐ Use of site for trainings, drills, exercises, and real-time events = \$1,999.00.

EXHIBIT B

Fee Schedule

INVOICING AND PAYMENT:

Plumas Sierra County Fair Department shall submit an invoice for \$2,499.50 to Plumas County Public Health Agency twice a year, for a total not to exceed \$4,999.00.

Invoice	Invoice Period	Invoice Due Date	Amount
1 st & 2 nd Quarters	July 1 st through December 31 st	January 15 th	\$2,499.50
3 rd * 4 th Quarters	January 1 st through June 30 th	June 30 th	\$2,499.50

____ PUBLIC HEALTH INITIALS

FAIR INITIALS ____



**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Audrey Rice, Management Analyst I

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to sign an agreement between Plumas County Public Health Agency and Great Northern Services to provide services for the Ryan White PARTC Program for FY25/26, effective April 1, 2025; not to exceed \$25,750.00; (No General Fund Impact) (PARTC); approved as to form by County Counsel.

Recommendation:

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve and authorize the Chair to sign an agreement with Great Northern Services to provide services for the Ryan White PARTC Program for Fiscal Year 2025-2026.

Background and Discussion:

Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve our five-county region for the Ryan White Programs. Ryan White PARTC funds provide the planning, development, and delivery of comprehensive outpatient and support services for people with HIV/AIDS and their families within the (5) five county regions of Modoc, Lassen, Plumas, Siskiyou and Sierra counties. The program is designed to provide direct medical and psychosocial care, support services such as food, housing, and utilities, and case management services. The goal of the program is to prolong the health and productivity of those living with HIV/AIDS and reduce or avoid future HIV/AIDS healthcare costs.

Action:

Approve and authorize Chair to sign an agreement between Plumas County Public Health Agency and Great Northern Services, effective April 1, 2025; not to exceed \$25,750.00; (No General Fund Impact) (PARTC); approved as to form by County Counsel.

Fiscal Impact:

(No General Fund Impact) (PARTC)

Attachments:

1. PARTC2526GNS

Award Information

This award's funding is administered by the Health Resources and Services Administration provided in compliance with Part C of the Ryan White HIV/AIDS Treatment Act of 2006. This contract is under scrutiny of approval for funding for the grant cycle of 2025 to 2028. Under the circumstances of non-approval, this contract is null and void.

1. Federal Award Identification: 6H76HA01696-20-02
2. Federal Award Identification Number (FAIN): H7601696
3. CFDA Number and Name: 93.918, RWPARTC

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Public Health Agency** (hereinafter referred to as "County"), and Great Northern Services, a California Nonprofit Corporation (hereinafter referred to as "Subcontractor").

The parties agree as follows:

1. Scope of Work. Subcontractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Attendance. Subcontractor agrees to contact County in the event of taking time off that impacts normal work duties, especially when this will be for any extended amount of time.
3. Time Keeping. Subcontractor agrees to keep an adequate log of their time worked for the Part C grant. This is a requirement that HRSA has in place for all grant recipients and subrecipients.
4. Monitoring. The subcontractor agrees to specific monitoring procedures to ensure compliance with the award's expectations.
 - a. Participation is required for annual monitoring visits to the subcontractor's location administered by the Plumas County Public Health Agency. Subcontractor will receive a 30-day advance notice.
 1. In the event of a finding during the monitoring visit, the subcontractor will need to provide a written plan of action within one month and will be given 3 months to correct the noncompliance issue. During this correction period, there will be an initial meeting to discuss and finalize a plan of action. This is followed by monthly meetings until the 3-month deadline to ensure that the plan of action is being followed, and goals are being met.

COUNTY INITIALS

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- b. Plumas County Public Health Agency will also review the HIV Care Connect (HCC) system compliance in which all the client's information and documentation is updated bi-weekly throughout the award period.
1. If services are not entered in a timely manner, Plumas County Public Health Agency will contact the subcontractor and allow seven days to bring data up to date.
5. Compensation. County shall pay Subcontractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Subcontractor under this Agreement shall not exceed Twenty-Five Thousand Seven Hundred Fifty Dollars (\$25,750.00).
6. Term. The term of this agreement shall be from April 1, 2025, through March 31, 2026, unless terminated earlier as provided herein.
7. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
8. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Subcontractor or furnish any other consideration under this Agreement and Subcontractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Subcontractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Subcontractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
9. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Subcontractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Subcontractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
10. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

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


COUNTY INITIALS

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

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


13. Licenses and Permits. Subcontractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Subcontractor to practice its profession and to perform its duties and obligations under this Agreement. Subcontractor represents and warrants to County that Subcontractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Subcontractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
14. Relationship of Parties. It is understood that Subcontractor is not acting hereunder as an employee of the County, but solely as an independent Subcontractor. Subcontractor, by

COUNTY INITIALS
 SUBCONTRACTORS INITIALS

virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Subcontractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Subcontractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

15. Statement of Occupation. Subcontractor represents and warrants that Subcontractor is engaged in a profession described by California Labor Code section 2783 as a physician. Subcontractor represents and warrants that Subcontractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Subcontractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Subcontractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Subcontractor's performance of the services Subcontractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Subcontractor shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out to as available to perform the same type of work. County shall have no authority, control, or liability regarding Subcontractor's performance or activities before or after each instance, wherein, Subcontractor may perform under this Agreement. Subcontractor will at all times indemnify and hold County, and their respective agents, Subcontractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Subcontractor of any representation, warrant or agreement made by Subcontractor hereunder or arising out of Subcontractor's services.
16. Assignment. Subcontractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
17. Non-discrimination. Subcontractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
18. Choice of Law. The laws of the State of California shall govern this agreement.
19. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
20. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.

COUNTY INITIALS

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PARTC2526GNS

21. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
22. Headings. The headings and captions contained in this Agreement are for convenience only and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
23. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
24. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Subcontractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Subcontractor.
25. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.
- County:
- Public Health Agency
County of Plumas
270 County Hospital Road, Suite 206
Quincy, CA 95971
Attention: Rori Renfree, HIV Coordinator
- Subcontractor:
- Great Northern Services
310 Boles Street
Weed, CA 96094
Attention: Marie Josee Wells, CEO
26. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
27. Contract Execution. Each individual executing this Agreement on behalf of Subcontractor represents that he or she is fully authorized to execute and deliver this Agreement.

COUNTY INITIALS

HTW SUBCONTRACTORS INITIALS

28. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Subcontractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
29. Suspension and Debarment. The County does not employ vendors or Subcontractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Subcontractor is required to verify that none of the Subcontractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - b. The Subcontractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Subcontractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
30. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Subcontractor agrees to

COUNTY INITIALS

SUBCONTRACTORS INITIALS

provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

EXHIBIT	TITLE	PAGE
A	Scope of Work	10-13
B	Fee Schedule	14
B-1	Subcontractor Budget	15
Attachment 1	Business Associate Agreement	16-22
Attachment 2	Agreement by Employee/Subcontractor to Comply with Confidentiality Requirements	23
Attachment 3	Darfur Contracting Act	24
Attachment 4	Subcontractor Certification Clause	25
C	General Terms and Conditions	26-29
D(F)	Special Terms and Conditions with Attachments 1 & 2	30-56
E	Additional Provisions	57-58
G	Information Privacy and Security Requirements with Attachment 1	59-69

(SIGNATURES TO FOLLOW ON NEXT PAGE)

COUNTY INITIALS
 SUBCONTRACTORS INITIALS

PARTC2526GNS


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

SUBCONTRACTOR:

Great Northern Services, a California
Nonprofit Corporation

By: 
Marie Josee Wells
CEO


Date signed: 3/27/2025

By: 
Vickie Daniels
CFO

Date signed: 3/26/2525

COUNTY:

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

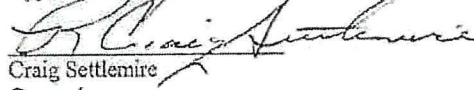
By: 
Nicole Reinert
Director, Public Health Agency
Date signed:

By: _____
Kevin Goss
Chair, Plumas County Board of
Supervisors
Date signed:

ATTEST:

By: _____
Allen Hiskey
Clerk of the Board
Date signed:

Approved as to form:


Craig Settemire
Counsel

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EXHIBIT A

Scope of Work

Subcontractor Requirements:

1. Serve as the patient coordinator for the Mountain Counties EIS Program in Siskiyou County, provides patient coordination to 28 to 30 EIS enrolled patients in coordination with the primary medical provider and the HIV Consultant, as outlined in the HIV Early Intervention Services (EIS) Patient Coordinator Job Description, using the Mountain Counties EIS protocols and current CDC HIV treatment guidelines.
2. Coordinate and facilitate case conference with medical provider and HIV consultant during six HIV clinic days.
3. Provide treatment adherence education, health education, and risk reduction education to EIS patients; facilitate and track all health and social service referrals.
4. Provide substance abuse assessments for 20-25 HIV+ patients and refer, as needed, 3-5 patients for ongoing substance abuse counseling services.
5. Participate in quarterly Regional Continuous Quality Improvement Committee meetings and in ongoing quality improvement projects.

Current Quality Measurement goals include:

85% of HIV+ women will receive annual PAP screening.
85% of all HIV patients will have documented HCV status in chart/ARIES' HCC database.
75% of all HIV patients will have Hepatitis B immunity documented in chart/ARIES.
75% of all HIV patients using tobacco will receive cessation education & information.
75% of all HIV patients will achieve viral load suppression of <200 copies.
80% of all HIV patients will be retained in care – New patients seen every 4 months;
Ongoing patients seen every 6 months.

6. Collect and input required client data for the EIS Program, generate data reports, and annual RSR Report.
7. Invoice for services at least quarterly (see Subcontractors' budget).
8. Hosting six clinics per fiscal year, where the patients receive medical care which include full LAB panels and meet with the HIV/EIS Physician to discuss health topics that relate to or can impact their HIV disease progression. The Physician will provide education on health risk factors to the patient and order any necessary testing, screening, or counseling (i.e., having triple site testing for STIs, smoking cessation, substance abuse treatment/counseling/referral, mental health treatment/counseling/referral)
9. The Case Manager is to log all vouchers and payments that are distributed to clients.

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- i. In the case of pre-paid food and gas vouchers, the case manager is to log what card goes to which clients; this can either be done by assigning the cards numbers or by using the last 4 digits of the card number on the back of the card. They are also to send a full receipt that has all the card numbers to the Project Director to be filed. If the case manager has chosen to assign the cards numbers (ex. 1-60), they must report to the project director which card has been assigned which number.

Reporting and Performance Requirements:

The Subcontractor shall submit reports and other performance requirements in a form and manner specified in accordance with the following schedule:

- A. Generate and submit EIS Program quarterly data reports and annual RSR Report.
- B. Input data into HCC System.
 - a. Documentation of all encounters with the client or attempts to reach out to the client are entered into HCC.
 - b. Bi-weekly deadline for submitting all necessary data.
 - c. HCC March 1st deadline for reporting purposes and final invoices for Quarter 4 submitted by April 15th.
- C. Invoice for actual services at least quarterly. Funds may only be used to pay for allowable categories of services outlined in the Subcontractor's Budget.
 - a. Final invoices for Quarter 4 submitted by April 15th.
- D. Bi-annual attendance at MCHAC meetings and report on program.
- E. Provide PCPHA with a copy of the provider's license and proof of liability insurance.

HIV Early Intervention Services Patient Coordinator Job Description:

Job Summary: This subcontracted position reports to the EIS CQI/Program Coordinator and Project Director and is responsible for intake, service plan development, coordination of HIV clinical services, and advocacy related to the PCPHA Early Intervention Services (EIS) Program.

Job Duties and Responsibilities:

- Counsels and assists the EIS client and significant others about HIV progression, management and transmission, adherence to medication regimens, community resources, and benefits.
- Coordinate with the EIS team the development of a written service plan for each EIP client.
- Oversees the EIS client's service plan schedule, assisting him/her to follow the recommendations (e.g., referrals, tests, nutritional counseling, substance abuse counseling, special appointments, etc.).

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- Coordinates and facilitates a client case conference to assess the EIS client's progress, quality of care given, and the ongoing need and eligibility for EIS services; uses case conference information to update the service plan.
- Investigates and resolves problems in direct EIS client services and ensures compliance with regulations and standards.
- Works closely with the CQI/Program Coordinator to ensure comprehensive program delivery and quality patient care. Assists in the development of goals and objectives for the quality assurance program.
- Coordinates EIS multidisciplinary team meetings and works with all EIS staff to analyze, monitor, and ensure high levels of quality performance and productivity.
- Assures confidentiality of medical records and other client information.
- Attends required meetings and participates in committees as necessary.
- Participates in professional development activities to keep current with health care trends and practices in HIV clinical services management.
- Gathers data and reports monthly and annually for statistical and planning purposes.
- Ensures the coordination of community awareness activities on behalf of EIS Clinical Services.
- Perform related work as required. Attend the required meetings and participate in committees as necessary.

Knowledge and Abilities:

- Knowledge of current developments in the field of HIV primary care and community HIV care resources.
- Knowledge of the scope of practice for RNs, PHNs, LCSWs, or MFTs.
- Knowledge of universal precautions.
- Minimum of 3 years' experience in primary care or case management services with HIV/AIDS clients.
- Management or charge nurse education and experience preferred.
- Computer experience is preferred.

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- Completion of an Accredited California State Approved RN or LCSW program. License current and in good standing.
- Current CPR certification.

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EXHIBIT B**Fee Schedule****Invoicing and Payment:**

For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the Subcontractor for actual expenditures incurred in accordance with this service agreement.

1. Invoice(s) Shall:

- a. Be prepared on Subcontractor letterhead or signed by authorized personnel.
- b. Bear the Subcontractor name and Agreement Number.
- c. Identify the billing and/or performance period covered on the invoice.
- d. Itemize costs; include backup documentation to support the invoice.

2. Invoice(s) Schedule:

Invoice	Invoice Period	Invoice Due Date
First Quarter	April 1 st – June 30 th	July 15 th
Second Quarter	July 1 st – September 30 th	October 15 th
Third Quarter	October 1 st – December 31 st	January 15 th
Fourth Quarter	January 1 st – March 31 st	April 15 th

3. Any invoice submitted after the fiscal year closes on March 30th will fall out of compliance with grant standards and will not be able to receive reimbursement for services rendered.
4. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 21. Notice Addresses.
5. Amounts Payable: The amounts payable under this agreement shall not exceed Twenty-Five Thousand Seven Hundred Fifty Dollars (\$25,750.00).

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EXHIBIT B-1**Budget**

There is a requirement to have a 98% expenditure for the total budget by the end of the contract year. If the subcontractor is not on track to have this not in progress to meet this requirement met by the beginning of the 3rd quarter, the program director will coordinate a meeting with the subcontractor to discuss the spend down plan for the remainder of the fiscal year. If County and subcontractor are not able to come up with a plan for the subcontractor to spend down the required amount by the end of the fiscal year, there will be a re-allocation of funds and a conversation about if there is a need for a lower amount of funding to be allocated the next fiscal year.

Subcontractor Budget
 Program: Part-C
 Subcontractor: Great Northern Services
 Contract Year: April 1, 2023 - March 31, 2024

Position	Budget Line	Program Category	Service Category	Amount	Rate	Rate Type	Contract Cost
Personnel							
M Wells	Executive Director	Patient Coord/MCM	Admin Exp	Grantee Administration	\$3,600	0.005 FTE	449
V Daniels	Bookkeeper	Patient Coord/MCM	Admin Exp	Grantee Administration	\$5,000	0.005 FTE	407
M Wells	Executive Director	Med Case Mgt, Substance Abuse Svcs & Test Kits	Admin Exp	Grantee Administration	\$9,600	0.005 FTE	487
V Daniels	Bookkeeper	Med Case Mgt, Substance Abuse Svcs & Test Kits	Admin Exp	Grantee Administration	\$5,000	0.005 FTE	443
Total Personnel							1,786
Fringe Benefits							
M Wells	Executive Director	Patient Coord/MCM	Admin Exp	Grantee Administration	449	0.375 Fringe Rte	168
V Daniels	Bookkeeper	Patient Coord/MCM	Admin Exp	Grantee Administration	407	0.375 Fringe Rte	153
M Wells	Executive Director	Med Case Mgt, Substance Abuse Svcs & Test Kits	Admin Exp	Grantee Administration	487	0.375 Fringe Rte	183
V Daniels	Bookkeeper	Med Case Mgt, Substance Abuse Svcs & Test Kits	Admin Exp	Grantee Administration	443	0.375 Fringe Rte	166
Total Fringe Benefits							670
Contractual							
S Brucker, LCSW							
Patient Coordination	Case Manager	Patient Coord/MCM	BS	Outpatient / Ambulatory Health Services	\$9,440	0.113 FTE	11,002
Medical Case Management	Case Manager	Med Case Mgt, Substance Abuse Svcs & Test Kits	CMS	Medical Case Management	\$9,440	0.100 FTE	\$,944
Substance Abuse Assessments	Case Manager	Med Case Mgt, Substance Abuse Svcs & Test Kits	CMS	Substance Abuse Services Outpatient	\$9,440	0.015 FTE	1,110
Clinic Travel	Case Manager	Patient Coord/MCM	EIS	Outpatient / Ambulatory Health Services	200	0.580 Mileage	116
Total S Brucker, LCSW							23,192
Total Contractual							23,192
Indirect							
		Patient Coord/MCM	Admin Exp	Grantee Administration	1,786	0.057 Indirect	102
Total Subcontract							25,750

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**ATTACHMENT 1
BUSINESS ASSOCIATE AGREEMENT**

This Business Associate Agreement ("Agreement") supplements and is made a part of the Services Agreement ("SA") by and between the COUNTY OF PLUMAS referred to herein as Covered Entity ("CE"), Great Northern Services, a California Nonprofit Corporation, referred to herein as Business Associate ("BA"), dated April 1, 2025.

RECITALS

CE wishes to disclose certain information to BA pursuant to the terms of a business agreement between the parties (the "Contract"), some of which may constitute Protected Health Information ("PHI") (defined below).

CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.


As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

1. Definitions

- a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
- b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media.

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f. **Electronic Health Record** shall have the meaning given to such term in the HITECT Act, including, but not limited to, 42 U.S.C. Section 17921.

g. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

h. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

i. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].

j. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.

k. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

l. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

2. Obligations of Business Associate

a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].

b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the

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extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

d. **Appropriate Safeguards.** BA Shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract and this Agreement that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931].

e. **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and this Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 90 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

f. **Business Associate's Agents.** BA shall ensure that any agents, including Consultants, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and Consultants that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).

g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or Consultants in Designated Record Sets available to CE for inspection and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

h. **Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or Consultants shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or Consultants, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information

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maintained by BA or its agents or Consultants shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

i. **Accounting Rights.** Promptly upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or Consultants shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or Consultants for at least six (6) years prior to the request. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or Consultants, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

j. **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

k. **Minimum Necessary.** BA (and its agents or Consultants) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."

l. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

m. **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

n. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Agreement or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or

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practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or this Agreement or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

o. Audits, Inspection and Enforcement. Within ten (10) days of a written request by CE, BA and its agents or Consultants shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Agreement, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights

3. Termination

a. Material Breach. A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, or any provision in the Contract to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].

b. Judicial or Administrative Proceedings. CE may terminate the Agreement, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

c. Effect of Termination. Upon termination of the Agreement for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or Consultants still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Agreement to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

4. Disclaimer

CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

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5. Certification

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or Consultants, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or Consultants to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

6. Amendment

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

7. Assistance in Litigation of Administrative Proceedings

BA shall make itself, and any Consultants, employees or agents assisting BA in the performance of its obligations under the Agreement, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its Consultant, employee or agent is named adverse party.

8. No Third-Party Beneficiaries

Nothing express or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever:

9. Interpretation

The provisions of this Agreement shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Agreement. This Agreement and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

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IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Addendum Effective Date.

COVERED ENTITY

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

Name: Nicole Reinert

Title: Director, Public Health Agency

Signature: 

Date: 3/25/25

BUSINESS ASSOCIATE


Great Northern Services, a California
Nonprofit Corporation

Name: Marie Josee Wells

Title: CEO

Signature: 

Date: 3/27/25

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ATTACHMENT 2

State of California—Health and Human Services Agency

California Department of Public Health
Office of AIDS

Agreement by Employee/Contractor to Comply with Confidentiality Requirements

Summary of Statutes Pertaining to Confidential Public Health Records and Penalties for Disclosure

All HIV/AIDS case reports and any information collected or maintained in the course of surveillance-related activities that may directly or indirectly identify an individual are considered *confidential public health record(s)* under California Health and Safety Code (HSC), Section 121035(c) and must be handled with the utmost confidentiality. Furthermore, HSC §121025(a) prohibits the disclosure of HIV/AIDS-related public health records that contain any personally identifying information to any third party, unless authorized by law for public health purposes, or by the written consent of the individual identified in the record or his/her guardian/conservator. Except as permitted by law, any person who negligently discloses information contained in a confidential public health record to a third party is subject to a civil penalty of up to \$5,000 plus court costs, as provided in HSC §121025(e)(1). Any person who willfully or maliciously discloses the content of a public health record, except as authorized by law, is subject to a civil penalty of \$5,000-\$25,000 plus court costs as provided by HSC §121025(e)(2). Any willful, malicious, or negligent disclosure of information contained in a public health record in violation of state law that results in economic, bodily, or psychological harm to the person named in the record is a misdemeanor, punishable by imprisonment for a period of up to one year and/or a fine of up to \$25,000 plus court costs (HSC §121025(e)(3)). Any person who is guilty of a confidentiality infringement of the foregoing type may be sued by the injured party and shall be personally liable for all actual damages incurred for economic, bodily, or psychological harm as a result of the breach (HSC §121025(e)(4)). Each disclosure in violation of California law is a separate, actionable offense (HSC §121025(e)(5)).

Because an assurance of case confidentiality is the foremost concern of the California Department of Public Health, Office of AIDS (CDPH/OA), any actual or potential breach of confidentiality shall be immediately reported. In the event of any suspected breach, staff shall immediately notify the director or supervisor of the local health department's HIV/AIDS surveillance unit who in turn shall notify the CDPH/OA Surveillance Section Chief or designee. CDPH/OA, in conjunction with the local health department and the local health officer shall promptly investigate the suspected breach. Any evidence of an actual breach shall be reported to the law enforcement agency that has jurisdiction.

Employee Confidentiality Pledge

I recognize that in carrying out my assigned duties, I may obtain access to private information about persons diagnosed with HIV or AIDS that was provided under an assurance of confidentiality. I understand that I am prohibited from disclosing or otherwise releasing any personally identifying information, either directly or indirectly, about any individual named in any HIV/AIDS confidential public health record. Should I be responsible for any breach of confidentiality, I understand that civil and/or criminal penalties may be brought against me. I acknowledge that my responsibility to ensure the privacy of protected health information contained in any electronic records, paper documents, or verbal communications to which I may gain access shall not expire, even after my employment or affiliation with the Department has terminated.

By my signature, I acknowledge that I have read, understand, and agree to comply with the terms and conditions above.

STAN DRUCKER Independent Contractor 3/27/2025
Employee name (print) Employee Signature Date

Supervisor name (print)

Supervisor Signature

Date

Great Northern Services
Name of Employer

PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.

ATTACHMENT 3

State of California--Health and Human Services Agency

California Department of Public Health
Contracts and Purchasing Services Section**Darfur Contracting Act**

Pursuant to Public Contract Code (PCC) sections 10475-10481, the Darfur Contracting Act's intent is to preclude State agencies from contracting with scrutinized companies that do business in the African nation of Sudan. A scrutinized company is a company doing specified types of business in Sudan as defined in PCC section 10476. Scrutinized companies are ineligible to, and cannot, contract with a State agency for goods or services (PCC section 10477(a)) unless obtaining permission from the Department of General Services according to the criteria set forth in PCC section 10477(b).

Therefore, to be eligible to contract with the California Department of Public Health, please initial **one of the following three paragraphs and complete the certification below:**

1. KJW
Initials We do not currently have, or we have not had within the previous three years, business activities or other operations outside of the United States.

OR

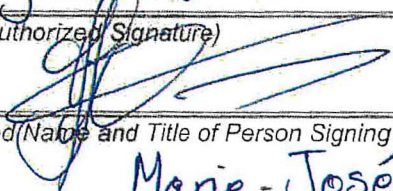
2. _____
Initials We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b) or submit a contract/purchase order. A copy of the written permission from DGS is included with our bid, proposal or contract/purchase order.

OR

3. _____
Initials We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind this company to the clause listed above. This certification is made under the laws of the State of California.

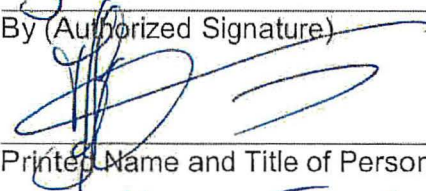
Company Name (Printed) <u>Great Northern Services</u>		Federal ID Number <u>94-2562423</u>
By (Authorized Signature) 		
Printed Name and Title of Person Signing <u>Marie-Josée Wells, CEO</u>		
Date Executed <u>3/27/2025</u>	Executed in the County and State of <u>Siskiyou</u>	

Subcontractor Certification Clause

CCC 307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed) <i>Great Northern Services</i>	Federal ID Number <i>94-2562423</i>
By (Authorized Signature) 	
Printed Name and Title of Person Signing <i>Marie-Josée Wells</i>	
Date Executed <i>3/27/2025</i>	Executed in the County of <i>Siskiyou</i>

CONTRACTOR CERTIFICATION CLAUSES

STATEMENT OF COMPLIANCE:

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIREMENTS:

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b) Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs;
- and,

- 4) penalties that may be imposed upon employees for drug abuse violations.
- c) Provide that every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS:

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

SWEATFREE CODE OF CONDUCT:

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in

whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

GENDER IDENTITY:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST:

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

a) Current State Employees (PCC 10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

b) Former State Employees (PCC 10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning,

arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

LABOR CODE/WORKERS' COMPENSATION:

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

AMERICANS WITH DISABILITIES ACT:

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

CONTRACTOR NAME CHANGE:

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation

is in good standing by calling the Office of the Secretary of State.

RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all contractors that are not another state agency or other government entity.

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

Special Terms and Conditions

(For federally funded service contracts or agreements and grant agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "contract", "Contractor" and "Subcontractor" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Health Care Services", "California Department of Health Services", "Department of Health Care Services", "Department of Health Services", "CDHCS", "DHCS", "CDHS", and "DHS" shall all have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies. Some provisions herein are conditional and only apply if specified conditions exist (i.e., agreement total exceeds a certain amount; agreement is federally funded, etc.). The provisions herein apply to this Agreement unless the provisions are removed by reference on the face of this Agreement, the provisions are superseded by an alternate provision appearing elsewhere in this Agreement, or the applicable conditions do not exist.

Index of Special Terms and Conditions

1. Federal Equal Employment Opportunity Requirements	19. Novation Requirements
2. Travel and Per Diem Reimbursement	20. Debarment and Suspension Certification
3. Procurement Rules	21. Smoke-Free Workplace Certification
4. Equipment Ownership / Inventory / Disposition	22. Covenant Against Contingent Fees
5. Subcontract Requirements	23. Payment Withholds
6. Income Restrictions	24. Performance Evaluation
7. Audit and Record Retention	25. Officials Not to Benefit
8. Site Inspection	26. Four-Digit Date Compliance
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12. Air or Water Pollution Requirements	30. Union Organizing
13. Prior Approval of Training Seminars, Workshops or Conferences	31. Contract Uniformity (Fringe Benefit Allowability)
14. Confidentiality of Information	32. Suspension or Stop Work Notification
15. Documents, Publications, and Written Reports	33. Public Communications
16. Dispute Resolution Process	34. Compliance with Statutes and Regulations
17. Financial and Compliance Audit Requirements	35. Lobbying Restrictions and Disclosure Certification
18. Human Subjects Use Requirements	

1. Federal Equal Opportunity Requirements

(Applicable to all federally funded agreements entered into by the Department of Health Care Services)

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or DHCS, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Contractor's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Contractor will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Contractor will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Contractor's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. The Contractor will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or DHCS may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by DHCS, the Contractor may request in writing to DHCS, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)

Reimbursement for travel and per diem expenses from DHCS under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (CalHR), for nonrepresented state employees as stipulated in DHCS' Travel Reimbursement Information Exhibit. If the CalHR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to CalHR rates may be approved by DHCS upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from DHCS. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

3. Procurement Rules

(Applicable to agreements in which equipment/property, commodities and/or supplies are furnished by DHCS or expenses for said items are reimbursed by DHCS with state or federal funds provided under the Agreement.)

a. Equipment/Property definitions

Wherever the term equipment and/or property is used, the following definitions shall apply:

- (1) **Major equipment/property:** A tangible or intangible item having a base unit cost of **\$5,000 or more** with a life expectancy of one (1) year or more and is either furnished by DHCS or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.
 - (2) **Minor equipment/property:** A tangible item having a base unit cost of **less than \$5,000** with a life expectancy of one (1) year or more and is either furnished by DHCS or the cost is reimbursed through this Agreement.
- b. **Government and public entities** (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment and services related to such purchases that are required in performance of this Agreement. Said procurements are subject to Paragraphs d through h of Provision 3. Paragraph c of Provision 3 shall also apply, if equipment/property purchases are delegated to subcontractors that are nonprofit organizations or commercial businesses.
- c. **Nonprofit organizations and commercial businesses**, whether acting as a contractor and/or subcontractor, may secure commodities, supplies, equipment/property and services related to such purchases for performance under this Agreement.

- (1) Equipment/property purchases shall not exceed \$50,000 annually.

To secure equipment/property above the annual maximum limit of \$50,000, the Contractor shall make arrangements through the appropriate DHCS Program Contract Manager, to have all remaining equipment/property purchased through DHCS' Purchasing Unit. The cost of equipment/property purchased by or through DHCS shall be deducted from the funds available in this Agreement. Contractor shall submit to the DHCS Program Contract Manager a list of equipment/property specifications for those items that the State must procure. DHCS may pay the vendor directly for such arranged equipment/property purchases and title to the equipment/property will remain with DHCS. The equipment/property will be delivered to the Contractor's address, as stated on the face of the Agreement, unless the Contractor notifies the DHCS Program Contract Manager, in writing, of an alternate delivery address.

- (2) All equipment/property purchases are subject to Paragraphs d through h of Provision 3. Paragraph b of Provision 3 shall also apply, if equipment/property purchases are delegated to subcontractors that are either a government or public entity.

- (3) Nonprofit organizations and commercial businesses shall use a procurement system that meets the following standards:

(a) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement, or bid contract in which, to his or her knowledge, he or she has a financial interest.

(b) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.

(c) Procurements shall be conducted in a manner that provides for all of the following:

[1] Avoid purchasing unnecessary or duplicate items.

[2] Equipment/property solicitations shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.

[3] Take positive steps to utilize small and veteran owned businesses.

- d. Unless waived or otherwise stipulated in writing by DHCS, prior written authorization from the appropriate DHCS Program Contract Manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for commodities, supplies, equipment/property, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by DHCS, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- e. In special circumstances, determined by DHCS (e.g., when DHCS has a need to monitor certain purchases, etc.), DHCS may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. DHCS reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or subcontractor purchase that DHCS determines to be unnecessary in carrying out performance under this Agreement.
- f. The Contractor and/or subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor and/or subcontractor at any time.
- g. For all purchases, the Contractor and/or subcontractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or subcontractor for inspection or audit.

- h. DHCS may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under Paragraphs b and/or c of Provision 3 by giving the Contractor no less than 30 calendar days written notice.

4. Equipment/Property Ownership / Inventory / Disposition

(Applicable to agreements in which equipment/property is furnished by DHCS and/or when said items are purchased or reimbursed by DHCS with state or federal funds provided under the Agreement.)

- a. Wherever the term equipment and/or property is used in Provision 4, the definitions in Paragraph a of Provision 3 shall apply.

Unless otherwise stipulated in this Agreement, all equipment and/or property that is purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement shall be considered state equipment and the property of DHCS.

- (1) **Reporting of Equipment/Property Receipt** - DHCS requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by DHCS or purchased/reimbursed with funds provided through this Agreement.

Upon receipt of equipment and/or property, the Contractor shall report the receipt to the DHCS Program Contract Manager. To report the receipt of said items and to receive property tags, Contractor shall use a form or format designated by DHCS' Asset Management Unit. If the appropriate form (i.e., Contractor Equipment Purchased with DHCS Funds) does not accompany this Agreement, Contractor shall request a copy from the DHCS Program Contract Manager.

- (2) **Annual Equipment/Property Inventory** - If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the DHCS Program Contract Manager using a form or format designated by DHCS' Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of DHCS-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the DHCS Program Contract Manager. Contractor shall:

- (a) Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).
 - (b) Submit the inventory report to DHCS according to the instructions appearing on the inventory form or issued by the DHCS Program Contract Manager.
 - (c) Contact the DHCS Program Contract Manager to learn how to remove, trade-in, sell, transfer or survey off, from the inventory report, expired equipment and/or property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by either the DHCS Program Contract Manager or DHCS' Asset Management Unit.
- b. Title to state equipment and/or property shall not be affected by its incorporation or attachment to any property not owned by the State.
 - c. Unless otherwise stipulated, DHCS shall be under no obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or property.
 - d. The Contractor and/or Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of state equipment and/or property.
- (1) In administering this provision, DHCS may require the Contractor and/or Subcontractor to repair or replace, to DHCS' satisfaction, any damaged, lost or stolen state equipment and/or property. In the event of state equipment and/or miscellaneous property theft, Contractor and/or Subcontractor shall immediately file a theft report with the appropriate police agency or

the California Highway Patrol and Contractor shall promptly submit one copy of the theft report to the DHCS Program Contract Manager.

- e. Unless otherwise stipulated by the Program funding this Agreement, equipment and/or property purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, shall only be used for performance of this Agreement or another DHCS agreement.
- f. Within sixty (60) calendar days prior to the termination or end of this Agreement, the Contractor shall provide a final inventory report of equipment and/or property to the DHCS Program Contract Manager and shall, at that time, query DHCS as to the requirements, including the manner and method, of returning state equipment and/or property to DHCS. Final disposition of equipment and/or property shall be at DHCS expense and according to DHCS instructions. Equipment and/or property disposition instructions shall be issued by DHCS immediately after receipt of the final inventory report. At the termination or conclusion of this Agreement, DHCS may at its discretion, authorize the continued use of state equipment and/or property for performance of work under a different DHCS agreement.

g. Motor Vehicles

(Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under this Agreement.)

- (1) If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, within thirty (30) calendar days prior to the termination or end of this Agreement, the Contractor and/or Subcontractor shall return such vehicles to DHCS and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to DHCS.
- (2) If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, the State of California shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or a subcontractor may only use said vehicles for performance and under the terms of this Agreement.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.
- (4) If any motor vehicle is purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, the Contractor and/or Subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this Agreement or any extension period during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

Automobile Liability Insurance

- (a) The Contractor, by signing this Agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, to the Contractor and/or Subcontractor.
- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the DHCS Program Contract Manager. The certificate of insurance shall identify the DHCS contract or agreement number for which the insurance applies.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this

Agreement or until such time as the motor vehicle is returned to DHCS.

- (d) The Contractor and/or Subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:
 - [1] The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior written notice to the State (California Department of Health Care Services).
 - [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State under this Agreement and any extension or continuation of this Agreement.
 - [3] The insurance carrier shall notify the California Department of Health Care Services (DHCS), in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to each agreement number for which the insurance was obtained.
- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Contractor shall be notified by DHCS, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Contractor agrees that no work or services shall be performed prior to obtaining said approval.
- (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, DHCS may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

5. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. Except as indicated in Paragraph a(3) herein, when securing subcontracts for services exceeding \$5,000, the Contractor shall obtain at least three bids or justify a sole source award.
 - (1) The Contractor must provide in its request for authorization, all information necessary for evaluating the necessity or desirability of incurring such cost.
 - (2) DHCS may identify the information needed to fulfill this requirement.
 - (3) Subcontracts performed by the following entities or for the service types listed below are exempt from the bidding and sole source justification requirements:
 - (a) A local governmental entity or the federal government,
 - (b) A State college or State university from any State,
 - (c) A Joint Powers Authority,
 - (d) An auxiliary organization of a California State University or a California community college,

- (e) A foundation organized to support the Board of Governors of the California Community Colleges,
 - (f) An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
 - (g) Firms or individuals proposed for use and approved by DHCS' funding Program via acceptance of an application or proposal for funding or pre/post contract award negotiations,
 - (h) Entities and/or service types identified as exempt from advertising and competitive bidding in State Contracting Manual Chapter 5 Section 5.80 Subsection B.2. View this publication at the following Internet address: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting>
- b. DHCS reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement.
- (1) Upon receipt of a written notice from DHCS requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by DHCS.
- c. Actual subcontracts (i.e., written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of DHCS. DHCS may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by DHCS.
- d. Contractor shall maintain a copy of each subcontract entered into in support of this Agreement and shall, upon request by DHCS, make copies available for approval, inspection, or audit.
- e. DHCS assumes no responsibility for the payment of subcontractors used in the performance of this Agreement. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of this Agreement.
- f. The Contractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.
- g. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.
- h. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:
- "(Subcontractor Name) agrees to maintain and preserve, until three years after termination of (Agreement Number) and final payment from DHCS to the Contractor, to permit DHCS or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."
- i. Unless otherwise stipulated in writing by DHCS, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.
- j. Contractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this Exhibit: 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 19, 20, 24, 32 and/or other numbered provisions herein that are deemed applicable.

6. Income Restrictions

Unless otherwise stipulated in this Agreement, the Contractor agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Contractor under this Agreement shall be paid by the Contractor to DHCS, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by DHCS under this Agreement.

7. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's and/or subcontractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that DHCS, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896.77)
- d. The Contractor and/or Subcontractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
 - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor and/or Subcontractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, DVD, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
- f. The Contractor shall, if applicable, comply with the Single Audit Act and the audit requirements set forth in 2 C.F.R. § 200.501 (2014).

8. Site Inspection

The State, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises of the Contractor or Subcontractor, the Contractor shall provide and shall require Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

9. Federal Contract Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. DHCS has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

10. Termination

a. For Cause

The State may terminate this Agreement, in whole or in part, and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand. If this Agreement is terminated, in whole or in part, the State may require the Contractor to transfer title, or in the case of licensed software, license, and deliver to the State any completed deliverables, partially completed deliverables, and any other materials, related to the terminated portion of the Contract, including but not limited to, computer programs, data files, user and operations manuals, system and program documentation, training programs related to the operation and maintenance of the system, and all information necessary for the reimbursement of any outstanding Medicaid claims. The State shall pay contract price for completed deliverables delivered and accepted and items the State requires the Contractor to transfer as described in this paragraph above.

b. For Convenience

The State retains the option to terminate this Agreement, in whole or in part, without cause, at the State's convenience, without penalty, provided that written notice has been delivered to the Contractor at least ninety (90) calendar days prior to such termination date. In the event of termination, in whole or in part, under this paragraph, the State may require the Contractor to transfer title, or in the case of licensed software, license, and deliver to the State any completed deliverables, partially completed deliverables, and any other materials related to the terminated portion of the contract including but not limited to, computer programs, data files, user and operations manuals, system and program documentation, training programs related to the operation and maintenance of the system, and all information necessary for the reimbursement of any outstanding Medicaid claims. The Contractor will be entitled to compensation upon submission of an invoice and proper proof of claim for the services and products satisfactorily rendered, subject to all payment provisions of the Agreement. Payment is limited to expenses necessarily incurred pursuant to this Agreement up to the date of termination.

11. Intellectual Property Rights

a. Ownership

- (1) Except where DHCS has agreed in a signed writing to accept a license, DHCS shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property, from the moment of creation, whether or not jointly conceived, that

are made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement.

- (2) For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
 - (a) For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced; photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.
- (3) In the performance of this Agreement, Contractor will exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, Contractor may access and utilize certain of DHCS' Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, Contractor shall not use any of DHCS' Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of DHCS. **Except as otherwise set forth herein, neither the Contractor nor DHCS shall give any ownership interest in or rights to its Intellectual Property to the other Party.** If during the term of this Agreement, Contractor accesses any third-party Intellectual Property that is licensed to DHCS, Contractor agrees to abide by all license and confidentiality restrictions applicable to DHCS in the third-party's license agreement.
- (4) Contractor agrees to cooperate with DHCS in establishing or maintaining DHCS' exclusive rights in the Intellectual Property, and in assuring DHCS' sole rights against third parties with respect to the Intellectual Property. If the Contractor enters into any agreements or subcontracts with other parties in order to perform this Agreement, Contractor shall require the terms of the Agreement(s) to include all Intellectual Property provisions. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to DHCS all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Contractor or DHCS and which result directly or indirectly from this Agreement or any subcontract.
- (5) Contractor further agrees to assist and cooperate with DHCS in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce DHCS' Intellectual Property rights and interests.

b. Retained Rights / License Rights

- (1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. Contractor hereby grants to DHCS, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose Contractor's Intellectual Property with the right to sublicense through multiple layers, for any

purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.

- (2) Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that Contractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of DHCS or third party, or result in a breach or default of any provisions of this Exhibit or result in a breach of any provisions of law relating to confidentiality.

c. Copyright

- (1) Contractor agrees that for purposes of copyright law, all works [as defined in Paragraph a, subparagraph (2)(a) of this provision] of authorship made by or on behalf of Contractor in connection with Contractor's performance of this Agreement shall be deemed "works made for hire". Contractor further agrees that the work of each person utilized by Contractor in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of Contractor or that person has entered into an agreement with Contractor to perform the work. Contractor shall enter into a written agreement with any such person that: (i) all work performed for Contractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to DHCS to any work product made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement.
- (2) All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement, shall include DHCS' notice of copyright, which shall read in 3mm or larger typeface: "© [Enter Current Year e.g., 2010, etc.], California Department of Health Care Services. This material may not be reproduced or disseminated without prior written permission from the California Department of Health Care Services." This notice should be placed prominently on the materials and set apart from other matter on the page where it appears. Audio productions shall contain a similar audio notice of copyright.

d. Patent Rights

With respect to inventions made by Contractor in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, Contractor hereby grants to DHCS a license as described under Section b of this provision for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the Agreement's scope of work, then Contractor agrees to assign to DHCS, without additional compensation, all its right, title and interest in and to such inventions and to assist DHCS in securing United States and foreign patents with respect thereto.

e. Third-Party Intellectual Property

Except as provided herein, Contractor agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of Contractor or third party without first: (i) obtaining DHCS' prior written approval; and (ii) granting to or obtaining for DHCS, without additional compensation, a license, as described in Section b of this provision, for any of Contractor's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon these terms is unattainable, and DHCS determines that the Intellectual Property should be included in or is required for Contractor's performance of this Agreement, Contractor shall obtain a license under terms acceptable to DHCS.

f. Warranties

- (1) Contractor represents and warrants that:

- (a) It is free to enter into and fully perform this Agreement.
 - (b) It has secured and will secure all rights and licenses necessary for its performance of this Agreement.
 - (c) Neither Contractor's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There is currently no actual or threatened claim by any such third party based on an alleged violation of any such right by Contractor.
 - (d) Neither Contractor's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
 - (e) It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites, locations, property or props that may be used or shown.
 - (f) It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to DHCS in this Agreement.
 - (g) It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
 - (h) It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Contractor's performance of this Agreement.
- (2) DHCS MAKES NO WARRANTY THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

g. Intellectual Property Indemnity

- (1) Contractor shall indemnify, defend and hold harmless DHCS and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnitees") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim, action, or proceeding, commenced or threatened) to which any of the Indemnitees may be subject, whether or not Contractor is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Contractor pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of DHCS' use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that issued after the effective date of this Agreement. DHCS reserves the right to participate in and/or control, at Contractor's expense, any such infringement action brought against DHCS.

- (2) Should any Intellectual Property licensed by the Contractor to DHCS under this Agreement become the subject of an Intellectual Property infringement claim, Contractor will exercise its authority reasonably and in good faith to preserve DHCS' right to use the licensed Intellectual Property in accordance with this Agreement at no expense to DHCS. DHCS shall have the right to monitor and appear through its own counsel (at Contractor's expense) in any such claim or action. In the defense or settlement of the claim, Contractor may obtain the right for DHCS to continue using the licensed Intellectual Property; or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, DHCS shall be entitled to a refund of all monies paid under this Agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3) Contractor agrees that damages alone would be inadequate to compensate DHCS for breach of any term of this Intellectual Property Exhibit by Contractor. Contractor acknowledges DHCS would suffer irreparable harm in the event of such breach and agrees DHCS shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

h. Federal Funding

In any agreement funded in whole or in part by the federal government, DHCS may acquire and maintain the Intellectual Property rights, title, and ownership, which results directly or indirectly from the Agreement; except as provided in 37 Code of Federal Regulations part 401.14; however, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

i. Survival

The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

12. Air or Water Pollution Requirements

Any federally funded agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement is exempt by law.

- a. Government contractors agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 USC 7606) section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations.
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Clean Water Act (33 U.S.C. 1251 et seq.), as amended.

13. Prior Approval of Training Seminars, Workshops or Conferences

Contractor shall obtain prior DHCS approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference conducted pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. This provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor or Subcontractor to conduct routine business matters.

14. Confidentiality of Information

- a. The Contractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the Contractor, its employees, agents, or subcontractors as a result of services performed under this Agreement, except for statistical information not identifying any such person.
- b. The Contractor and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this Agreement.
- c. The Contractor and its employees, agents, or subcontractors shall promptly transmit to the DHCS Program Contract Manager all requests for disclosure of such identifying information not emanating from the client or person.
- d. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such identifying information to anyone other than DHCS without prior written authorization from the DHCS Program Contract Manager, except if disclosure is required by State or Federal law.
- e. For purposes of this provision, identity shall include, but not be limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.
- f. As deemed applicable by DHCS, this provision may be supplemented by additional terms and conditions covering personal health information (PHI) or personal, sensitive, and/or confidential information (PSCI). Said terms and conditions will be outlined in one or more exhibits that will either be attached to this Agreement or incorporated into this Agreement by reference.

15. Documents, Publications and Written Reports

(Applicable to agreements over \$5,000 under which publications, written reports and documents are developed or produced. Government Code Section 7550.)

Any document, publication or written report (excluding progress reports, financial reports and normal contractual communications) prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts or agreements and subcontracts relating to the preparation of such document or report, if the total cost for work by nonemployees of the State exceeds \$5,000.

16. Dispute Resolution Process

- a. A Contractor grievance exists whenever there is a dispute arising from DHCS' action in the administration of an agreement. If there is a dispute or grievance between the Contractor and DHCS, the Contractor must seek resolution using the procedure outlined below.
 - (1) The Contractor should first informally discuss the problem with the DHCS Program Contract Manager. If the problem cannot be resolved informally, the Contractor shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Contractor. The Branch Chief shall respond in writing to the Contractor indicating the decision and reasons therefore. If the Contractor disagrees with the Branch Chief's decision, the Contractor may appeal to the second level.
 - (2) When appealing to the second level, the Contractor must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Contractor shall include with the appeal a copy of the Contractor's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Contractor to review the issues

raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Contractor within twenty (20) working days of receipt of the Contractor's second level appeal.

- b. If the Contractor wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Contractor shall follow the procedures set forth in Health and Safety Code Section 100171.
- c. Unless otherwise stipulated in writing by DHCS, all dispute, grievance and/or appeal correspondence shall be directed to the DHCS Program Contract Manager.
- d. There are organizational differences within DHCS' funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Contractor shall be notified in writing by the DHCS Program Contract Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

17. Financial and Compliance Audit Requirements

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code Section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code Section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
 - (1) ***If the Contractor is a nonprofit organization (as defined in H&S Code Section 38040) and receives \$25,000 or more from any State agency under a direct service contract or agreement;*** the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
 - (2) ***If the Contractor is a nonprofit organization (as defined in H&S Code Section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract or agreement,*** the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
 - (3) ***If the Contractor is a State or Local Government entity or Nonprofit organization (as defined by 2 C.F.R. §§ 200.64, 200.70, and 200.90) and expends \$750,000 or more in Federal awards,*** the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in 2 C.F.R. 200.501 entitled "Audit Requirements". An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:
 - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or
 - (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.

- (4) If the Contractor submits to DHCS a report of an audit other than a 2 C.F.R. 200.501 audit, the Contractor must also submit a certification indicating the Contractor has not expended \$750,000 or more in federal funds for the year covered by the audit report.
- d. Two copies of the audit report shall be delivered to the DHCS program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the DHCS Program Contract Manager shall forward the audit report to DHCS' Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.
 - e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The DHCS program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
 - f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
 - g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
 - h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
 - i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
 - j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
 - k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

18. Human Subjects Use Requirements

(Applicable only to federally funded agreements/grants in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Contractor agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

19. Novation Requirements

If the Contractor proposes any novation agreement, DHCS shall act upon the proposal within 60 days after receipt of the written proposal. DHCS may review and consider the proposal, consult and negotiate with the Contractor, and accept or reject all or part of the proposal. Acceptance or rejection of the proposal may be made orally within the 60-day period and confirmed in writing within five days of said decision. Upon written acceptance of the proposal, DHCS will initiate an amendment to this Agreement to formally implement the approved proposal.

20. Debarment and Suspension Certification

(Applicable to all agreements funded in part or whole with federal funds.)

- a. By signing this Agreement, the Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 2 CFR 180, 2 CFR 376
- b. By signing this Agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, obstruction of justice, or the commission of any other offense indicating a lack of business integrity or business honesty that seriously affects its business honesty;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
 - (5) Have not, within a three-year period preceding this application/proposal/agreement, engaged in any of the violations listed under 2 CFR Part 180, Subpart C as supplemented by 2 CFR Part 376.
 - (6) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - (7) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the DHCS Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in 2 CFR Part 180 as supplemented by 2 CFR Part 376.
- e. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the DHCS may terminate this Agreement for cause or default.

21. Smoke-Free Workplace Certification

(Applicable to federally funded agreements/grants and subcontracts/subawards, that provide health, day care, early childhood development services, education or library services to children under 18 directly or through local governments.)

- a. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.
- b. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible party.
- c. By signing this Agreement, Contractor or Grantee certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The prohibitions herein are effective December 26, 1994.
- d. Contractor or Grantee further agrees that it will insert this certification into any subawards (subcontracts or subgrants) entered into that provide for children's services as described in the Act.

22. Covenant Against Contingent Fees

(Applicable only to federally funded agreements.)

The Contractor warrants that no person or selling agency has been employed or retained to solicit/secure this Agreement upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Contractor for the purpose of securing business. For breach or violation of this warranty, DHCS shall have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

23. Payment Withholds

(Applicable only if a final report is required by this Agreement. Not applicable to government entities.)

Unless waived or otherwise stipulated in this Agreement, DHCS may, at its discretion, withhold 10 percent (10%) of the face amount of the Agreement, 50 percent (50%) of the final invoice, or \$3,000 whichever is greater, until DHCS receives a final report that meets the terms, conditions and/or scope of work requirements of this Agreement.

24. Performance Evaluation

(Not applicable to grant agreements.)

DHCS may, at its discretion, evaluate the performance of the Contractor at the conclusion of this Agreement. If performance is evaluated, the evaluation shall not be a public record and shall remain on file with DHCS. Negative performance evaluations may be considered by DHCS prior to making future contract awards.

25. Officials Not to Benefit

No members of or delegate of Congress or the State Legislature shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom. This provision shall not be construed to extend to this Agreement if made with a corporation for its general benefits.

26. Four-Digit Date Compliance

(Applicable to agreements in which Information Technology (IT) services are provided to DHCS or if IT equipment is procured.)

Contractor warrants that it will provide only Four-Digit Date Compliant (as defined below) Deliverables and/or services to the State. "Four Digit Date compliant" Deliverables and services can accurately process, calculate, compare, and sequence date data, including without limitation date data arising out of or relating to leap years and changes in centuries. This warranty and representation is subject to the warranty terms and conditions of this Contract and does not limit the generality of warranty obligations set forth elsewhere herein.

27. Prohibited Use of State Funds for Software

(Applicable to agreements in which computer software is used in performance of the work.)

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

28. Use of Small, Minority Owned and Women's Businesses

(Applicable to that portion of an agreement that is federally funded and entered into with institutions of higher education, hospitals, nonprofit organizations or commercial businesses.)

Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises, whenever possible (i.e., procurement of goods and/or services). Contractors shall take all of the following steps to further this goal.

- (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- (2) Make information on forthcoming purchasing and contracting opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance, as appropriate, of such organizations as the Federal Small Business Administration and the U.S. Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

29. Alien Ineligibility Certification

(Applicable to sole proprietors entering federally funded agreements.)

By signing this Agreement, the Contractor certifies that he/she is not an alien that is ineligible for state and local benefits, as defined in Subtitle B of the Personal Responsibility and Work Opportunity Act. (8 U.S.C. 1601, et seq.)

30. Union Organizing

(Applicable only to grant agreements.)

Grantee, by signing this Agreement, hereby acknowledges the applicability of Government Code Sections 16645 through 16649 to this Agreement. Furthermore, Grantee, by signing this Agreement, hereby certifies that:

- a. No state funds disbursed by this grant will be used to assist, promote or deter union organizing.
- b. Grantee shall account for state funds disbursed for a specific expenditure by this grant, to show those funds were allocated to that expenditure.
- c. Grantee shall, where state funds are not designated as described in b herein, allocate, on a pro-rata basis, all disbursements that support the grant program.
- d. If Grantee makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no state funds were used for those expenditures, and that Grantee shall provide those records to the Attorney General upon request.

31. Contract Uniformity (Fringe Benefit Allowability)

(Applicable only to nonprofit organizations.)

Pursuant to the provisions of Article 7 (commencing with Section 100525) of Chapter 3 of Part 1 of Division 101 of the Health and Safety Code, DHCS sets forth the following policies, procedures, and guidelines regarding the reimbursement of fringe benefits.

- a. As used herein fringe benefits shall mean an employment benefit given by one's employer to an employee in addition to one's regular or normal wages or salary.
- b. As used herein, fringe benefits do not include:
 - (1) Compensation for personal services paid currently or accrued by the Contractor for services of employees rendered during the term of this Agreement, which is identified as regular or normal salaries and wages, annual leave, vacation, sick leave, holidays, jury duty and/or military leave/training.
 - (2) Director's and executive committee member's fees.
 - (3) Incentive awards and/or bonus incentive pay.
 - (4) Allowances for off-site pay.
 - (5) Location allowances.
 - (6) Hardship pay.
 - (7) Cost-of-living differentials
- c. Specific allowable fringe benefits include:
 - (1) Fringe benefits in the form of employer contributions for the employer's portion of payroll taxes (i.e., FICA, SUI, SDI), employee health plans (i.e., health, dental and vision), unemployment insurance, worker's compensation insurance, and the employer's share of pension/retirement plans, provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.
- d. To be an allowable fringe benefit, the cost must meet the following criteria:
 - (1) Be necessary and reasonable for the performance of the Agreement.
 - (2) Be determined in accordance with generally accepted accounting principles.
 - (3) Be consistent with policies that apply uniformly to all activities of the Contractor.
- e. Contractor agrees that all fringe benefits shall be at actual cost.

f. Earned/Accrued Compensation

- (1) Compensation for vacation, sick leave and holidays is limited to that amount earned/accrued within the agreement term. Unused vacation, sick leave and holidays earned from periods prior to the agreement term cannot be claimed as allowable costs. See Provision f (3)(a) for an example.
- (2) For multiple year agreements, vacation and sick leave compensation, which is earned/accrued but not paid, due to employee(s) not taking time off may be carried over and claimed within the overall term of the multiple years of the Agreement. Holidays cannot be carried over from one agreement year to the next. See Provision f (3)(b) for an example.
- (3) For single year agreements, vacation, sick leave and holiday compensation that is earned/accrued but not paid, due to employee(s) not taking time off within the term of the Agreement, cannot be claimed as an allowable cost. See Provision f (3)(c) for an example.

(a) **Example No. 1:**

If an employee, John Doe, earns/accrues three weeks of vacation and twelve days of sick leave each year, then that is the maximum amount that may be claimed during a one year agreement. If John Doe has five weeks of vacation and eighteen days of sick leave at the beginning of an agreement, the Contractor during a one-year budget period may only claim up to three weeks of vacation and twelve days of sick leave as actually used by the employee. Amounts earned/accrued in periods prior to the beginning of the Agreement are not an allowable cost.

(b) **Example No. 2:**

If during a three-year (multiple year) agreement, John Doe does not use his three weeks of vacation in year one, or his three weeks in year two, but he does actually use nine weeks in year three; the Contractor would be allowed to claim all nine weeks paid for in year three. The total compensation over the three-year period cannot exceed 156 weeks (3 x 52 weeks).

(c) **Example No. 3:**

If during a single year agreement, John Doe works fifty weeks and used one week of vacation and one week of sick leave and all fifty-two weeks have been billed to DHCS, the remaining unused two weeks of vacation and seven days of sick leave may not be claimed as an allowable cost.

32. Suspension or Stop Work Notification

- a. DHCS may, at any time, issue a notice to suspend performance or stop work under this Agreement. The initial notification may be a verbal or written directive issued by the funding Program's Contract Manager. Upon receipt of said notice, the Contractor is to suspend and/or stop all, or any part, of the work called for by this Agreement.
- b. Written confirmation of the suspension or stop work notification with directions as to what work (if not all) is to be suspended and how to proceed will be provided within 30 working days of the verbal notification. The suspension or stop work notification shall remain in effect until further written notice is received from DHCS. The resumption of work (in whole or part) will be at DHCS' discretion and upon receipt of written confirmation.
 - (1) Upon receipt of a suspension or stop work notification, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize or halt the incurrence of costs allocable to the performance covered by the notification during the period of work suspension or stoppage.

- (2) Within 90 days of the issuance of a suspension or stop work notification, DHCS shall either:
- (a) Cancel, extend, or modify the suspension or stop work notification; or
 - (b) Terminate the Agreement as provided for in the Cancellation / Termination clause of the Agreement.
- c. If a suspension or stop work notification issued under this clause is canceled or the period of suspension or any extension thereof is modified or expires, the Contractor may resume work only upon written concurrence of funding Program's Contract Manager.
 - d. If the suspension or stop work notification is cancelled and the Agreement resumes, changes to the services, deliverables, performance dates, and/or contract terms resulting from the suspension or stop work notification shall require an amendment to the Agreement.
 - e. If a suspension or stop work notification is not canceled and the Agreement is cancelled or terminated pursuant to the provision entitled Cancellation / Termination, DHCS shall allow reasonable costs resulting from the suspension or stop work notification in arriving at the settlement costs.
 - f. DHCS shall not be liable to the Contractor for loss of profits because of any suspension or stop work notification issued under this clause.

33. Public Communications

"Electronic and printed documents developed and produced, for public communications shall follow the following requirements to comply with Section 508 of the Rehabilitation Act and the American with Disabilities Act:

- A. Ensure visual-impaired, hearing-impaired and other special needs audiences are provided material information in formats that provide the most assistance in making informed choices."

34. Compliance with Statutes and Regulations

- a. The Contractor shall comply with all California and federal law, regulations, and published guidelines, to the extent that these authorities contain requirements applicable to Contractor's performance under the Agreement.
- b. These authorities include, but are not limited to, Title 2, Code of Federal Regulations (CFR) Part 200, subpart F, Appendix II; Title 42 CFR Part 431, subpart F; Title 42 CFR Part 433, subpart D; Title 42 CFR Part 434; Title 45 CFR Part 75, subpart D; and Title 45 CFR Part 95, subpart F. To the extent applicable under federal law, this Agreement shall incorporate the contractual provisions in these federal regulations and they shall supersede any conflicting provisions in this Agreement.

35. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded agreements in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

- a. Certification and Disclosure Requirements
 - (1) Each person (or recipient) who requests or receives a contract or agreement, subcontract, grant, or subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
 - (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action)

in connection with a contract, or grant or any extension or amendment of that contract, or grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.

- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
 - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a contract or agreement, subcontract, grant or subgrant exceeding \$100,000 at any tier under a contract or agreement, or grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to DHCS Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

**Attachment 1
State of California
Department of Health Care Services**

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<p><u>Great Northern Services</u></p> <p><small>Name of Contractor</small></p>	<p><u>Marie-Josée Wells</u></p> <p><small>Printed Name of Person Signing for Contractor</small></p>
<p><u>Part C2526GNS</u></p> <p><small>Contract / Grant Number</small></p>	<p></p> <p><small>Signature of Person Signing for Contractor</small></p>
<p><u>3/27/2025</u></p> <p><small>Date</small></p>	<p><u>CEO</u></p> <p><small>Title</small></p>

After execution by or on behalf of Contractor, please return to:

California Department of Health Care Services

DHCS reserves the right to notify the contractor in writing of an alternate submission address.

Attachment 2

CERTIFICATION REGARDING LOBBYING

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year _____ quarter _____ date of last report _____.
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known: Congressional District, If known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, If known:	
6. Federal Department/Agency	7. Federal Program Name/Description: CDFA Number, if applicable: _____	
8. Federal Action Number, If known:	9. Award Amount, if known: \$	
10.a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from 10a. (Last name, First name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person that fails to file the required disclosure shall be subject to a not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only		Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Exhibit E
Additional Provisions

1. Insurance Requirements

A. General Provisions Applying to All Policies

- 1) Coverage Term – Coverage needs to be in force for the complete term of the Agreement. If insurance expires during the term of the Agreement, a new certificate and required endorsements must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must comply with the original Agreement terms.
- 2) Policy Cancellation or Termination and Notice of Non-Renewal – Contractor shall provide to the CDPH within five (5) business days following receipt by Contractor a copy of any cancellation or non-renewal of insurance required by this Contract. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the CDPH may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- 3) Premiums, Assessments and Deductibles – Contractor is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
- 4) Primary Clause – Any required insurance contained in this Agreement shall be primary and not excess or contributory to any other insurance carried by the CDPH.
- 5) Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least “A-” with a financial category rating of no lower than VI. If Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- 6) Endorsements – Any required endorsements requested by the CDPH must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- 7) Inadequate Insurance – Inadequate or lack of insurance does not negate Contractor’s obligations under the Agreement.
- 8) Use of Subcontractors - In the case of Contractor’s utilization of Subcontractors to complete the contracted scope of work, Contractor shall include all Subcontractors as insured under Contractor’s insurance or supply evidence of the Subcontractor’s insurance to the CDPH equal to policies, coverages, and limits required of Contractor.

B. Insurance Coverage Requirements

Contractor shall display evidence of certificate of insurance evidencing the following coverage:

- 1) Commercial General Liability – Contractor shall maintain general liability with limits not less than \$1,000,000 per occurrence for bodily injury and property damage combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to Contractor’s limit of liability. The policy shall be endorsed

Exhibit E
Additional Provisions

to include, "The State of California, its officers, agents, employees, and servants as additional insured, but only insofar as the operations under this Agreement are concerned." This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.

- 2) Automobile Liability (when required) – Contractor shall maintain motor vehicle liability insurance with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. Should the scope of the Agreement involve transportation of hazardous materials, evidence of an MCS-90 endorsement is required. The policy shall be endorsed to include, "The State of California, its officers, agents, employees, and servants as additional insured, but only insofar as the operations under this Agreement are concerned." This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.
- 3) Worker's Compensation and Employer's Liability (when required) – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required. When work is performed on State owned or controlled property the policy shall contain a waiver of subrogation endorsement in favor of the State. This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.
- 4) Professional Liability (when required) – Contractor shall maintain professional liability covering any damages caused by a negligent error; act or omission with limits not less than \$1,000,000 per occurrence and \$1,000,000 policy aggregate. The policy's retroactive date must be displayed on the certificate of insurance and must be before the date this Agreement was executed or before the beginning of Agreement work.
- 5) Environmental/Pollution Liability (when required) – Contractor shall maintain pollution liability for limits not less than \$1,000,000 per claim covering Contractor's liability for bodily injury, property damage and environmental damage resulting from pollution and related cleanup costs incurred arising out of the work or services to be performed under this Agreement. Coverage shall be provided for both work performed on site as well as transportation and proper disposal of hazardous materials. The policy shall be endorsed to include, "The State of California, its officers, agents, employees, and servants as additional insured, but only insofar as the operations under this Agreement are concerned." This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.
- 6) Aircraft Liability (when required) - Contractor shall maintain aircraft liability with a limit not less than \$3,000,000. The policy shall be endorsed to include, "The State of California, its officers, agents, employees and servants as additional insured, but only insofar as the operations under this Agreement." This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.

Exhibit G
Information Privacy and Security Requirements
(For Non-HIPAA/HITECH Act Contracts)

This Information Privacy and Security Requirements Exhibit (For Non-HIPAA/HITECH Act Contracts) (hereinafter referred to as "this Exhibit") sets forth the information privacy and security requirements Contractor is obligated to follow with respect to all personal and confidential information (as defined herein) disclosed to Contractor, or collected, created, maintained, stored, transmitted or used by Contractor for or on **behalf** of the California Department of Public Health (hereinafter "CDPH"), pursuant to Contractor's agreement with CDPH. (Such personal and confidential information is referred to herein collectively as "CDPH PCI".) CDPH and Contractor desire to protect the privacy and provide for the security of CDPH PCI pursuant to this Exhibit and in compliance with state and federal laws applicable to the CDPH PCI.

- I. Order of Precedence: With respect to information privacy and security requirements for all CDPH PCI, the terms and conditions of this Exhibit shall take precedence over any conflicting terms or conditions set forth in any other part of the agreement between Contractor and CDPH, including Exhibit A (Scope of Work), all other exhibits and any other attachments, and shall prevail over any such conflicting terms or conditions.
- II. Effect on lower tier transactions: The terms of this Exhibit shall apply to all contracts, subcontracts, and subawards, and the information privacy and security requirements Contractor is obligated to follow with respect to CDPH PCI disclosed to Contractor, or collected, created, maintained, stored, transmitted or used by Contractor for or on behalf of CDPH, pursuant to Contractor's agreement with CDPH. When applicable the Contractor shall incorporate the relevant provisions of this Exhibit into each subcontract or subaward to its agents, subcontractors, or independent consultants.
- III. Definitions: For purposes of the agreement between Contractor and CDPH, including this Exhibit, the following definitions shall apply:
 - A. Breach:
 "Breach" means:
 1. the unauthorized acquisition, access, use, or disclosure of CDPH PCI in a manner which compromises the security, confidentiality or integrity of the information; or
 2. the same as the definition of "breach of the security of the system" set forth in California Civil Code section 1798.29(f).
 - B. Confidential Information: "Confidential information" means information that:
 1. does not meet the definition of "public records" set forth in California Government Code section 6252(e), or is exempt from disclosure under any of the provisions of Section 6250, et seq. of the California Government Code or any other applicable state or federal laws; or
 2. is contained in documents, files, folders, books or records that are clearly labeled, marked or designated with the word "confidential" by CDPH.
 - C. Disclosure: "Disclosure" means the release, transfer, provision of, access to, or divulging in any manner of information outside the entity holding the information.

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D. PCI: "PCI" means "personal information" and "confidential information" (as these terms are defined herein:

E. Personal Information: "Personal information" means information, in any medium (paper, electronic, oral) that:

1. directly or indirectly collectively identifies or uniquely describes an individual; or
2. could be used in combination with other information to indirectly identify or uniquely describe an individual, or link an individual to the other information; or
3. meets the definition of "personal information" set forth in California Civil Code section 1798.3, subdivision (a) or
4. is one of the data elements set forth in California Civil Code section 1798.29, subdivision (g)(1) or (g)(2); or
5. meets the definition of "medical information" set forth in either California Civil Code section 1798.29, subdivision (h)(2) or California Civil Code section 56.05, subdivision (j); or
6. meets the definition of "health insurance information" set forth in California Civil Code section 1798.29, subdivision (h)(3); or
7. is protected from disclosure under applicable state or federal law.

F. Security Incident: "Security Incident" means:

1. an attempted breach; or
2. the attempted or successful unauthorized access or disclosure, modification or destruction of CDPH PCI, in violation of any state or federal law or in a manner not permitted under the agreement between Contractor and CDPH, including this Exhibit; or
3. the attempted or successful modification or destruction of, or interference with, Contractor's system operations in an information technology system, that negatively impacts the confidentiality, availability or integrity of CDPH PCI; or
4. any event that is reasonably believed to have compromised the confidentiality, integrity, or availability of an information asset, system, process, data storage, or transmission. Furthermore, an information security incident may also include an event that constitutes a violation or imminent threat of violation of information security policies or procedures, including acceptable use policies.

G. Use: "Use" means the sharing, employment, application, utilization, examination, or analysis of information.

IV. Disclosure Restrictions: The Contractor and its employees, agents, and subcontractors shall protect from unauthorized disclosure any CDPH PCI. The Contractor shall not disclose, except as otherwise specifically permitted by the agreement between Contractor and CDPH (including this Exhibit), any

Exhibit G
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(For Non-HIPAA/HITECH Act Contracts)

CDPH PCI to anyone other than CDPH personnel or programs without prior written authorization from the CDPH Program Contract Manager, except if disclosure is required by State or Federal law.

- V. Use Restrictions: The Contractor and its employees, agents, and subcontractors shall not use any CDPH PCI for any purpose other than performing the Contractor's obligations under its agreement with CDPH.
- VI. Safeguards: The Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the privacy, confidentiality, security, integrity, and availability of CDPH PCI, including electronic or computerized CDPH PCI. At each location where CDPH PCI exists under Contractor's control, the Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Contractor's operations and the nature and scope of its activities in performing its agreement with CDPH, including this Exhibit, and which incorporates the requirements of Section VII, Security, below. Contractor shall provide CDPH with Contractor's current and updated policies within five (5) business days of a request by CDPH for the policies.
- VII. Security: The Contractor shall take any and all steps reasonably necessary to ensure the continuous security of all computerized data systems containing CDPH PCI. These steps shall include, at a minimum, complying with all of the data system security precautions listed in the Contractor Data Security Standards set forth in Attachment 1 to this Exhibit.
- VIII. Security Officer: At each place where CDPH-PCI is located,, the Contractor shall designate a Security Officer to oversee its compliance with this Exhibit and to communicate with CDPH on matters concerning this Exhibit.
- IX. Training: The Contractor shall provide training on its obligations under this Exhibit, at its own expense, to all of its employees who assist in the performance of Contractor's obligations under Contractor's agreement with CDPH, including this Exhibit, or otherwise use or disclose CDPH PCI.
 - A. The Contractor shall require each employee who receives training to certify, either in hard copy or electronic form, the date on which the training was completed.
 - B. The Contractor shall retain each employee's certifications for CDPH inspection for a period of three years following contract termination or completion.
 - C. Contractor shall provide CDPH with its employee's certifications within five (5) business days of a request by CDPH for the employee's certifications.
- X. Employee Discipline: Contractor shall impose discipline that it deems appropriate (in its sole discretion) on such employees and other Contractor workforce members under Contractor's direct control who intentionally or negligently violate any provisions of this Exhibit.

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Information Privacy and Security Requirements
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XI. Breach and Security Incident Responsibilities:

- A. Notification to CDPH of Breach or Security Incident: The Contractor shall notify CDPH **immediately by telephone call plus email or fax** upon the discovery of a breach (as defined in this Exhibit), **and within twenty-four (24) hours by email or fax** of the discovery of any security incident (as defined in this Exhibit), unless a law enforcement agency determines that the notification will impede a criminal investigation, in which case the notification required by this section shall be made to CDPH immediately after the law enforcement agency determines that such notification will not compromise the investigation. Notification shall be provided to the CDPH Program Contract Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer, using the contact information listed in Section XI(F), below. If the breach or security incident is discovered after business hours or on a weekend or holiday and involves CDPH PCI in electronic or computerized form, notification to CDPH shall be provided by calling the CDPH Information Security Office at the telephone numbers listed in Section XI(F), below. For purposes of this Section, breaches and security incidents shall be treated as discovered by Contractor as of the first day on which such breach or security incident is known to the Contractor, or, by exercising reasonable diligence would have been known to the Contractor. Contractor shall be deemed to have knowledge of a breach if such breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the breach, who is a employee or agent of the Contractor.

Contractor shall take:

1. prompt corrective action to mitigate any risks or damages involved with the breach or security incident and to protect the operating environment; and
 2. any action pertaining to a breach required by applicable federal and state laws, including, specifically, California Civil Code section 1798.29.
- B. Investigation of Breach and Security Incidents: The Contractor shall immediately investigate such breach or security incident. As soon as the information is known and subject to the legitimate needs of law enforcement, Contractor shall inform the CDPH Program Contract Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer of:
1. what data elements were involved and the extent of the data disclosure or access involved in the breach, including, specifically, the number of individuals whose personal information was breached; and
 2. a description of the unauthorized persons known or reasonably believed to have improperly used the CDPH PCI and/or a description of the unauthorized persons known or reasonably believed to have improperly accessed or acquired the CDPH PCI, or to whom it is known or reasonably believed to have had the CDPH PCI improperly disclosed to them; and
 3. a description of where the CDPH PCI is believed to have been improperly used or disclosed; and
 4. a description of the probable and proximate causes of the breach or security incident; and

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Information Privacy and Security Requirements
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5. whether Civil Code section 1798.29 or any other federal or state laws requiring individual notifications of breaches have been triggered.
- C. Written Report: The Contractor shall provide a written report of the investigation to the CDPH Program Contract Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer as soon as practicable after the discovery of the breach or security incident. The report shall include, but not be limited to, the information specified above, as well as a complete, detailed corrective action plan, including information on measures that were taken to halt and/or contain the breach or security incident, and measures to be taken to prevent the recurrence or further disclosure of data regarding such breach or security incident.
 - D. Notification to Individuals: If notification to individuals whose information was breached is required under state or federal law, and regardless of whether Contractor is considered only a custodian and/or non-owner of the CDPH PCI, Contractor shall, at its sole expense, and at the sole election of CDPH, either:
 1. make notification to the individuals affected by the breach (including substitute notification), pursuant to the content and timeliness provisions of such applicable state or federal breach notice laws. Contractor shall inform the CDPH Privacy Officer of the time, manner and content of any such notifications, prior to the transmission of such notifications to the individuals; or
 2. cooperate with and assist CDPH in its notification (including substitute notification) to the individuals affected by the breach.
 - E. Submission of Sample Notification to Attorney General: If notification to more than 500 individuals is required pursuant to California Civil Code section 1798.29, and regardless of whether Contractor is considered only a custodian and/or non-owner of the CDPH PCI, Contractor shall, at its sole expense, and at the sole election of CDPH, either:
 1. electronically submit a single sample copy of the security breach notification, excluding any personally identifiable information, to the Attorney General pursuant to the format, content and timeliness provisions of Section 1798.29, subdivision (e). Contractor shall inform the CDPH Privacy Officer of the time, manner and content of any such submissions, prior to the transmission of such submissions to the Attorney General; or
 2. cooperate with and assist CDPH in its submission of a sample copy of the notification to the Attorney General.
 - F. CDPH Contact Information: To direct communications to the above referenced CDPH staff, the Contractor shall initiate contact as indicated herein. CDPH reserves the right to make changes to the contact information below by verbal or written notice to the Contractor. Said changes shall not require an amendment to this Exhibit or the agreement to which it is incorporated.

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Information Privacy and Security Requirements
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CDPH Program Contract Manager	CDPH Privacy Officer	CDPH Chief Information Security Officer
See the Scope of Work exhibit for Program Contract Manager	Privacy Officer Privacy Office Office of Legal Services California Dept. of Public Health 1415 L Street, 5 th Floor Sacramento, CA 95814 Email: privacy@cdph.ca.gov Telephone: (877) 421-9634	Chief Information Security Officer Information Security Office California Dept. of Public Health P.O. Box 997377 MS6302 Sacramento, CA 95899-7413 Email: cdphiso@cdph.ca.gov Telephone: (855) 500-0016

- XII. Documentation of Disclosures for Requests for Accounting: Contractor shall document and make available to CDPH or (at the direction of CDPH) to an Individual such disclosures of CDPH PCI, and information related to such disclosures, necessary to respond to a proper request by the subject Individual for an accounting of disclosures of personal information as required by Civil Code section 1798.25, or any applicable state or federal law.
- XIII. Requests for CDPH PCI by Third Parties: The Contractor and its employees, agents, or subcontractors shall promptly transmit to the CDPH Program Contract Manager all requests for disclosure of any CDPH PCI requested by third parties to the agreement between Contractor and CDPH (except from an Individual for an accounting of disclosures of the individual's personal information pursuant to applicable state or federal law), unless prohibited from doing so by applicable state or federal law.
- XIV. Audits, Inspection and Enforcement CDPH may inspect the facilities, systems, books and records of Contractor to monitor compliance with this Exhibit. Contractor shall promptly remedy any violation of any provision of this Exhibit and shall certify the same to the CDPH Program Contract Manager in writing.
- XV. Return or Destruction of CDPH PCI on Expiration or Termination: Upon expiration or termination of the agreement between Contractor and CDPH for any reason, Contractor shall securely return or destroy the CDPH PCI. If return or destruction is not feasible, Contractor shall provide a written explanation to the CDPH Program Contract Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer, using the contact information listed in Section XI(F), above.
- A. Retention Required by Law: If required by state or federal law, Contractor may retain, after expiration or termination, CDPH PCI for the time specified as necessary to comply with the law.
- B. Obligations Continue Until Return or Destruction: Contractor's obligations under this Exhibit shall continue until Contractor returns or destroys the CDPH PCI or returns the CDPH PCI to CDPH; provided however, that on expiration or termination of the agreement between Contractor and CDPH, Contractor shall not further use or disclose the CDPH PCI except as required by state or federal law.

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Information Privacy and Security Requirements
(For Non-HIPAA/HITECH Act Contracts)

- C. Notification of Election to Destroy CDPH PCI: If Contractor elects to destroy the CDPH PCI, Contractor shall certify in writing, to the CDPH Program Contract Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer, using the contact information listed in Section XI(F), above, that the CDPH PCI has been securely destroyed. The notice shall include the date and type of destruction method used.
- XVI. Amendment: The parties acknowledge that federal and state laws regarding information security and privacy rapidly evolves and that amendment of this Exhibit may be required to provide for procedures to ensure compliance with such laws. The parties specifically agree to take such action as is necessary to implement new standards and requirements imposed by regulations and other applicable laws relating to the security or privacy of CDPH PCI. The parties agree to promptly enter into negotiations concerning an amendment to this Exhibit consistent with new standards and requirements imposed by applicable laws and regulations.
- XVII. Assistance in Litigation or Administrative Proceedings: Contractor shall make itself and any subcontractors, workforce employees or agents assisting Contractor in the performance of its obligations under the agreement between Contractor and CDPH, available to CDPH at no cost to CDPH to testify as witnesses, in the event of litigation or administrative proceedings being commenced against CDPH, its director, officers or employees based upon claimed violation of laws relating to security and privacy, which involves inactions or actions by the Contractor, except where Contractor or its subcontractor, workforce employee or agent is a named adverse party.
- XVIII. No Third-Party Beneficiaries: Nothing express or implied in the terms and conditions of this Exhibit is intended to confer, nor shall anything herein confer, upon any person other than CDPH or Contractor and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.
- XIX. Interpretation: The terms and conditions in this Exhibit shall be interpreted as broadly as necessary to implement and comply with regulations and applicable State laws. The parties agree that any ambiguity in the terms and conditions of this Exhibit shall be resolved in favor of a meaning that complies and is consistent with federal and state laws and regulations.
- XX. Survival: If Contractor does not return or destroy the CDPH PCI upon the completion or termination of the Agreement, the respective rights and obligations of Contractor under Sections VI, VII and XI of this Exhibit shall survive the completion or termination of the agreement between Contractor and CDPH.

Exhibit G
Information Privacy and Security Requirements
(For Non-HIPAA/HITECH Act Contracts)

Attachment 1
Contractor Data Security Standards

1. General Security Controls

- A. **Confidentiality Statement.** All persons that will be working with CDPH PCI must sign a confidentiality statement. The statement must include at a minimum, General Use, Security and Privacy safeguards, Unacceptable Use, and Enforcement Policies. The statement must be signed by the workforce member prior to access to CDPH PCI. The statement must be renewed annually. The Contractor shall retain each person's written confidentiality statement for CDPH inspection for a period of three (3) years following contract termination.
- B. **Background check.** Before a member of the Contractor's workforce may access CDPH PCI, Contractor must conduct a thorough background check of that worker and evaluate the results to assure that there is no indication that the worker may present a risk for theft of confidential data. The Contractor shall retain each workforce member's background check documentation for a period of three (3) years following contract termination.
- C. **Workstation/Laptop encryption.** All workstations and laptops that process and/or store CDPH PCI must be encrypted using a FIPS 140-2 certified algorithm, such as Advanced Encryption Standard (AES), with a 128bit key or higher. The encryption solution must be full disk unless approved by the CDPH Information Security Office.
- D. **Server Security.** Servers containing unencrypted CDPH PCI must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.
- E. **Minimum Necessary.** Only the minimum necessary amount of CDPH PCI required to perform necessary business functions may be copied, downloaded, or exported.
- F. **Removable media devices.** All electronic files that contain CDPH PCI data must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, smart devices tapes etc.). PCI must be encrypted using a FIPS 140-2 certified algorithm, such as Advanced Encryption Standard (AES), with a 128bit key or higher.
- G. **Antivirus software.** All workstations, laptops and other systems that process and/or store CDPH PCI must install and actively use a comprehensive anti-virus software solution with automatic updates scheduled at least daily.
- H. **Patch Management.** All workstations, laptops and other systems that process and/or store CDPH PCI must have operating system and application security patches applied, with system reboot if necessary. There must be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within 30 days of vendor release.
- I. **User IDs and Password Controls.** All users must be issued a unique user name for accessing CDPH PCI. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password.

Exhibit G
Information Privacy and Security Requirements
(For Non-HIPAA/HITECH Act Contracts)

Passwords are not to be shared. Must be at least eight characters. Must be a non-dictionary word. Must not be stored in readable format on the computer. Must be changed every 60 days. Must be changed if revealed or compromised. Must be composed of characters from at least three of the following four groups from the standard keyboard:

- Upper case letters (A-Z)
- Lower case letters (a-z)
- Arabic numerals (0-9)
- Non-alphanumeric characters (punctuation symbols)

- J. **Data Sanitization.** All CDPH PCI must be sanitized using NIST Special Publication 800-88 standard methods for data sanitization when the CDPH PCI is no longer needed.

2. System Security Controls

- A. **System Timeout.** The system must provide an automatic timeout, requiring reauthentication of the user session after no more than 20 minutes of inactivity.
- B. **Warning Banners.** All systems containing CDPH PCI must display a warning banner each time a user attempts access, stating that data is confidential, systems are logged, and system use is for business purposes only. User must be directed to log off the system if they do not agree with these requirements.
- C. **System Logging.** The system must maintain an automated audit trail which can identify the user or system process which initiates a request for CDPH PCI, or which alters CDPH PCI. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only, and must be restricted to authorized users. This logging must be included for all user privilege levels including, but not limited to, systems administrators. If CDPH PCI is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least 3 years after occurrence.
- D. **Access Controls.** The system must use role based access controls for all user authentications, enforcing the principle of least privilege.
- E. **Transmission encryption.** All data transmissions of CDPH PCI outside the contractor's secure internal network must be encrypted using a FIPS 140-2 certified algorithm, such as Advanced Encryption Standard (AES), with a 128bit key or higher. Encryption can be end to end at the network level, or the data files containing CDPH PCI can be encrypted. This requirement pertains to any type of CDPH PCI in motion such as website access, file transfer, and E-Mail.
- F. **Intrusion Detection.** All systems involved in accessing, holding, transporting, and protecting CDPH PCI that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution.

Exhibit G
Information Privacy and Security Requirements
(For Non-HIPAA/HITECH Act Contracts)

3. Audit Controls

- A. **System Security Review.** All systems processing and/or storing CDPH PCI must have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews shall include vulnerability scanning tools.
- B. **Log Reviews.** All systems processing and/or storing CDPH PCI must have a routine procedure in place to review system logs for unauthorized access.
- C. **Change Control.** All systems processing and/or storing CDPH PCI must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

4. Business Continuity / Disaster Recovery Controls

- A. **Disaster Recovery.** Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of electronic CDPH PCI in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this agreement for more than 24 hours.
- B. **Data Backup Plan.** Contractor must have established documented procedures to securely backup CDPH PCI to maintain retrievable exact copies of CDPH PCI. The backups shall be encrypted. The plan must include a regular schedule for making backups, storing backups offsite, an inventory of backup media, and the amount of time to restore CDPH PCI should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of CDPH data.

5. Paper Document Controls

- A. **Supervision of Data.** CDPH PCI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. CDPH PCI in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.
- B. **Escorting Visitors.** Visitors to areas where CDPH PCI is contained shall be escorted and CDPH PHI shall be kept out of sight while visitors are in the area.
- C. **Confidential Destruction.** CDPH PCI must be disposed of through confidential means, using NIST Special Publication 800-88 standard methods for data sanitization when the CDPH PSCI is no longer needed.
- D. **Removal of Data.** CDPH PCI must not be removed from the premises of the Contractor except with express written permission of CDPH.

Exhibit G
Information Privacy and Security Requirements
(For Non-HIPAA/HITECH Act Contracts)

- E. ***Faxing.*** Faxes containing CDPH PCI shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending.
- F. ***Mailing.*** CDPH PCI shall only be mailed using secure methods. Large volume mailings of CDPH PHI shall be by a secure, bonded courier with signature required on receipt. Disks and other transportable media sent through the mail must be encrypted with a CDPH approved solution, such as a solution using a vendor product specified on the CALIFORNIA STRATEGIC SOURCING INITIATIVE.



**PLUMAS COUNTY
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Rob Thorman, Director of Public Works
MEETING DATE: April 8, 2025
SUBJECT: Authorization for the Public Works/Road Department to recruit and fill, funded and allocated, the vacancy of One (1) FTE Road Maintenance Supervisor position; County Promotional Only; in the Graeagle Maintenance District effective April 21, 2025. No General Fund impact, paid for by Road Funds.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Road Maintenance Supervisor in the Graeagle Maintenance District.

Background and Discussion:

One (1) FTE Road Maintenance Supervisor has been promoted to be the Equipment Service Supervisor effective April 21, 2025.

The Department is requesting to recruit for this position now, and fill this position effective April 21, 2025.

This position is funded and allocated in the proposed FY24/25 budget of the Department of Public Works.

Action:

Authorization for the Public Works/Road Department to recruit and fill, funded and allocated, the vacancy of One (1) FTE Road Maintenance Supervisor position; County Promotional Only; in the Graeagle Maintenance District effective April 21, 2025. No General Fund impact, paid for by Road Funds.

Fiscal Impact:

No General Fund impact. Budgeted by Road Funds

Attachments:

1. Job Description PW Road Maint Supervisor
2. Department Org Chart-PW
3. CRITICAL STAFFING QUEST Road Maint Supervisor 10_24

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to plan, assign, and direct the work of road crews within an assigned area of the County; to supervise the maintenance, repair, and construction of roads, culverts, and bridges; to direct snow removal work; to perform highly skilled heavy road construction and maintenance equipment operations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Public Works Maintenance Worker Class series. Incumbents in this class are responsible for supervising and directing the work of assigned Public Works Maintenance Workers in a specific area of the County. In addition to supervisory responsibilities, incumbents must skillfully operate a wide variety of specialized heavy construction and road maintenance equipment. This class is distinguished from Public Works Maintenance Lead Worker by the exercise of full supervisory responsibilities for assigned staff. Incumbents in this class are subject to twenty-four hour "call-out" for road related emergencies and snow removal.

REPORTS TO

Deputy Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

Public Works Maintenance Worker I, II, III, and Public Works Maintenance Lead Worker.

PUBLIC WORKS MAINTENANCE SUPERVISOR - 2

EXAMPLES OF DUTIES

- Assigns and supervises the work of road maintenance crews, giving instructions and technical assistance.
- Oversees the construction, patching, and resurfacing of roads, the repair and construction of culverts, and performance of snow removal work.
- Directs and oversees the clearing of brush and weeds from rights of way and shoulders.
- Maintains controls on labor, equipment, and materials used.
- Inspects County roads, bridges and related facilities to determine the extent and cost of needed maintenance and repairs.
- Estimates material, labor, and equipment needs for projects.
- Consults with the Deputy Director of Public Works in planning and laying out projects.
- Assigns equipment for maximum utilization.
- Evaluates the work of assigned personnel.
- Provides safety training.
- Skillfully operates heavy power-driven equipment in the maintenance and construction of County roads.
- Grades roads and sites to proper specifications.
- Cuts, levels, and otherwise prepares roadbeds and sites.
- Mixes, spreads, and compacts surfacing materials.
- Finishes road surfaces and shoulders.
- Performs regular maintenance and repair assignments.
- May perform blasting projects.
- Provides on-the-job training and direction to crew members in equipment operations.
- May serve as a member of the Safety Committee and attend safety meetings.
- Responds to and deals with public complaints.
- Insures proper maintenance and upkeep of assigned equipment.
- Maintains a variety of records and reports.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing over 100 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of maintenance equipment such as backhoes, graders, front end loaders, and snowplows.

TYPICAL WORKING CONDITIONS

Work is performed outdoors in varying temperature, weather, and humidity condition; work is performed in environment with constant noise; exposure to grease and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, tools, equipment, and materials used in the maintenance and construction of roads, bridges, and public works facilities.
- Geography of an assigned area of the County and the location of County roads.
- Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads.
- Work safety methods and programs.
- Principles and techniques of supervision, training, and work evaluation.

Ability to:

- Plan, organize, and supervise County road, bridge, and public works facility maintenance and construction in an assigned area of the County.
- Inspect public works facilities and roads for deficiencies and develop recommendations for corrective action.
- Establish priorities and direct the activities of an assigned work area.
- Accurately estimate cost, time, equipment, and material needs for maintenance and construction projects.
- Skillfully operate heavy road construction and maintenance equipment including loaders, graders, trucks, rollers and related equipment.
- Skillfully operate snow removal equipment.
- Maintain time and equipment records.
- Prepare clear and concise reports.
- Effectively represent the Public Works Agency in contacts with the public and other government agencies.
- Establish and maintain cooperative working relationships.

PUBLIC WORKS MAINTENANCE SUPERVISOR - 4

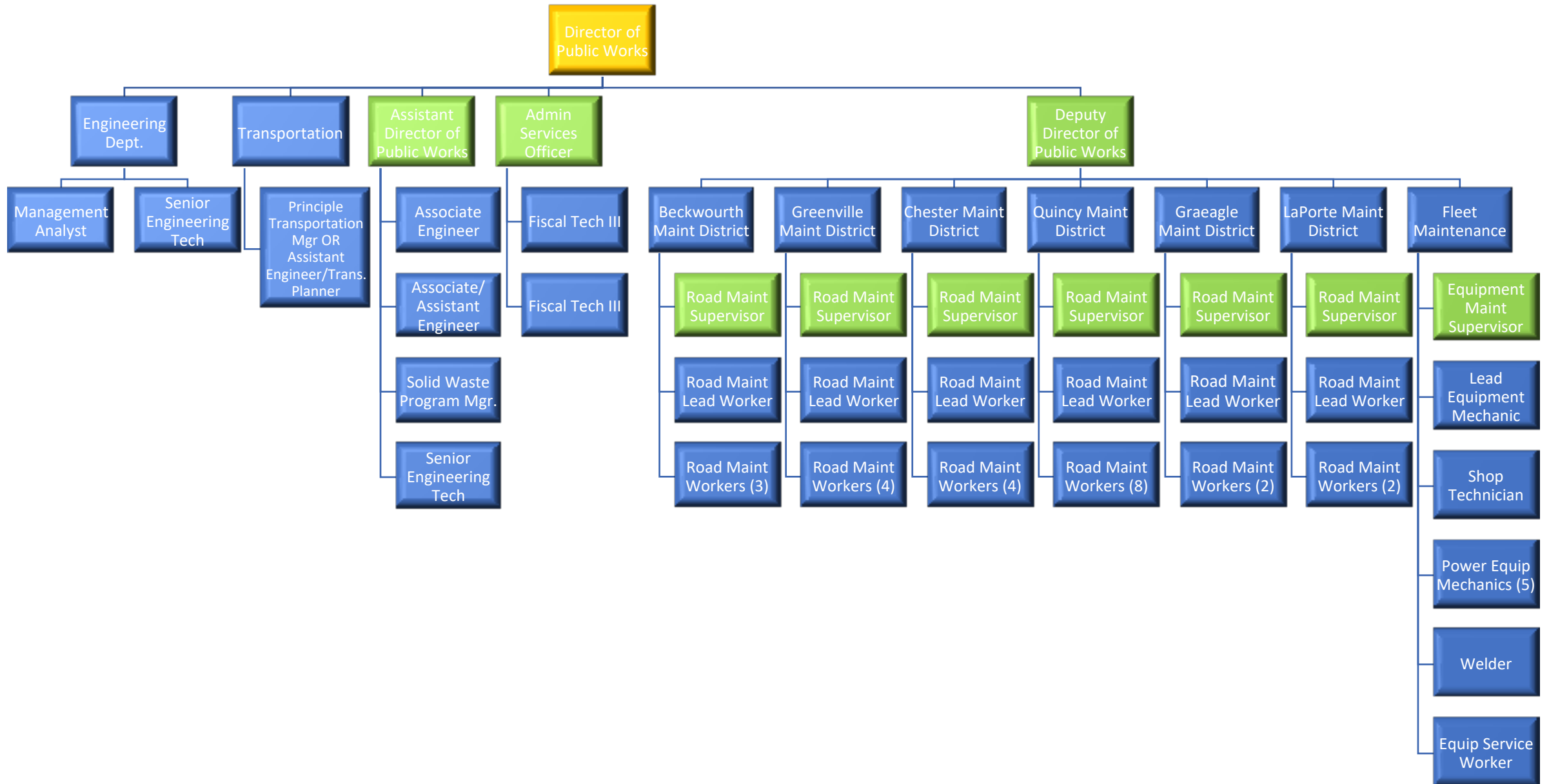
Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience performing work comparable to that of a Public Works Maintenance Lead Worker with Plumas County.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.

Incumbents transporting hazardous materials may be required to possess special endorsements.

Some positions in this classification may be required to possess Blaster Certification from the State of California.



QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Road Maintenance Supervisor

- Is there a legitimate business, statutory or financial justification to fill the position?
Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges. Supervisors help direct the workforce.
- Why is it critical that this position be filled at this time?
Supervisors are subject to 24 hour “call out” for road related emergencies and snow removal.
- How long has the position been vacant?
This position will become vacant effective December 27, 2024.
- Can the department use other wages until the next budget cycle?
The department’s wage and benefits portion of the 24/25 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department’s reserve account for the last three years?

21/22	\$0	22/23	\$0	23/24	\$0
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PLUMAS COUNTY PLANNING DEPARTMENT MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Tracey Ferguson, Director of Planning

MEETING DATE: April 8, 2025

SUBJECT: **TIME CERTAIN 11:00am: CONTINUED PUBLIC HEARING:**

1. Receive public comment from the continued public hearing from April 1, 2025; and
2. Adopt **RESOLUTION** 2025 Spring, Plumas County Zone Change Staniger (ZC 9-23/24-01) owner/applicant; approved as to form by County Counsel; and
3. Find the Zone Change (ZC 9-23/24-01) approval by **ORDINANCE** exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3); and
4. Adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on April 1, 2025, Zone Change Zoning Ordinance, Staniger Zone Change (ZC 9-23/24-01); approved as to form by County Counsel; discussion and possible action. Roll call vote

Recommendation:

Receive public comment from the continued public hearing from April 1, 2025; and adopt **RESOLUTION** 2025 Spring, Plumas County Zone Change Staniger (ZC 9-23/24-01) owner/applicant; and find the Zone Change (ZC 9-23/24-01) approval by **ORDINANCE** exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3); and adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on April 1, 2025, Zone Change Zoning Ordinance, Staniger Zone Change (ZC 9-23/24-01).

Background and Discussion:

At the Board of Supervisors April 1, 2025, meeting, the Staniger Zone Change (ZC 9-23/24-01) application was introduced and discussed to amend the zoning applied to the parcel located at 7398 Highway 147, Lake Almanor (APN 106-010-004-000) adding approximately 9.0 acres of the Farm Animal Combining Zone ("F") to the approximately 16.93-acre Suburban ("S-1") parcel zoning.

During the April 1, 2025 meeting, the Board received the Planning Commission Resolution Number 2025-01 and Planning Department staff report on the proposed Zone Change, held a properly noticed public hearing, received public comment, introduced and waived the first reading of the ordinance, and continued the public hearing for adoption of the proposed Zone Change by resolution and ordinance for the regularly scheduled Board of Supervisors meeting on April 8, 2025.

Refer to the Planning Department April 1, 2025, staff report for more information.

Action:

Receive public comment from the continued public hearing from April 1, 2025; and adopt **RESOLUTION** 2025 Spring, Plumas County Zone Change Staniger (ZC 9-23/24-01) owner/applicant; and find the Zone Change (ZC 9-23/24-01) approval by **ORDINANCE** exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3); and adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on April 1, 2025, Zone Change Zoning Ordinance, Staniger Zone Change (ZC 9-23/24-01).

Fiscal Impact:

Planning Department Fee Schedule: \$1,325.00 paid by applicant for Zone Change application fees.

Attachments:

1. 5272 ZC_STANIGER_BOS RESOLUTION NO. 25-FINAL
2. 5272 ZC_STANIGER_BOS ORDINANCE NO. 25-FINAL
3. Staff Report_ Staniger_ZONE CHANGE_BOS_4.1.25

BOARD OF SUPERVISORS
RESOLUTION NO. 2025-_____
2025 SPRING
PLUMAS COUNTY ZONE CHANGE
STANIGER ZC 9-23/24-01

WHEREAS, pursuant to Plumas County Code Section 9-2.4001, Purpose (“F”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (“F”), the purpose of the Farm Animal Combining Zone (F) is to provide for animal husbandry; and

WHEREAS, pursuant to Plumas County Code Section 9-2.4002, Uses (“F”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (“F”), the uses permitted in the Farm Animal Combining Zone (F) are (1) small animal husbandry; and (2) large animal husbandry; and

WHEREAS, pursuant to Plumas County Code Section 9-2.209 (Animal husbandry, large animals), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 2 Definitions, “Animal husbandry, large animals” shall mean the care and raising of hooved livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre; and

WHEREAS, pursuant to Plumas County Code Section 9-2.210 (Animal husbandry, small animals), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 2 Definitions, “Animal husbandry, small animals” shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects; and

WHEREAS, pursuant to Plumas County Code Section 9-2.1502, Uses (“S-1”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 15 Suburban Zone (“S-1”), the use “Animal husbandry, small animals” is permitted in the “S-1” zoning district; and

WHEREAS, Jason and Nicole Staniger, property owners/applicants, submitted a Zone Change application on July 18, 2023, adding the Farm Animal Combining Zone (“F”) to a 9.0-acre portion of 7398 Highway 147, Lake Almanor, California, APN 106-010-004-000, 16.93-acre parcel, with Suburban (“S-1”) parcel zoning to allow for both “Animal husbandry, large animals” and “Animal husbandry, small animals;” and

WHEREAS, the Planning Commission held a properly noticed public hearing on March 20, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony from all interested parties; and

WHEREAS, Planning Commission Resolution Number P.C. 2025-01 was duly passed and adopted by the Plumas County Planning Commission on March 20, 2025, by a roll call vote of 3 YES; 1 NO; and 1 ABSENT; recommending the Board of Supervisors find the Zone Change approval by Ordinance exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and adopt the Zoning Ordinance approving the Zone Change; and

WHEREAS, the Board of Supervisors held a properly noticed public hearing on April 1, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony from all interested parties; and

WHEREAS, the testimony and evidence received by the Board of Supervisors justifies the recommendation to amend the zoning as set forth in Exhibit “A” attached herein, adding approximately 9.0 acres of the Farm Animal Combining Zone (“F”) to the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that this Board, pursuant to the authority granted by the Government Code of the State of California:

- A. Find the Zone Change (ZC 9-23/24-01) approval by Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment, making Findings 1 through 20, as follows:

1. Aesthetics

The proposed use is for the keeping and pasturing of large animal husbandry (i.e., hooved livestock). The lighting proposed as part of all accessory structures built in association with the large animal husbandry use would be subject to the applicable portions of Plumas County Code, including Section 9-2.411 (Lighting facilities), which requires lighting facilities to be installed as to focus away from adjoining properties.

2. Agriculture and Forestry Resources

The County Agricultural Commissioner has indicated that the site is well suited for pasture. The property has been recently logged, subject to a Timber Harvest Plan (THP) dated March 29, 2024, and does not have significant timber resources.

3. Air Quality

There are no impacts to air quality from this proposed project. Any odor concerns would be addressed through the requirements of the Plumas County Code Title 6 Sanitation and Health, including but not limited to, Section 6-10.117 (Animal waste).

4. Biological Resources

Pursuant to Figure 4.11-2, Important Species Habitat Locations, in the 2035 General Plan Environmental Impact Report (EIR), the subject property is located within a seasonal deer migration corridor. The subject project is to allow the keeping and pasturing of hooved livestock, which, due to the nature of the Zone Change project, would include potential development of accessory structures; however, not at a density or intensity that would cause an impact to the deer migration corridor.

5. Cultural Resources

No cultural resources are known to exist on the property. The property was recently subject to a THP and no cultural resources were located. There would be no impact to cultural resources as a result of the Zone Change.

6. Energy

Due to the nature of the proposed project being a Zone Change to allow the keeping and pasturing of hoofed livestock, no wasteful, inefficient, or unnecessary consumption of energy resources would occur.

7. Geology and Soils

The site has not been shown to exhibit sensitive soils or geologic hazards. Development of accessory structures could result from the proposed Zone Change, which if greater than 200 square feet, would require engineered construction documents with soils analysis pursuant to a County issued building permit. No exposure of people to geologic hazards would result from the implementation of the proposed project.

8. Greenhouse Gas Emissions

There would be no impact to greenhouse gas emissions as a result of the proposed project.

9. Hazards and Hazardous Materials

The keeping and pasturing of hoofed livestock would not involve the use or storage of hazardous materials.

10. Hydrology and Water Quality

With the application of proper manure management procedures and compliance with Plumas County Code provisions, Title 6 Sanitation and Health, in addition to the California Department of Water Resources, Water Well Standards (Bulletins 74-81 and 74-90 combined) Part II Water Well Construction, Section 8 Well Location with Respect to Contaminants and Pollutants, Section A (Separation), which requires all water wells to be located at 100 feet minimum horizontal separation distance from known or potential sources of pollution and contamination, including barnyard and stable areas and animal or fowl enclosures, there would not be any adverse impacts to water quality. Any accessory structures as a result of the proposed large animal husbandry use would be subject to the applicable portions of Plumas County Code. Further, there would be no exposure of people to flood hazards resulting from the proposed project.

11. Land Use and Planning

The Zone Change to add the Farm Animal Combining Zone (“F”) is subject to the applicable goals, policies, and implementations measures of the Plumas County 2035 General Plan, including Public Health and Safety (PHS) Element Policy 6.8.3 Support for Local, Organic, and Grass Fed Agriculture; Public Health and Safety (PHS) Element Policy 6.8.5 Community Food Security; and Agriculture and Forestry (AG/FOR) Element Policy 8.4.1 Healthy Local Food Supply, and the Zone

Change has been found to be consistent and in compliance with these policies, which support adding the “F” combining zone, as follows:

- a. The use of the “F” combining zone designated lands on the property would include the seeding of the pastures with a specific grass seed mix and the animals kept on the property would be rotated between pastures to ensure no overgrazing of the land. In not overgrazing the land, it would ensure the availability of the food source for the livestock, which would result in a consistent growth of the livestock and food source production for the property owner.
- b. Allowing the keeping and pasturing of any type of farm animal on the property would allow and ensure the property owner’s ability to be self-reliant and resilient in relation to their food source by having the ability to produce their own food such as meat and milk. Additionally, should the property owner elect to do so, there is potential for the property owner, through obtaining the applicable permits from, for example, the Environmental Health Department, to contribute to the food system of Plumas County with products they may produce from agricultural operations on the property.

12. Mineral Resources

The proposed project is not zoned for Mining (“M”) or mineral extraction and does not contain mineral resources.

13. Noise

The proposed project is a Zone Change that would allow for the keeping and pasturing of hooved livestock. The noise level of farm animals, on average, is 90 decibels, with a maximum average of 100 decibels for pigs. Parcels to the north are zoned Recreation (“Rec-1”), and Suburban (“S-1”); to the east are railroad tracks and parcels zoned Suburban (“S-1”) and Rural 20-acre (“R-20”); to the south are parcels zoned Suburban (“S-1”); and to the west are parcels zoned Periphery Commercial (“C-2”), Recreation Commercial (“R-C”), and Suburban (“S-1”). Accounting for standard industry noise attenuation at the reduction rate of six (6) decibels for the doubling of distance from the noise source (i.e., farm animals), taking into consideration the Plumas County Zoning Code, Title 9 Planning and Zoning “S-1” zoning district minimum yard requirements (i.e., setbacks) of five (5) feet per story for the side and rear yards results in a maximum decibel level of 56 decibels at the subject property line. The community noise exposure level normally acceptable for residential low density single family, duplex, and mobile home land uses pursuant to Figure 22, Community Noise Exposure, in the 2035 General Plan, is not to exceed 60 decibels. Therefore, the proposed project is compliant with the 2035 General Plan community noise exposure levels.

14. Population and Housing

The project does not propose to add population or dwelling units.

15. Public Services

The subject property would have a well, and the less than 1-acre “S-1” zoned parcels adjacent to the subject property fronting Highway 147 may have wells. A 150-foot setback buffer for the Farm Animal Combining Zone (“F”) is proposed on the property as part of the project to ensure the minimum 100-foot setback horizontal separation distance from known or potential sources of pollution and contamination, including barnyard and stable areas and animal or fowl enclosures, is maintained from any potential well on the “S-1” zoned parcels adjacent to the subject property fronting Highway 147 to avoid any adverse impacts to public services. No public utility easements would be impacted as a result of the Zone Change.

16. Recreation

The project is for a Zone Change for the keeping of hoofed livestock and would not have an impact on recreation.

17. Transportation

No impact would occur as a result of the proposed project for transportation and traffic.

18. Tribal Cultural Resources

The subject property is not located within an area of known tribal cultural resources and would not impact tribal cultural resources.

19. Utilities and Service Systems

Electrical power, water, and sewage disposal are available to the site. The project would not impact utility and service systems.

20. Wildfire

A THP was prepared in compliance with the applicable California Department of Forestry and Fire Protection (CAL FIRE) requirements for the property, and the subject property was subsequently logged. The logging that occurred reduced the wildfire risk of the property. Additionally, the keeping of farm animals on the property would help to mitigate fire risk of the property by the animal(s) grazing the open pasture area, reducing fuels available for fire.

- B. Adopt Zone Change Zoning Ordinance No. 2025-_____ approving the Zone Change as shown in Exhibit “A” attached herein and direct the Plumas County Planning Director to reflect the zoning as provided for in the Ordinance and pursuant to Section 9-2.302 (Zoning Plan Maps) of the Plumas County Code, Title 9 Planning and Zoning, Chapter 2 Zoning, Article 3 Establishment of Zones.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on this 8th day of April, 2025, by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:
ABSTAIN: Supervisors:

Kevin Goss, Chair of the Board of
Supervisors

ATTEST:

Allen Hiskey, Clerk of the Board of Supervisors

Approved as to form:



Sara James, Attorney
County Counsel's Office

EXHIBIT “A”

ZONE CHANGE (ZC 9-23/24-01)

JASON AND NICOLE STANIGER, PROPERTY OWNERS/APPLICANTS

ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE ZONING ORDINANCE ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF 7398 HIGHWAY 147, LAKE ALMANOR, UNINCORPORATED PLUMAS COUNTY, CALIFORNIA, ASSESSOR PARCEL NUMBER 106-010-004-000, TOWNSHIP 28 NORTH/RANGE 8 EAST/SECTION 21, MDM

Amend the zoning applied to the parcel *adding* approximately 9.0 acres of the Farm Animal Combining Zone (“F”) *to* the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

Staniger Zone Change ZC 9-23/24-01 7398 Hwy 147, Lake Almanor APN: 106-010-004-000

Legend

Farm Animal Combining Zone (F) - Approx. 9.0 acres

Assessor Parcel

State Highway

County Route

Staniger Parcel
Approx. 16.93 acres

Lake

Roads

Railroad

Zoning

Suburban (S-1)

Recreation Open-Space (Rec-OS)

Recreation Commercial (R-C)

Recreation 1-3 acres (Rec-1)

Periphery Commercial (C-2)

Timberland Production (TPZ)

Rural 20-acre (R-20)

0

212.5

425

850

Feet

Plumas County, CA

Vicinity Map
Not to Scale

PLUMAS COUNTY GIS

555 Main Street
Quincy, CA 95971
(530) 283-7011
www.plumascounty.us

Plot Date: 3/10/2025

Data Sources: Plumas County Framework Data; Projection: California State Plane, Zone 1, NAD 1983

For reprints, mapping or additional information please contact Plumas County GIS

Disclaimer
Although a great deal of effort was made by Plumas County GIS to gather the mapping elements presented in this document, it does not constitute a complete and accurate representation of actual physical elements on the ground. Reasonable efforts have been made by Plumas County GIS to verify that this map accurately interprets the source data used in its preparation; however, a degree of error is inherent in all maps, and this map may contain omissions and errors in scale, resolution, rectification, positional accuracy, development methodology, interpretation of source data, and other circumstances. As additional data becomes available to Plumas County GIS, and as verification of source data continues, this map may be reinterpreted or updated by Plumas County GIS. This map is date specific and is intended for use only at the published scale. This digitally compiled map does not represent a legal survey of the land nor should it be used for navigational, engineering, or any other site-specific use and has been created for graphical purposes only. This map is distributed "as-is" without warranty of any kind.

EXHIBIT A

Page 142 of 329

**ZONE CHANGE ZONING ORDINANCE
STANIGER ZONE CHANGE (ZC 9-23/24-01)
ORDINANCE NO. 2025-_____**

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,
ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE
ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF
7398 HIGHWAY 147, LAKE ALMANOR, APN 106-010-004-000
ENACTED BY BOARD OF SUPERVISORS RESOLUTION NO. 2025-_____**

The Board of Supervisors of the County of Plumas, State of California, ORDAINS as follows:

SECTION 1. Ordinance

The real property particularly described therein by Assessor Parcel Number 106-010-004-000 is hereby zoned S-1 (Suburban) zoning classification enumerated in Plumas County Code (PCC) Section 9-2.301, and described in PCC Title 9 Planning and Zoning, Chapter 2 Zoning, Article 15 Suburban Zone (S-1), Sections 9-2.1501 through 9-2.1507; and adding F (Farm Animal Combining Zone) zoning classification enumerated in PCC Section 9-2.301, and described in PCC Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (F), Sections 9-2.4001 and 9-2.4002, as implemented by Exhibit “A” attached hereto.

SECTION 2. Resolutions

The adding of the Farm Animal Combining Zone (F) to a portion of 7398 Highway 147 (APN 106-010-004-000) is consistent with and will serve to implement the Zone Change (Staniger ZC 9-23/24-01) Zoning Ordinance recommended by Planning Commission Resolution No. 2025-01 and enacted by the Board of Supervisors Resolution No. 2025-_____.

SECTION 3. Environmental

The Ordinance adoption is exempt from the requirements of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sec. 15061(b)(3) because after conducting the initial environmental evaluation for the project, which showed no potential adverse effects on the environment, it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment. Further, Plumas County Codes, in addition to regional, state, and federal regulatory standards and regulations, would serve to address potential environmental effects.

SECTION 4. Zoning Plan Maps

The Plumas County Planning Director is hereby directed to reflect the zoning as provided for in this Ordinance and pursuant to Section 9-2.302 (Zoning Plan Maps) of the Plumas County Code, Title 9 Planning and Zoning, Chapter 2 Zoning, Article 3 Establishment of Zones.

SECTION 5. Codification

This Ordinance shall not be codified.

SECTION 6. Publication

A summary of this Ordinance shall be posted in a prominent location, pursuant to Section 25124(a) of the Government Code of the State of California, before the expiration of fifteen (15) days after the adoption of the Ordinance, once, with the names of the supervisors voting for and against the Ordinance, at the Board of Supervisors' chambers and shall remain posted thereafter for at least one (1) week.

SECTION 7. Effective Date

This Ordinance shall become effective thirty (30) days after the adoption date.

The foregoing Ordinance was introduced on April 1, 2025, and duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on this 8th day of April, 2025 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:
ABSTAIN: Supervisors:

Kevin Goss, Chair of the Board of Supervisors

ATTEST:

Allen Hiskey, Clerk of the Board of Supervisors

Approved as to form:

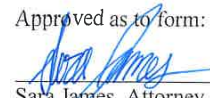

Sara James, Attorney
County Counsel's Office

EXHIBIT “A”

ZONE CHANGE (ZC 9-23/24-01)

JASON AND NICOLE STANIGER, PROPERTY OWNERS/APPLICANTS

ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE ZONING ORDINANCE ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF 7398 HIGHWAY 147, LAKE ALMANOR, UNINCORPORATED PLUMAS COUNTY, CALIFORNIA, ASSESSOR PARCEL NUMBER 106-010-004-000, TOWNSHIP 28 NORTH/RANGE 8 EAST/SECTION 21, MDM

Amend the zoning applied to the parcel *adding* approximately 9.0 acres of the Farm Animal Combining Zone (“F”) *to* the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

Staniger Zone Change ZC 9-23/24-01 7398 Hwy 147, Lake Almanor APN: 106-010-004-000

Legend

Farm Animal Combining
Zone (F) - Approx. 9.0 acres

Assessor Parcel

State Highway

County Route

Staniger Parcel
Approx. 16.93 acres

Lake

Roads

Railroad

Zoning

Suburban (S-1)

Recreation Open-Space (Rec-OS)

Recreation Commercial (R-C)

Recreation 1-3 acres (Rec-1)

Periphery Commercial (C-2)

Timberland Production (TPZ)

Rural 20-acre (R-20)

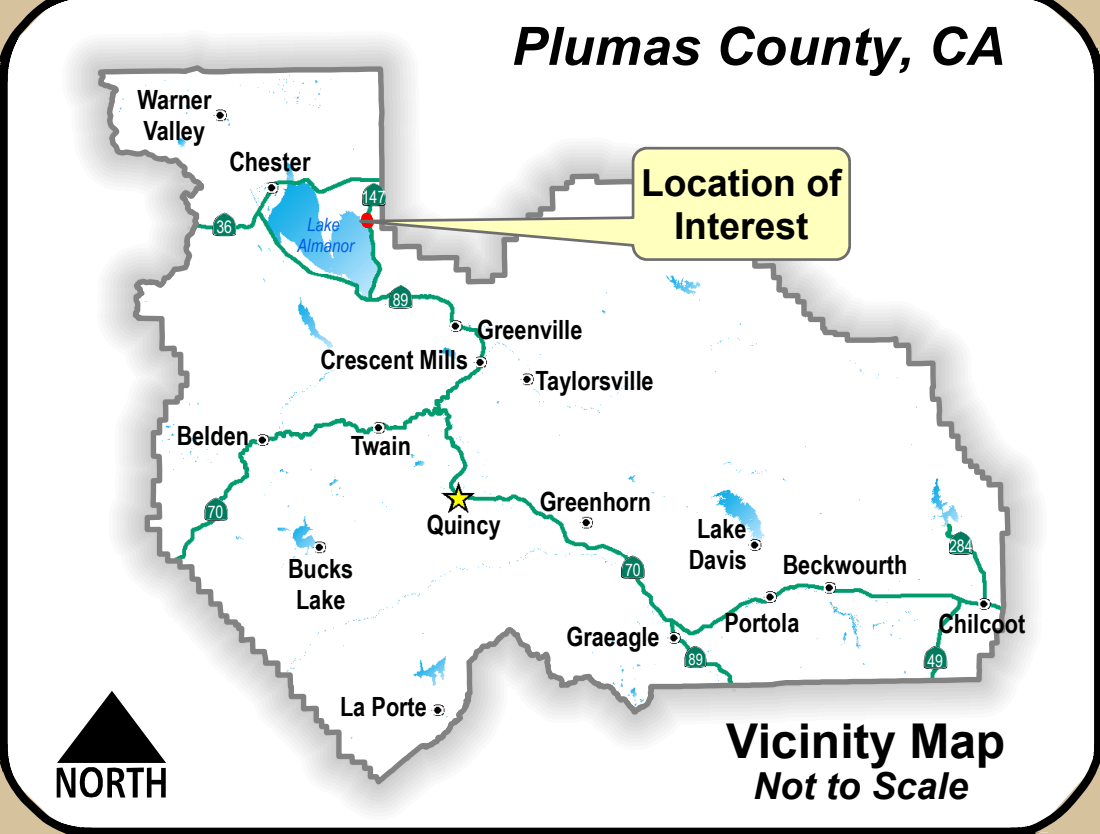
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212.5

425

850

Feet



PLUMAS COUNTY GIS

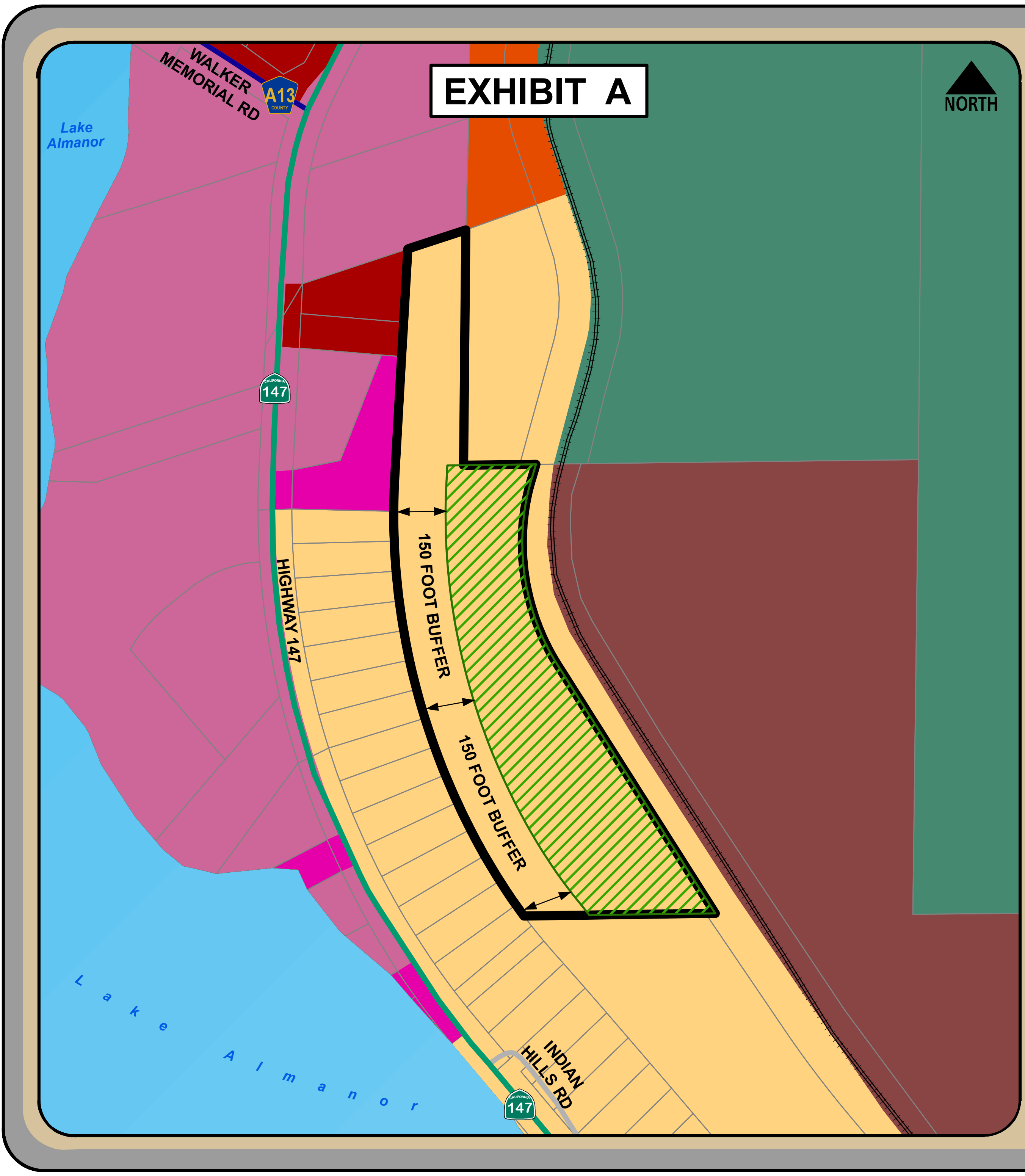
555 Main Street
Quincy, CA 95971
(530) 283-7011
www.plumascounty.us

Plot Date: 3/10/2025

Data Sources: Plumas County Framework Data; Projection: California State Plane, Zone 1, NAD 1983

For reprints, mapping or additional information please contact Plumas County GIS

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BOARD OF SUPERVISORS STAFF REPORT

TO: Honorable Board of Supervisors
FROM: Tracey Ferguson, AICP, Planning Director
MEETING DATE: April 1, 2025
SUBJECT: 11:00 AM. PUBLIC HEARING. Introduce and waive the first reading of an ORDINANCE, Staniger Zone Change (ZC 9-23/24-01) Zoning Ordinance, approved as to form by County Counsel

**PROPERTY OWNER/
APPLICANT** Jason and Nicole Staniger, property owner/applicant

PROJECT LOCATION: 7398 Highway 147, Lake Almanor, unincorporated Plumas County, California;
Assessor Parcel Number (APN) 106-010-004-000;
Township 28 North/Range 8 East/Section 21, MDM

BACKGROUND:

Jason and Nicole Staniger, property owner/applicant, submitted a Zone Change application (Exhibit 1) on July 18, 2023, to add the Farm Animal Combining Zone ("F") to the parcel located at 7398 Highway 147, Lake Almanor, Plumas County, APN 106-010-004-000.

The property owners/applicants state the following on the application as the reason for requesting the Zone Change:

"We would like the zoning to allow for a limited number of farm animals to be used for personal use and 4-H educational use for our children. We think that the ample size of this parcel to be more than adequate for this to be done with only positive impacts on the land and environment (including increasing fire safety by using small animals to manage the understory growth)."

The subject property has a primary zoning of Suburban ("S-1"), which allows for the "animal husbandry, small animals" use (Plumas County Code (PCC) Sec. 9-2.210) for the care and raising of "hoofless livestock" (e.g., chickens, rabbits, turkeys) for the personal use of residents of the property and 4-H market projects.

On January 16, 2025, Planning staff conducted a site visit with Nicole Staniger, property owner/applicant, and was informed that the desire is for the keeping and pasturing of horses, goats, and pigs on the property.

Horses, goats, and pigs are considered "hoofed livestock" and would be categorized under a "animal husbandry, large animals" use (PCC Sec. 9-2.209).

The "S-1" parcel zoning does not allow the large animal husbandry use; therefore, the property owners/applicants applied for the Zone Change to add the "F" combining zone to allow both the small and large animal husbandry uses.

As a result of the Planning staff’s conversations with the applicant on January 16, 2025, pursuant to the Zone Change Exhibit “A” map (Exhibit 2) the proposal is for a 9.0-acre portion of the 16.93-acre parcel to have the “F” combining zone added.

Information from the applicant/owner provided to Planning staff generally determined that the percent slope of the 9.0-acre portion proposed to have the “F” combining zone ranges from 15% to 20%, with the road/driveway being between 10% and 15%. With that said, there are flat and level areas that have been graded for a homesite and barn area and other areas for the hoofed livestock are flat and level for grazing.

More specifically, parcels to the north are zoned Recreation (“Rec-1”), and Suburban (“S-1”); to the east are railroad tracks and parcels zoned Suburban (“S-1”) and Rural 20-acre (“R-20”); to the south are parcels zoned Suburban (“S-1”); and to the west are parcels zoned Periphery Commercial (“C-2”), Recreation Commercial (“R-C”), and Suburban (“S-1”).

The areas to the west of the subject property that are zoned “S-1” are developed with dwelling units, wells, and septic and leach field systems. To mitigate for the keeping and pasturing of “hoofed livestock” near the adjoining residences, the applicant is incorporating a 150-foot buffer along the western property line between the “F” combining zone “large animal husbandry” use and the “S-1” zoned parcels that front Highway 147 to ensure that “hoofed livestock” would be kept away from adjoining residences, wells, and septic and leach field systems.

The California Department of Water Resources, water well standards (Bulletins 74-81 and 74-90 combined) Part II Water Well Construction, Section 8 Well Location with Respect to Contaminants and Pollutants, Section A (Separation), states: All water wells shall be located an adequate horizontal distance from known or potential sources of pollution and contamination. Such sources include, but are not limited to: ... “barnyard and stable areas,” continuing, “the following horizontal separation distances are generally considered adequate where a significant layer of unsaturated, unconsolidated sediment less permeable than sand is encountered between ground surface and groundwater. These distances are based on present knowledge and past experience. Local conditions may require greater separation distances to ensure groundwater quality protection.”

Potential Pollution or Contamination Source	Minimum Horizontal Separation Distance Between Well and Known or Potential Source
Animal or fowl enclosure	100 feet

2035 GENERAL PLAN AND ZONING ANALYSIS:

The proposed Zone Change is to add the Farm Animal Combining Zone (“F”) to the existing APN 106-010-004-000, which has a primary zoning of Suburban (“S-1”) and a 2035 General Plan land use designation of “Suburban Residential.”

The Suburban Residential land use designation is defined in Table 1-3, *Land Use Designations and Permissible Densities*, of the 2035 General Plan as:

“The Suburban, Secondary Suburban and Rural Residential designation allows for single family homes at lower densities than Single or Multiple Family Residential. In addition to miscellaneous compatible uses, these designations allow a range of limited agriculturally-oriented uses, such as horticulture, and keeping of farm animals.”

Pursuant to Sec. 9-2.1502, *Uses*, of Plumas County Code, Suburban zoning permits the following uses by right and with a special use permit:

Sec. 9-2.1502. - Uses. (S-1).

(a) The following uses shall be permitted in the Suburban Zone (S-1):

(1) One dwelling unit, including additional quarters; and one additional detached dwelling unit on any parcel of twice or more the minimum lot area;

(1.1) Accessory dwelling units as set forth in Article 45, Accessory Dwelling Units, of this chapter; and

*(2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, home businesses, **small animal husbandry**, and horticulture.*

(b) The following uses shall be permitted subject to the issuance of a special use permit:

(1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, 4-H breeding projects and FFA animal projects, nurseries, places of assembly, public utility facilities, public service facilities, recreation facilities, and schools.

(c) The following uses shall be permitted subject to the issuance of a planned development permit:

(1) Dwelling units and manufactured homes, including those in recreation oriented residential developments, at the ratio of up to one dwelling unit or manufactured home for each unit of minimum lot area within the area of the parcel.

(d) Telecommunications facilities in the Suburban Zone (S-1) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

The “S-1” zoning allows for a variety of uses, including small animal husbandry, which, pursuant to PCC Sec. 9-2.210, is defined as:

“Animal husbandry, small animals shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects.”

The small animal husbandry use allows for the keeping of small, hoofless livestock such as chickens, rabbits, and turkeys. Small animal husbandry does not include animals that have hoofs such as goats, horses, cows, and pigs. The applicant desires to keep horses, goats, and pigs, which are hooved livestock.

Pursuant to PCC Sec. 9-2.209 the large animal husbandry use is defined as:

“Animal husbandry, large animals” shall mean the care and raising of hooved livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre.”

To allow the keeping and pasturing of hooved livestock, the zoning must allow the “animal husbandry, large animals” use.

The Farm Animal Combining Zone (“F”) is a secondary zoning that allows for the following uses:

Sec. 9-2.4002. - Uses (F).

(a) The following uses shall be permitted in the Farm Animal Combining Zone (F):

(1) Small animal husbandry; and

(2) Large animal husbandry.

The “F” combining zone would allow for the keeping and pasturing of hoofed and hoofless livestock.

Therefore, the addition of the “F” combining zone is compatible with the Suburban Residential 2035 General Plan land use designation as it allows for the agriculturally oriented use of the keeping and pasturing of farm animals.

Pursuant to the Zone Change Exhibit “A” map (Exhibit 2), the proposal is for a 9.0-acre portion of the 16.93-acre parcel to have the “F” combining zone added, which could result in the care and raising of hoofed livestock, as defined under the above stated ratios, by acre and ½ acre of property, and specifically for the subject property at 9.0 acres of the “F” combining zone would allow no more than two (2) animals with their young (one year old or less) for the first acre and an additional 16 animals for the remaining 8 acres, totaling no more than 18 hoofed livestock, including two (2) of those animals being allowed with their young (one year old or less).

2035 GENERAL PLAN POLICY EVALUATION:

The following are the relevant policies from the 2035 Plumas County General Plan:

Policy	Brief Policy Description	Complies	Staff Comment
Public Health and Safety (PHS) Element Policy 6.8.3 Support for Local, Organic, and Grass Fed Agriculture	The County shall encourage and protect a variety of local ecologically sound agricultural practices as a way to increase on-farm income, diversify Plumas County agricultural production, and provide a healthy, secure food source for local supply that complies with accepted public health and safety standards.	Yes	The property owner's use of the "F" combining zone designated lands would include the seeding of the pastures with a specific grass seed mix and the animals kept on the property would be rotated between pastures to ensure no overgrazing of the land. In not overgrazing the land, it would ensure the availability of the food source for the livestock, which would result in a consistent growth of the livestock and food source production for the property owner.
Public Health and Safety (PHS) Element Policy 6.8.5 Community Food Security	Encourage countywide nutrition self-reliance and resiliency. Direct the development of policy that creates robust and just food systems in the County.	Yes	Allowing the keeping and pasturing of any type of farm animal on the property would allow and ensure the property owner's ability to be self-reliant and resilient in relation to their food source by having the ability to produce their own food such as meat and milk. Additionally, should the property owner elect to do so, there is potential for the property owner, through obtaining the applicable permits from, for example, the Environmental Health Department, to contribute to the food system of Plumas County with products they may produce from agricultural operations on the property.
Agriculture and Forestry (AG/FOR) Element Policy 8.4.1 Healthy Local Food Supply	Encourage and protect local, organic, grass-fed and/or ecologically sound agricultural practices to increase on-farm income and provide for a healthy local supply of food.	Yes	During Planning staff's site visit to the property on January 16, 2025, the property owner/applicant explained the proposed agricultural operation entailing the seeding of the pastures and that the animals kept on the property would be rotated between pastures to ensure no overgrazing of the land.

PLANNING COMMISSION PUBLIC COMMENTS RECEIVED:

Upon receipt of the Zone Change application, neighboring property owners within three hundred (300) feet of the proposed project were notified by mail of the application. One (1) comment was received by phone from a neighboring property owner inquiring about the purpose of the Zone Change. Planning staff responded by email on October 10, 2023 (Exhibit 3) and provided the commenter with the applicable portions of Plumas County Code for the “S-1” primary zoning and “F” combining zone.

On March 10, 2025, the 10-day public hearing notice for the meeting of the Planning Commission to be held on March 20, 2025, was posted and sent to the neighboring property owners within three hundred (300) feet of the proposed project.

As of the preparation of the Planning Commission staff report, the following comments were received as a result of the notification of the Planning Commission public hearing:

- On March 13, 2025, the Planning Director received a phone call from a property owner within 300 feet of the proposed project inquiring whether the introduction of livestock would be an attractant to wildlife predators.
 - Planning staff, Tracey Ferguson, Planning Director, responded on March 13, 2025, verbally over the phone; providing the property owner with information from the County Agricultural Commissioners Office that livestock can act as an attractant to small and large wildlife predators and proactive preventative measures such as height of fencing, electric fencing, type of materials used for fencing, and providing for predator-resistant locked shelter for the livestock at night would help in mitigating.
- On March 13, 2025, the Planning Director received an email (Exhibit 13) from a property owner within 300 feet of the proposed project stating: *“We received the letter in the mail yesterday regarding the hearing. We only get 8 days advance notice for this meeting?? Why such short notice?? We will be out of town next week so can’t attend which does NOT seem fair. This meeting needs to be delayed so the neighbors have time to discuss what we would like to do for this significant change being suggested for our neighborhood.”*
 - Planning staff, Tracey Ferguson, Planning Director, responded on March 13, 2025, in an email, communicating that the comment would be provided to the Planning Commission for consideration in making a recommendation on the Zone Change to the Board of Supervisors, and that pursuant to the California Government Code, the Planning Commission March 20, 2025, public hearing was properly noticed 10-days in advance to property owners within 300 feet of the parcel. Continuing, Director Ferguson stated that the property owner can call her or if provided with a phone number, Planning staff can call the property owner to have a conversation about the questions and/or concerns, and/or public comments, either over the phone, or in writing prior to the Planning Commission public hearing on March 20, 2025. Any comments provided would be read aloud to the Planning Commission for their consideration, including the request to delay their decision to allow for more time for neighbors to discuss the proposed project.
 - On March 14, 2025, the Planning Director received an email response, stating: *“Our main concern is the number of animals that this change would allow - could you please send me the exact and type of animals that would be allowed under the proposed zone change? I believe when I talked to you earlier you mentioned the owners were interested in animals for 4H which would likely be a small amount. Could the proposed changes be capped to a lesser number of animals more in line with what the owners are considering? Also - if this property is sold will these proposed changes stay in effect? If so - the new owners could have a large herd even if that wasn't the intention of this zone change.*

Our next door neighbor is likely going to attend the March 20 meeting, I sure wish we could be there as well instead of just writing a letter - definitely won't have the same effect. I prefer to do this by email so I have a record of our 'discussion'."

- On March 14, 2025, the Planning Director responded, in an email, communicating: 1) The proposed Zone Change action is to add approximately 9.0 acres of the Farm Animal Combining Zone ("F") to the approximately 16.93-acre Suburban ("S-1") parcel zoning. The "F" combining zone allows for both small and large animal husbandry, as defined in County Code:
 - "Animal husbandry, small animals shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects." This means animals like chickens, rabbits, and turkeys, and other hoofless livestock. "Animal husbandry, large animals" shall mean the care and raising of hooved livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre." The proposal is for a 9.0-acre portion of the 16.93-acre parcel to have the "F" combining zone added, which could result in the care and raising of hooved livestock, as defined under the above stated ratios, by acre and ½ acre of property, and specifically for the subject property at 9.0 acres of the "F" combining zone would allow no more than two (2) animals with their young (one year old or less) for the first acre and an additional 16 animals for the remaining 8 acres, totaling no more than 18 hooved livestock, including two (2) of those animals being allowed with their young (one year old or less).
- 2) The proposed "F" combining zone must follow the definition of "Animal husbandry, large animals" as described above. Any deviation of that definition, with the stated ratios of animals to acres, would require an amendment to the Plumas County Code, to amend the definition, which would be a separate process.
- 3) The "F" combining zone is applied to the parcel, not the applicant/owner, and runs with the land.
- 4) Any subsequent ownership of the parcel would be required and held to the same standard under the Plumas County Code definition of animal husbandry, large animals, for the proposed "F" combining zone 9.0-acre area, allowing no more than 18 hooved livestock, including two (2) of those animals being allowed, with their young (one year old or less).
- On March 16, 2025; March 17, 2025; and March 19, 2025, nine (9) commentors provided letters and/or emails to Tracey Ferguson, Planning Director, concerning the project.
 - See Exhibit 14 (Public Comment Exhibit provided to Planning Commission at March 20, 2025 Public Hearing) to read each comment.
- The Planning Commission held a properly noticed public hearing on March 20, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony, as follows:
 - Nicole Staniger (property owner/applicant) statement (Exhibit 15) read aloud.
 - A public commenter (Craig Finta) stated that he has been living on his property since 1958. He stated that he has no adversity towards the 4-H program. He stated that he, his wife and his son own a company called Finta Enterprises, formerly known as Finta Hay services. He stated that the company delivers hay and composts manure. He stated that he is familiar with the consequences of composting manure. He stated that code enforcement issues are slow processes. He stated

that sometimes it takes months to correct the problem. He stated that he agrees that the soil permeates great, except in intense thunderstorms. He stated that he is familiar with predators, and that the coyotes have increased in intensity. He stated that he has seen a mountain lion and that his neighbor has seen a wolf. He stated that farm animals bring in predators. He stated that he believes that the scope of what the applicant wants to accomplish can be done without a zone change. He stated that the Commission should find a balance and give the applicant what they want without permanently rezoning the property.

- A public commentor (Cody Clayton) stated that he has lived in Plumas County for 25 years. He stated that Plumas County is one of the last great places that hasn't been ruined by California. He stated that we are forcing people to ask permission to feed themselves through this process. He stated that he hopes that we can find a way through this.
- A public commentor (Leslie Finta) stated that she wanted to thank the applicant for sharing her plan. She stated that she came to the meeting without knowing exactly what was being planned. She stated that she loved the sustainability comments. She stated that she is concerned about the hotwire fence because she has grandchildren visit. She inquired about what would happen if a child touched the fence. Continuing, Leslie Finta stated that she also appreciated the forest thinning behind her property. She stated that if she had a choice between houses and animals that she would pick the animals.
- Nicole Staniger (property owner/applicant) stated that she wanted to address the issue of smell and flies because it came up in every comment. She stated that the prevailing winds off lake Almanor blows to the North and East away from the neighboring properties. She stated that the properties are all within 700 feet of the railroad tracks, where trains run all day and night.

Additionally, Jason and Nicole Staniger (property owner/applicant) sent a letter to the neighboring property owners on March 24, 2025 (Exhibit 16).

AGENCY COMMENTS RECEIVED:

Upon receipt of the complete Zone Change application, the project information was sent out to various agencies for review. During the 30-day review period, the comments received are listed on the following page.

These comments are being provided in this staff report for informational purposes.

Conditions of approval cannot be applied to a Zone Change. Plumas County Code, Title 9, Planning and Zoning specifies various zones created for the purpose of allowing land uses and densities consistent with the General Plan and establishing certain requirements. The Zone Change project application analysis is focused on compliance with 2035 General Plan policy, in addition to local, regional, state, and federal regulatory standards and regulations.

1. California Department of Forestry and Fire Protection (Exhibit 4):

"No comment."

2. Hamilton Branch Community Services District (HBCSD) (Exhibit 5):

"I [Michael Saitone, General Manager] have no comment due to the distance from my office and the parcel."

3. Plumas County Engineering Department (Exhibit 6):

"Engineering has no comments on this project, thank you for your consideration!"

4. Plumas County Public Works Department (Exhibit 7):

"PCPW has no comment on this Zone Change application."

5. Northern Sierra Air Quality Management District (NSAQMD) (Exhibit 8):

"No comment."

6. Plumas County Environmental Health Department (Exhibit 9):

"Approves subject to:

Pursuant to Plumas County Code Sec. 6-10.117 – Animal Waste

- *No person who owns or controls land shall allow any animal waste, including manure, urine, and defecations, to accumulate on the land and cause a public or private nuisance or a danger to public health, such as fly-breeding conditions and offensive odors.*
- *Any person owning or controlling land upon which animals are confined in pens, kennels, stalls, fenced residential back yards, or other small areas shall remove animal waste and dispose of it in an approved manner at least three (3) times each week, or more frequently if so ordered by the Plumas County Department of Environmental Health."*

This comment is being provided in the staff report for informational purposes and no conditions can be applied to a Zone Change. Plumas County Code Sec. 6-10.1117 – Animal Waste must be complied with, as existing County Code.

7. California Department of Transportation (Caltrans) (Exhibit 10):

"Thank you for the opportunity to review and comment on the proposed Zone Change at 7398 Hwy 147, Hamilton Branch. Caltrans District 2 has no comments with the project as currently proposed. Thank you again."

8. Pacific Gas and Electric (PG&E) (Exhibit 11):

"Our review indicates your proposed improvements do not appear to directly interfere with existing PG&E facilities or impact our easement rights...If the project requires PG&E gas or electric service in the future, please continue to work with PG&E's Service Planning Department: <https://www.pge.com/cco/>."

9. Plumas and Sierra County Office of the Agricultural Commissioner/Sealer of Weights and Measures (Exhibit 12):

"I [Willo Viera, Agricultural Commissioner] do not see a problem with granting a farm overlay with almost 9 acres of useable land."

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

The project is recommended to be exempt from the requirements of CEQA under Guidelines Section 15061(b)(3) because after conducting the initial environmental evaluation for the project, which showed no potential adverse effects on the environment, it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment. Further, local, regional, state, and federal regulatory standards and regulations, would serve to address potential environmental effects.

PROCEDURE:

Pursuant to Plumas County Code Sections 9-2.905 and 9-2.906, the Planning Commission's duties include providing recommendations to the Board of Supervisors on zoning code changes after holding a properly noticed public hearing. The Planning Commission is charged with rendering a decision on the Zone Change in the form of a written recommendation (Resolution) to the Board of Supervisors as pursuant to Plumas County Code Sections 2-2.107 and 2-2.108. Once the Planning Commission has made a recommendation, the Board of Supervisors would then hold a public hearing and take action on the Zone Change application.

The Planning Commission held a properly noticed public hearing on March 20, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony from all interested parties. Planning Commissioner comments, during the March 20, 2025 public hearing, were as follows:

- Commissioner West (District 5) inquired about the rules and regulations on noticing the public. Director Ferguson stated that per government code, it is a ten (10) day public notice mailed to the property owners within 300 feet of the parcel. She stated that this hearing was noticed on March 10, 2025.
- Commissioner Lewis (District 4) stated that the idea of a homestead is to be sustainable. He stated that he has to think about the land in perpetuity. He stated that someone could move in and want to put horses or cattle. He stated that it does not seem like an appropriate location for cattle or horses for any kind of profit.
- Commissioner Spencer (District 1) stated that it is clear that the project is not for commercial use. She stated that it was enlightening to hear what the applicant has planned for the property. She stated that because the zoning is in perpetuity with the land, that the worst case scenario needs to be considered. She stated that she feels confident in the inspections and the rigor regarding CEQA investigation. She stated that she is confident that it would not inspire someone to have 18 head on the property. She stated that she appreciates the forest thinning promoting safety in that small area. Continuing, Spencer stated that commercial would be a code violation. She stated that 4-H and FFA are not commercial endeavors. Director Ferguson read aloud Section 9-2.209 Animal Husbandry, Large. "...for the personal use of residents of the property..."
- Commissioner Montgomery (District 3) stated that he lives in the vicinity and had visited the property recently. He stated that the 19 percent grade is very significant. He stated that he agrees with the applicants' plans. He stated that his concern is with the perpetual nature of the zone change. He stated that he knows what the Environmental Health Department has said about the proximity to wells. He stated that he doesn't know what the slope of the property does to the aquifer underneath. He said that if there ends up being 18 cows on the property that the potential for E. coli is a "what if." He stated that his bigger concern has to do with someone buying the land with S-1 zoning and then wanting it to have an F combining zone. He stated that it would be a radical change of use. He stated that we are looking at the question of Right to Farm, and that in a way, this is the flip flop where property owners have the right first, and not the farm. Continuing, Commissioner Montgomery stated that it seems like the noise, odors, and flies are being kicked down the road to Code Enforcement. He stated that it would invite a lot of nuisance complaints.

Planning Commission Resolution Number P.C. 2025-01 was duly passed and adopted by the Plumas County Planning Commission on March 20, 2025, by a roll call vote of 3 YES (West, Spencer, Lewis); 1 NO (Montgomery); and 1 ABSENT (Hoffman Stout); recommending the Board of Supervisors find the Zone Change approval by Ordinance exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and adopt the Zoning Ordinance approving the Zone Change.

ACTIONS FOR CONSIDERATION:

Staff recommends the Board of Supervisors:

1. Receive Planning Commission Resolution Number 2025-01 (Exhibit 17) and staff report on the proposed Zone Change; and
2. Introduce and waive the first reading of the Zoning Ordinance (Exhibit 18); and
3. Open the public hearing and receive public comment; and
4. Continue the public hearing to the next regularly scheduled Board of Supervisors meeting on April 8, 2025, for consideration of adoption of the proposed Zone Change by Board of Supervisors Resolution (Exhibit 19) and Zoning Ordinance.

EXHIBITS:

1. Zone Change Application Submitted July 18, 2023
2. Zone Change Exhibit "A" Map
3. Public Comment response sent October 10, 2023
4. Email from Alan Thornhill, Fire Captain, California Department of Forestry and Fire Protection dated April 18, 2024
5. Email from Michael Saitone, General Manager, Hamilton Branch Community Services District, dated April 20, 2024
6. Email from Evan Hasse, Senior Engineering Technician, Plumas County Engineering, dated April 22, 2024
7. Email from Jim Graham, Principal Transportation Planner, Plumas County Public Works Department, dated April 22, 2024
8. Email from Melissa Klundby, Air Pollution Control Specialist, Northern Sierra Air Quality Management District, dated April 22, 2024
9. Memorandum from Pat Sanders, Environmental Health Specialist, Plumas County Environmental Health, dated April 29, 2024
10. Email from Michael Battles, LDR Coordinator, California Department of Transportation, dated May 1, 2024
11. Letter from Pacific Gas & Electric (PG&E) dated May 3, 2024
12. Email from Willo Viera, Agricultural Commissioner, Plumas and Sierra Counties Office of Agricultural Commissioner/Sealer of Weights and Measures, dated March 10, 2025
13. Email from property owner within 300 feet of the proposed project
14. Public Comment Exhibit provided to the Planning Commission at the Public Hearing on March 20, 2025
15. Nicole Staniger (applicant/owner) statement read aloud at the Planning Commission Public Hearing on March 20, 2025
16. Jason & Nicole Staniger (applicant/owner) letter to neighbors, sent March 24, 2025
17. Planning Commission Resolution Number P.C. 2025-01 duly passed and adopted on March 20, 2025
18. Zone Change Zoning Ordinance, Staniger Zone Change (ZC 9-23/24-01) Ordinance No. 2025-_____
19. Board of Supervisors Resolution No. 2025-_____ 2025 Spring, Plumas County Zone Change, Staniger ZC 9-23/24-01

DEPARTMENTAL USE ONLY

Initial Completeness Verified by T.F. 9/5/23Date Rec'd 7/18/23Receipt No. \$ 1,325.00File No. ZC 9-23/24-01

ZONE CHANGE

Instructions to applicant (s):

1. Complete the form and mail or take to: Planning & Building Services
555 Main Street
Quincy, CA 95971
2. Pay the filing fee set forth in the fee schedule (attached).
3. Make the check payable to Planning & Building Services.

APPLICATION FOR:

ZONE CHANGE

- ☒ Petition by property owner, or
☐ Resolution of intention requested

A. Applicant (s)

Name JASON + NICOLE STANIGER
Mailing Address PO Bx 1840, WESTWOOD CA 96137
Telephone 530-520-8682

B. Owner (s)

Name Same
Mailing Address _____
Telephone _____

C. Property

Street Address 7398 Hwy 147, Lake Almanor CA 96137
Nearest Town HAMILTON BRANCH? CHESTER/CLEAR CREEK
Assessor's Parcel Number(s) 106-010-004-000 Acreage 16.59

D. Applicants Interest in Property

- ☒ OWNER
☐ OWNER'S AGENT
☐ OTHER (Specify) _____

Use additional sheets of paper as necessary to complete the information requested.

EXISTING ZONING "S-1"

PROPOSED ZONING "S-1" COMBINING ZONE "F"

REASON FOR REQUEST WE WOULD LIKE THE ZONING TO ALLOW FOR A LIMITED
NUMBER OF FARM ANIMALS TO BE USED FOR PERSONAL USE AND
4-H EDUCATIONAL USE FOR OUR CHILDREN. WE THINK THAT THE
AMPLE SIZE OF THIS PARCEL TO BE MORE THAN ADEQUATE FOR THIS
TO BE DONE WITH ONLY POSITIVE IMPACTS ON THE LAND AND
ENVIRONMENT (INCLUDING INCREASING FIRE SAFETY BY USING SMALL ANIMALS
TO MANAGE THE UNDERSTORY GROWTH).

SUPPORTING INFORMATION

JUST SOUTH OF OUR PROPERTY THERE ARE PARCELS/PROPERTIES THAT
HAVE THE COMBINED "F" ZONING (ON SALEM RD). ADDITIONALLY,
SINCE OUR PROPERTY BACKS UP TO SIERRA PACIFIC LAND ON THE
EAST BORDER, THE IMPACT TO NEIGHBORING PROPERTIES WOULD BE MINIMAL,
IF ANY.

If this application for a General Plan Amendment within the Sierra Valley Groundwater Management District, attach a groundwater supply evaluation which meets the standards of that district.

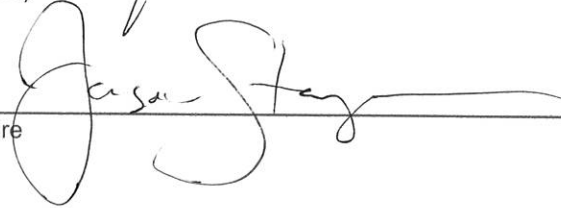
CERTIFICATE AND WAIVER

I, the applicant, certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided herein; and I, as an owner of the property affected by this amendment, petition for this amendment.



Signature

Date 7-10-23

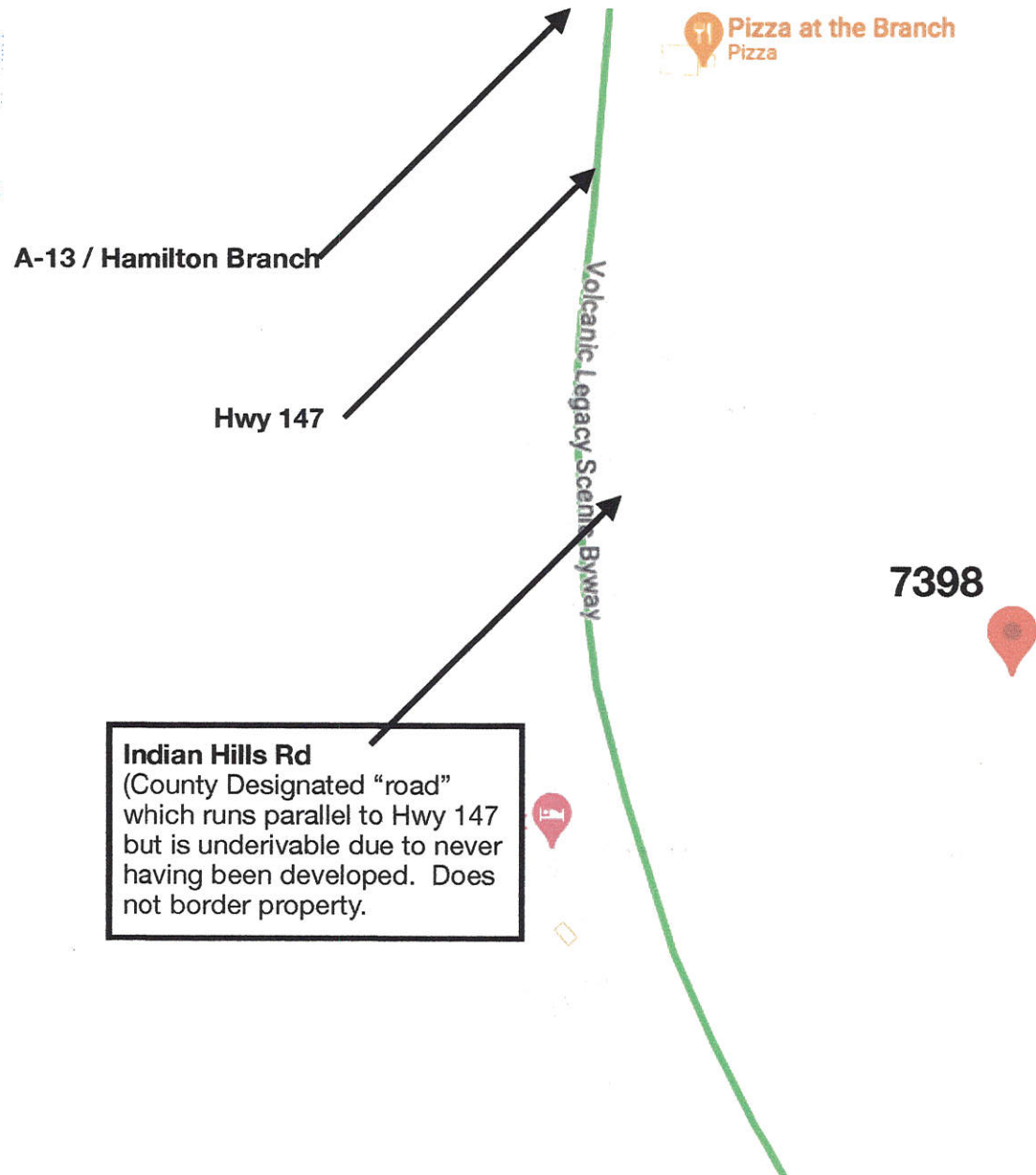


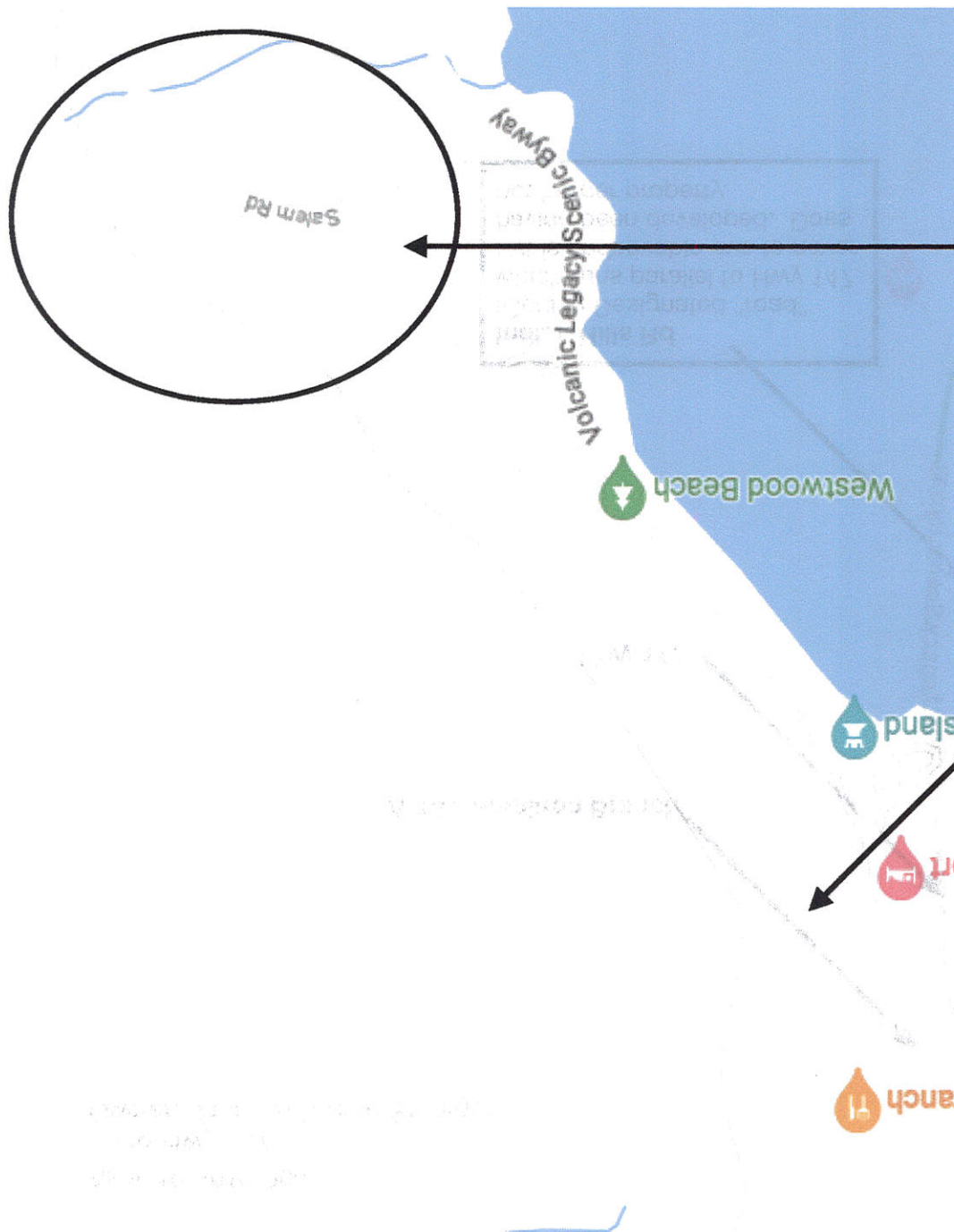
Signature

Date 7-10-23

APN 106-010-004
7398 Hwy 147
Owner: Jason & Nicole Staniger

RECEIVED
SEP - 5 2023
PC Planning+Building





Area 1 mile south of property line
- Several parcels here have
combined Farm zoning

7398 Hwy 147

APN: 106-010-004)
Address: 7398 Hwy 147, Lake Almanor CA 96137
Owners: Jason and Nicole Staniger

RECEIVED
SEP - 5 2023
PC Planning+Building



Note: Access Road (white dotted line)

- Easement: PG&E has recorded easement for this access road



Staniger Zone Change ZC 9-23/24-01 7398 Hwy 147, Lake Almanor APN: 106-010-004-000

Legend

Farm Animal Combining
Zone (F) - Approx. 9.0 acres

Assessor Parcel

State Highway

County Route

Staniger Parcel
Approx. 16.93 acres

Lake

Roads

Railroad

Zoning

Suburban (S-1)

Recreation Open-Space (Rec-OS)

Recreation Commercial (R-C)

Recreation 1-3 acres (Rec-1)

Periphery Commercial (C-2)

Timberland Production (TPZ)

Rural 20-acre (R-20)

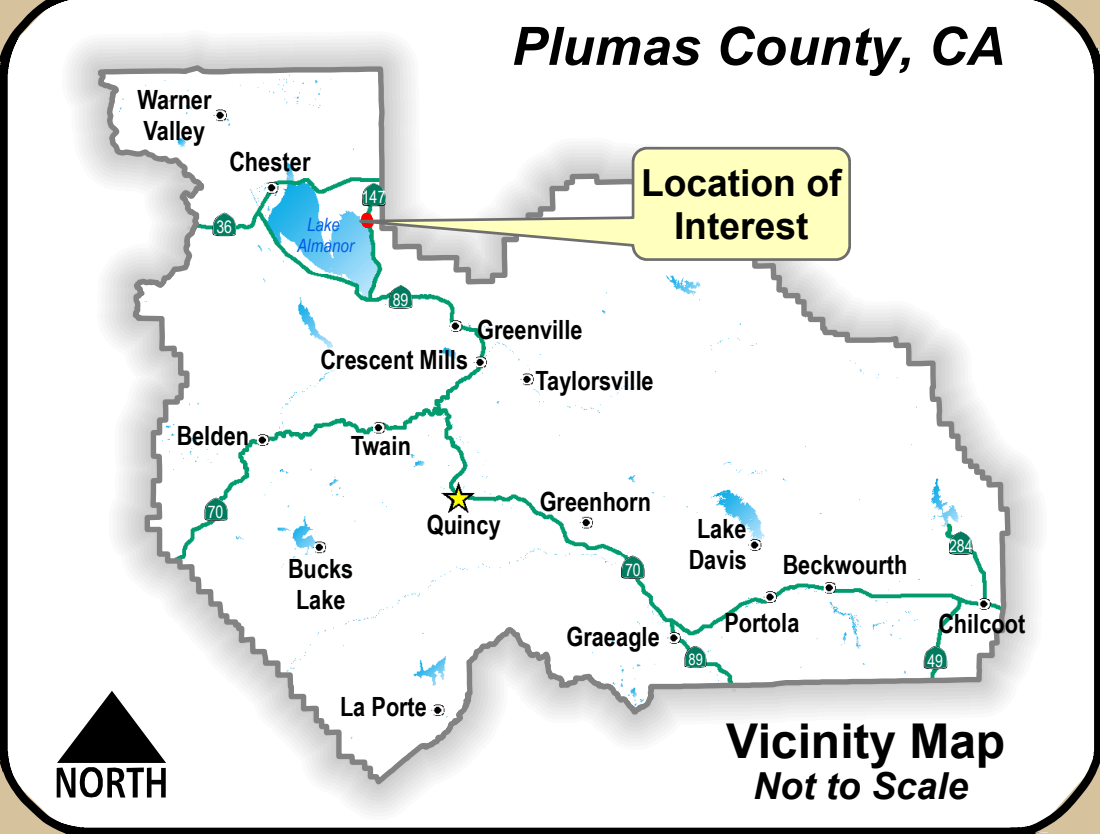
0

212.5

425

850

Feet



PLUMAS COUNTY GIS

555 Main Street
Quincy, CA 95971
(530) 283-7011
www.plumascounty.us

Plot Date: 3/10/2025

Data Sources: Plumas County Framework Data; Projection: California State Plane, Zone 1, NAD 1983

For reprints, mapping or additional information please contact Plumas County GIS

Disclaimer
Although a great deal of effort was made by Plumas County GIS to gather the mapping elements presented in this document, it does not constitute a complete and accurate representation of actual physical elements on the ground. Reasonable efforts have been made by Plumas County GIS to verify that this map accurately interprets the source data used in its preparation; however, a degree of error is inherent in all maps, and this map may contain omissions and errors in scale, resolution, rectification, positional accuracy, development methodology, interpretation of source data, and other circumstances. As additional data becomes available to Plumas County GIS, and as verification of source data continues, this map may be reinterpreted or updated by Plumas County GIS. This map is date specific and is intended for use only at the published scale. This digitally compiled map does not represent a legal survey of the land nor should it be used for navigational, engineering, or any other site-specific use and has been created for graphical purposes only. This map is distributed "as-is" without warranty of any kind.

From: [Ferguson, Tracey](#)
To: cntheriault@gmail.com
Subject: Zone Change 9-23/24-01 (Staniger)
Date: Tuesday, October 10, 2023 11:02:00 AM
Attachments: [image001.png](#)
[Plumas County, CA Code of Ordinances FarmingCombiningZone.pdf](#)
[Plumas County, CA Code of Ordinances AnimalHusbandry.pdf](#)
[Plumas County, CA Code of Ordinances S-1 Suburban Zone.pdf](#)

Curt –

APN 106-010-004 (16.93 acres) is zoned “S-1” which allows for the use “Small animal husbandry” (see definition attached).

The Zone Change application proposes to add the “F” Farm Animal Combining Zone (see definition attached) which would also allow “Large animal husbandry” (see definition attached).

Regards,
Tracey

Tracey Ferguson, AICP
Planning Director



Plumas County Planning & Building Services
Planning Department
555 Main Street
Quincy, CA 95971
P: (530) 283-6214
F: (530) 283-6134
traceyferguson@countyofplumas.com
www.plumascounty.us

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Article 40. - Farm Animal Combining Zone (F)

Sec. 9-2.4001. - Purpose (F).

The purpose of the Farm Animal Combining Zone (F) is to provide for animal husbandry.

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.4002. - Uses (F).

(a) The following uses shall be permitted in the Farm Animal Combining Zone (F):

- (1) Small animal husbandry; and
- (2) Large animal husbandry.

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.209. - Animal husbandry, large animals.

"Animal husbandry, large animals" shall mean the care and raising of hoofed livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 1, Ord. 85-611, eff. July 18, 1985)

Sec. 9-2.210. - Animal husbandry, small animals.

"Animal husbandry, small animals" shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 1, Ord. 85-11, eff. July 18, 1985)

Article 15. - Suburban Zone (S-1)

Sec. 9-2.1501. - Purpose (S-1).

The purpose of the Suburban Zone (S-1) is to provide for dwelling units at the ratio of one to three (3) acres per dwelling unit with provisions for compatible uses.

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.1502. - Uses (S-1).

(a) The following uses shall be permitted in the Suburban Zone (S-1):

- (1) One dwelling unit, including additional quarters; one guest house; and one additional detached dwelling unit on any parcel of twice or more the minimum lot area; and
- (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, home businesses, small animal husbandry, and horticulture.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, 4-H breeding projects and FFA animal projects, nurseries, places of assembly, public utility facilities, public service facilities, recreation facilities, and schools.

(c) The following uses shall be permitted subject to the issuance of a planned development permit:

- (1) Dwelling units and manufactured homes, including those in recreation oriented residential developments, at the ratio of up to one dwelling unit or manufactured home for each unit of minimum lot area within the area of the parcel.

(d) Telecommunications facilities in the Suburban Zone (S-1) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 11, Ord. 86-623, eff. February 6, 1986, § 2, Ord. 89-716, eff. October 5, 1989, § 1, Ord. 92-787, eff. July 16, 1992, § 4, Ord. 93-817, eff. November 11, 1993, § 8, Ord. 99-924, eff. November 11, 1999; § 2, Ord. 00-932, eff. June 8, 2000; and § 2, Ord. No. 2007-1061, adopted November 6, 2007; § 1(Exh. A), Ord. 2019-1116, adopted January 22, 2019; § 5(Exh. A), Ord. 2019-1121, adopted October 15, 2019)

Sec. 9-2.1503. - Height (S-1).

No structure in the Suburban Zone (S-1) shall exceed thirty-five (35') feet in height.

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.1504. - Area, width and coverage (S-1).

- (a) The minimum net lot area in the Suburban Zone (S-1) shall be one acre.
- (b) The minimum width shall be 120 feet.
- (c) The maximum building coverage shall not exceed fifty (50%) percent of the lot area, except that on any parcel which is at least one acre in size, each dwelling unit and accessory buildings shall cover no more than one acre.

(§ 3, Ord. 84-593, eff. January 3, 1985; § 1(Exh. A), Ord. 2019-1122, adopted October 15, 2019)

Sec. 9-2.1505. - Yards (S-1).

The minimum yard requirements in the Suburban Zone (S-1) shall be as follows, except as modified by Section 9-2.419 of Article 4 of this Chapter (General Requirements: Yards):

- (a) Front yards: Twenty (20') feet; and
- (b) Side and rear yards: Five (5') feet per story.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 1, Ord. 91-762, eff. October 3, 1991; § 4, Ord. No. 2004-998, adopted January 6, 2004; § 1(Exh. A), Ord. 2018-1114, adopted October 9, 2018)

Sec. 9-2.1506. - Parking and loading (S-1).

Parking and loading in the Suburban Zone (S-1) shall be as required by Section 9-2.414 of Article 4 of this chapter (General Requirements: Parking and loading).

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.1507. - Signs (S-1).

Signs in the Suburban Zone (S-1) shall be as permitted by Section 9-2.416 of Article 4 of this chapter (General Requirements: Signs).

(§ 3, Ord. 84-593, eff. January 3, 1985)

Evans, Tim

From: Thornhill, Alan@CALFIRE <alan.thornhill@fire.ca.gov>
Sent: Thursday, April 18, 2024 6:42 PM
To: Evans, Tim
Subject: RE: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

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.

No comment



Alan Thornhill

Fire Captain – Peace Officer
Prevention Bureau, Pre-Fire Planning, DSI Coordinator
697-345 State Highway 36, Susanville, CA. 96130
(530) 251-4413 Office



For wildfire preparedness and prevention tips

Visit: [Burn Permits](#) - [Damage Inspection](#) - [Defensible Space](#) - [Home Hardening](#)

From: Evans, Tim <TimEvans@countyofplumas.com>
Sent: Thursday, April 18, 2024 5:28 PM
To: Evans, Tim <TimEvans@countyofplumas.com>
Subject: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

Warning: this message is from an external user and should be treated with caution.

Good Afternoon,

The Planning Department received a Zone Change application from Jason and Nicole Staniger to add the Farm Animal (F) combining zone in addition to the existing primary zoning of S-1 (Suburban) to the property located at: 7398 Highway 147, Lake Almanor, unincorporated Plumas County, CA; APN 106-010-004; T28N/R8E/Sec. 21, MDM

Attached is information on this project. I am reviewing this project to determine if the application is complete and to determine if the project may have a significant effect on the environment.

I would appreciate any suggestions you could make as to how the project might be modified to reduce or avoid any significant effects. Also, I would appreciate any recommendations you can make regarding approval or conditions of approval. **Please be as specific as you can, as that will assist me in obtaining information you might need.**

If you have no comment on this project, I would appreciate being told by replying to this email with a “no comment.”

Evans, Tim

From: hbcasd@frontier.com
Sent: Saturday, April 20, 2024 7:31 AM
To: Evans, Tim
Subject: RE: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

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 Tim,

I have no comment due to the distance from my office and the parcel.

Thank you,

Michael Saitone
Hamilton Branch Community Services District
General Manager
530-816-1041

From: Evans, Tim <TimEvans@countyofplumas.com>
Sent: Thursday, April 18, 2024 5:28 PM
To: Evans, Tim <TimEvans@countyofplumas.com>
Subject: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

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If you have no comment on this project, I would appreciate being told by replying to this email with a "no comment."

Please respond by May 3, 2024, whether or not you have a comment. If you intend to respond but cannot do so by **May 3, 2024**, please call me at (530) 283 – 6207 or email me at timevans@countyofplumas.com.

If you need more information, let me know, by email timevans@countyofplumas.com or phone at (530) 283-6207.

Evans, Tim

From: Hasse, Evan
Sent: Monday, April 22, 2024 8:00 AM
To: Evans, Tim
Cc: Graham, Jim
Subject: RE: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

Hi Tim,

Engineering has no comments on this project, thank you for your consideration!

Evan Hasse
530.283.6209 Office
530.616.5102 Cell

From: Evans, Tim <TimEvans@countyofplumas.com>
Sent: Thursday, April 18, 2024 5:28 PM
To: Evans, Tim <TimEvans@countyofplumas.com>
Subject: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

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The Planning Department received a Zone Change application from Jason and Nicole Staniger to add the Farm Animal (F) combining zone in addition to the existing primary zoning of S-1 (Suburban) to the property located at: 7398 Highway 147, Lake Almanor, unincorporated Plumas County, CA; APN 106-010-004; T28N/R8E/Sec. 21, MDM

Attached is information on this project. I am reviewing this project to determine if the application is complete and to determine if the project may have a significant effect on the environment.

I would appreciate any suggestions you could make as to how the project might be modified to reduce or avoid any significant effects. Also, I would appreciate any recommendations you can make regarding approval or conditions of approval. **Please be as specific as you can, as that will assist me in obtaining information you might need.**

If you have no comment on this project, I would appreciate being told by replying to this email with a "no comment."

Please respond by May 3, 2024, whether or not you have a comment. If you intend to respond but cannot do so by **May 3, 2024**, please call me at (530) 283 – 6207 or email me at timevans@countyofplumas.com.

If you need more information, let me know, by email timevans@countyofplumas.com or phone at (530) 283-6207.

Thank you for your assistance.

Regards,

Tim Evans
Planner – Extra Help

Evans, Tim

From: Graham, Jim
Sent: Monday, April 22, 2024 8:21 AM
To: Evans, Tim
Cc: Thorman, Rob
Subject: RE: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

Hi Tim,

PCPW has no comment on this Zone Change application.

Jim Graham (he/his)
Executive Director, Plumas CTC
Principal Transportation Planner
Plumas County Department of Public Works
jimgraham@countyofplumas.com
(530) 283-6169 - Work
(530) 519-1478 - Cell

From: Evans, Tim <TimEvans@countyofplumas.com>
Sent: Thursday, April 18, 2024 5:28 PM
To: Evans, Tim <TimEvans@countyofplumas.com>
Subject: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

Good Afternoon,

The Planning Department received a Zone Change application from Jason and Nicole Staniger to add the Farm Animal (F) combining zone in addition to the existing primary zoning of S-1 (Suburban) to the property located at: 7398 Highway 147, Lake Almanor, unincorporated Plumas County, CA; APN 106-010-004; T28N/R8E/Sec. 21, MDM

Attached is information on this project. I am reviewing this project to determine if the application is complete and to determine if the project may have a significant effect on the environment.

I would appreciate any suggestions you could make as to how the project might be modified to reduce or avoid any significant effects. Also, I would appreciate any recommendations you can make regarding approval or conditions of approval. **Please be as specific as you can, as that will assist me in obtaining information you might need.**

If you have no comment on this project, I would appreciate being told by replying to this email with a "no comment."

Please respond by May 3, 2024, whether or not you have a comment. If you intend to respond but cannot do so by **May 3, 2024**, please call me at (530) 283 – 6207 or email me at timevans@countyofplumas.com.

If you need more information, let me know, by email timevans@countyofplumas.com or phone at (530) 283-6207.

Thank you for your assistance.

Regards,

Evans, Tim

From: Melissa Klundby <melissak@myairdistrict.com>
Sent: Monday, April 22, 2024 3:55 PM
To: Evans, Tim
Subject: Re: Zone Change ZC 9-23/24-01; 7398 Highway 147, Lake Almanor; APN 106-010-004

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No comment.

Thank you.

On Thu, Apr 18, 2024 at 5:27 PM Evans, Tim <TimEvans@countyofplumas.com> wrote:

Good Afternoon,

The Planning Department received a Zone Change application from Jason and Nicole Staniger to add the Farm Animal (F) combining zone in addition to the existing primary zoning of S-1 (Suburban) to the property located at: 7398 Highway 147, Lake Almanor, unincorporated Plumas County, CA; APN 106-010-004; T28N/R8E/Sec. 21, MDM

Attached is information on this project. I am reviewing this project to determine if the application is complete and to determine if the project may have a significant effect on the environment.

I would appreciate any suggestions you could make as to how the project might be modified to reduce or avoid any significant effects. Also, I would appreciate any recommendations you can make regarding approval or conditions of approval. **Please be as specific as you can, as that will assist me in obtaining information you might need.**

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Please respond by May 3, 2024, whether or not you have a comment. If you intend to respond but cannot do so by **May 3, 2024**, please call me at (530) 283 – 6207 or email me at timevans@countyofplumas.com.

If you need more information, let me know, by email timevans@countyofplumas.com or phone at (530) 283-6207.

Thank you for your assistance.

Regards,



Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

DATE: April 29, 2024

TO: Tim Evans, Planning Department

RE: Staniger
ZC 9-23/24-01
APN 106-010-004

This is to notify you that this Department:

☐ APPROVES

☒ APPROVES SUBJECT TO:

☐ CANNOT APPROVE DUE TO THE FOLLOWING:

☐ FINDS THE APPLICATION INCOMPLETE DUE TO:

Per Plumas County Code Sec. 6-10.117 – Animal Waste

- No person who owns or controls land shall allow any animal waste, including manure, urine, and defecations, to accumulate on the land and cause a public or private nuisance or a danger to public health, such as fly-breeding conditions and offensive odors.
- Any person owning or controlling land upon which animals are confined in pens, kennels, stalls, fenced residential back yards, or other small areas shall remove animal waste and dispose of it in an approved manner at least three (3) times each week, or more frequently if so ordered by the Plumas County Department of Environmental Health.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Sanders", is written over a horizontal line.

William Pat Sanders, REHS III
Plumas County Environmental Health

Evans, Tim

From: Battles, Michael@DOT <Michael.Battles@dot.ca.gov>
Sent: Wednesday, May 1, 2024 9:59 AM
To: Evans, Tim
Cc: Grah, Kathy M@DOT; Babcock, Kelly M@DOT
Subject: 7398 Hwy 147

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Good morning Tim,

Thank you for the opportunity to review and comment on the proposed Zone Change at 7398 Hwy 147, Hamilton Branch. Caltrans District 2 has no comments with the project as currently proposed. Thank you again.

Sincerely,

Mike Battles
Regional Planning/Local Development Review
Caltrans District 2



May 3, 2024

Tim Evans
County of Plumas
555 Main St
Quincy, CA 95971

Re: ZC 9-23/24-01
7398 Highway 147

Dear Tim Evans,

Thank you for providing PG&E the opportunity to review the proposed plans for dated 4/18/2024. Our review indicates the proposed improvements do not appear to directly interfere with existing PG&E facilities or impact our easement rights.

Please note this is our preliminary review and PG&E reserves the right for additional future review as needed. This letter shall not in any way alter, modify, or terminate any provision of any existing easement rights. If there are subsequent modifications made to the design, we ask that you resubmit the plans to the email address listed below.

If the project requires PG&E gas or electrical service in the future, please continue to work with PG&E's Service Planning department: <https://www.pge.com/cco/>.

As a reminder, before any digging or excavation occurs, please contact Underground Service Alert (USA) by dialing 811 a minimum of 2 working days prior to commencing any work. This free and independent service will ensure that all existing underground utilities are identified and marked on-site.

If you have any questions regarding our response, please contact the PG&E Plan Review Team at pgeplanreview@pge.com.

Sincerely,

PG&E Plan Review Team
Land Management

Evans, Tim

From: Vieira, Willo
Sent: Monday, March 10, 2025 9:17 AM
To: Evans, Tim; Osborn, Becky
Subject: Re: Zone Change to Add Farm Animal Combining Zone to the Property at 7398 Highway 147, Lake Almanor

Tim,
Thank you and Becky for the update. I do not see a problem with granting a farm overlay with almost 9 acres of useable land.

Kind regards,

Willo Vieira, CAC

[Get Outlook for iOS](#)

From: Evans, Tim <TimEvans@countyofplumas.com>
Sent: Monday, March 10, 2025 10:26:02 AM
To: Osborn, Becky <BeckyOsborn@countyofplumas.com>; Vieira, Willo <WilloVieira@countyofplumas.com>
Subject: Re: Zone Change to Add Farm Animal Combining Zone to the Property at 7398 Highway 147, Lake Almanor

Thanks!

Tim Evans
Senior Planner – Extra Help
Plumas County Planning Department
Main Line: 530-283-7011

From: Osborn, Becky <BeckyOsborn@countyofplumas.com>
Sent: Monday, March 10, 2025 6:26 AM
To: Evans, Tim <TimEvans@countyofplumas.com>; Vieira, Willo <WilloVieira@countyofplumas.com>
Subject: RE: Zone Change to Add Farm Animal Combining Zone to the Property at 7398 Highway 147, Lake Almanor

It's approx. 8.96 acres (9 acres).

Becky Osborn, GIS Coordinator
Geographic Information Systems / County of Plumas
555 Main Street, Quincy, CA 95971
Phone: (530) 283-6420
FAX: (530) 283-6134
HOURS: Monday-Thursday 6:00 a.m. – 4:30 p.m. (Closed Friday)
[email](#) | [website](#)
Check out Plumas County's interactive maps: [Map Portal](#)

From: [Curt Theriault](#)
To: [Ferguson, Tracey](#)
Subject: Re: Zone Change 9-23/24-01 (Staniger) - Public Hearing Notice
Date: Friday, March 14, 2025 3:56:40 PM
Attachments: [image001.png](#)

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Thanks Tracey for this information.
Curt

On Fri, Mar 14, 2025 at 3:47 PM Ferguson, Tracey <TraceyFerguson@countyofplumas.com> wrote:

Hi Curt – please find responses to your questions below:

1. Could you please send me the exact and type of animals that would be allowed under the proposed zone change?
 - a. The proposed Zone Change action is to add approximately 9.0 acres of the Farm Animal Combining Zone (“F”) to the approximately 16.93-acre Suburban (“S-1”) parcel zoning. The “F” combining zone allows for both small and large animal husbandry, as defined in County Code:

--“Animal husbandry, small animals shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects.” This means animals like chickens, rabbits, and turkeys, and other hoofless livestock.

--“Animal husbandry, large animals” shall mean the care and raising of hooved livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre.”

The proposal is for a 9.0-acre portion of the 16.93-acre parcel to have the “F” combining zone added, which could result in the care and raising of hooved livestock, as defined under the above stated ratios, by acre and ½ acre of property, and specifically for the subject property at 9.0 acres of the “F” combining zone would allow no more than two (2) animals with their young (one year old or less) for the first acre and an additional 16 animals for the remaining 8 acres, totaling no more than 18 hooved livestock, including two (2) of those animals being allowed with their young (one year old or less).

2. Could the proposed changes be capped to a lesser number of animals more in line with what the owners are considering?
 - a. The proposed “F” combining zone must follow the definition of “Animal husbandry,

large animals” as described above. Any deviation of that definition, with the stated ratios of animals to acres, would require an amendment to the Plumas County Code, to amend the definition, which would be a separate process.

3. Also - if this property is sold will these proposed changes stay in effect?
 - a. The “F” combining zone is applied to the parcel, not the applicant/owner, and runs with the land.
4. If so - the new owners could have a large herd even if that wasn't the intention of this zone change.
 - a. Any subsequent ownership of the parcel would be required and held to the same standard under the Plumas County Code definition of animal husbandry, large animals, for the proposed “F” combining zone 9.0-acre area, allowing no more than 18 hooved livestock, including two (2) of those animals being allowed, with their young (one year old or less).

Regards,

Tracey

Tracey Ferguson, AICP

Planning Director

Co Logo



Plumas County Planning Department

P: (530) 283-6214

traceyferguson@countyofplumas.com

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From: Curt Theriault <cntheriault@gmail.com>

Sent: Friday, March 14, 2025 1:53 PM

To: Ferguson, Tracey <TraceyFerguson@countyofplumas.com>

Subject: Re: Zone Change 9-23/24-01 (Staniger) - Public Hearing Notice

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Good afternoon Tracey -

Our main concern is the number of animals that this change would allow - could you please send me the exact and type of animals that would be allowed under the proposed zone change? I believe when I talked to you earlier you mentioned the owners were interested in animals for 4H which would likely be a small amount. Could the proposed changes be capped to a lesser number of animals more in line with what the owners are considering? Also - if this property is sold will these proposed changes stay in effect? If so - the new owners could have a large herd even if that wasn't the intention of this zone change.

Our next door neighbor is likely going to attend the March 20 meeting, I sure wish we could be there as well instead of just writing a letter - definitely won't have the same effect.

I prefer to do this by email so I have a record of our 'discussion'.

Thanks Tracey for your help-

Curt

On Thu, Mar 13, 2025 at 4:51 PM Ferguson, Tracey
<TraceyFerguson@countyofplumas.com> wrote:

Hello Curt – pursuant to the California Government Code, the Planning Commission March 20, 2025, public hearing was properly noticed 10-days in advance to property owners within 300 feet of the parcel. What is your phone number so that we can have a conversation about your questions and/or concerns. Or feel free to call me. You can provide a public comment, either over the phone, or in writing prior to March 20th and I can read it aloud to the Planning Commission for their consideration in making the recommendation to the Board of Supervisor, including delaying their decision (per your comment/request below). The April 1, 2025, Board of Supervisors public hearing is also proactively noticed on the communication you received as well.

Thank you,

Tracey

Tracey Ferguson, AICP

Planning Director

Co Logo



Plumas County Planning Department

P: (530) 283-6214

traceyferguson@countyofplumas.com

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From: Curt Theriault <cntheriault@gmail.com>

Sent: Thursday, March 13, 2025 2:11 PM

To: Ferguson, Tracey <TraceyFerguson@countyofplumas.com>

Subject: Re: Zone Change 9-23/24-01 (Staniger) - Public Hearing Notice

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 Tracy -

We received the letter in the mail yesterday regarding the hearing. We only get 8 days

advance notice for this meeting?? Why such short notice?? We will be out of town next week so can't attend which does NOT seem fair. This meeting needs to be delayed so the neighbors have time to discuss what we would like to do for this significant change being suggested for our neighborhood.

Thanks!

Curt

On Thu, Mar 13, 2025 at 2:03 PM Ferguson, Tracey
<TraceyFerguson@countyofplumas.com> wrote:

Hello Curt – this email is a follow up to the October 2023 email you sent below.

Please find the attached public hearing notice for the project.

Regards,
Tracey

Tracey Ferguson, AICP
Planning Director

Co Logo



Plumas County Planning Department

P: (530) 283-6214

traceyferguson@countyofplumas.com

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From: Ferguson, Tracey
Sent: Tuesday, October 10, 2023 11:03 AM
To: cntheriault@gmail.com
Subject: Zone Change 9-23/24-01 (Staniger)

Curt –

APN 106-010-004 (16.93 acres) is zoned “S-1” which allows for the use “Small animal husbandry” (see definition attached).

The Zone Change application proposes to add the “F” Farm Animal Combining Zone (see definition attached) which would also allow “Large animal husbandry” (see definition attached).

Regards,
Tracey

Tracey Ferguson, AICP

Planning Director

Co Logo



Plumas County Planning & Building Services
Planning Department

555 Main Street

Quincy, CA 95971

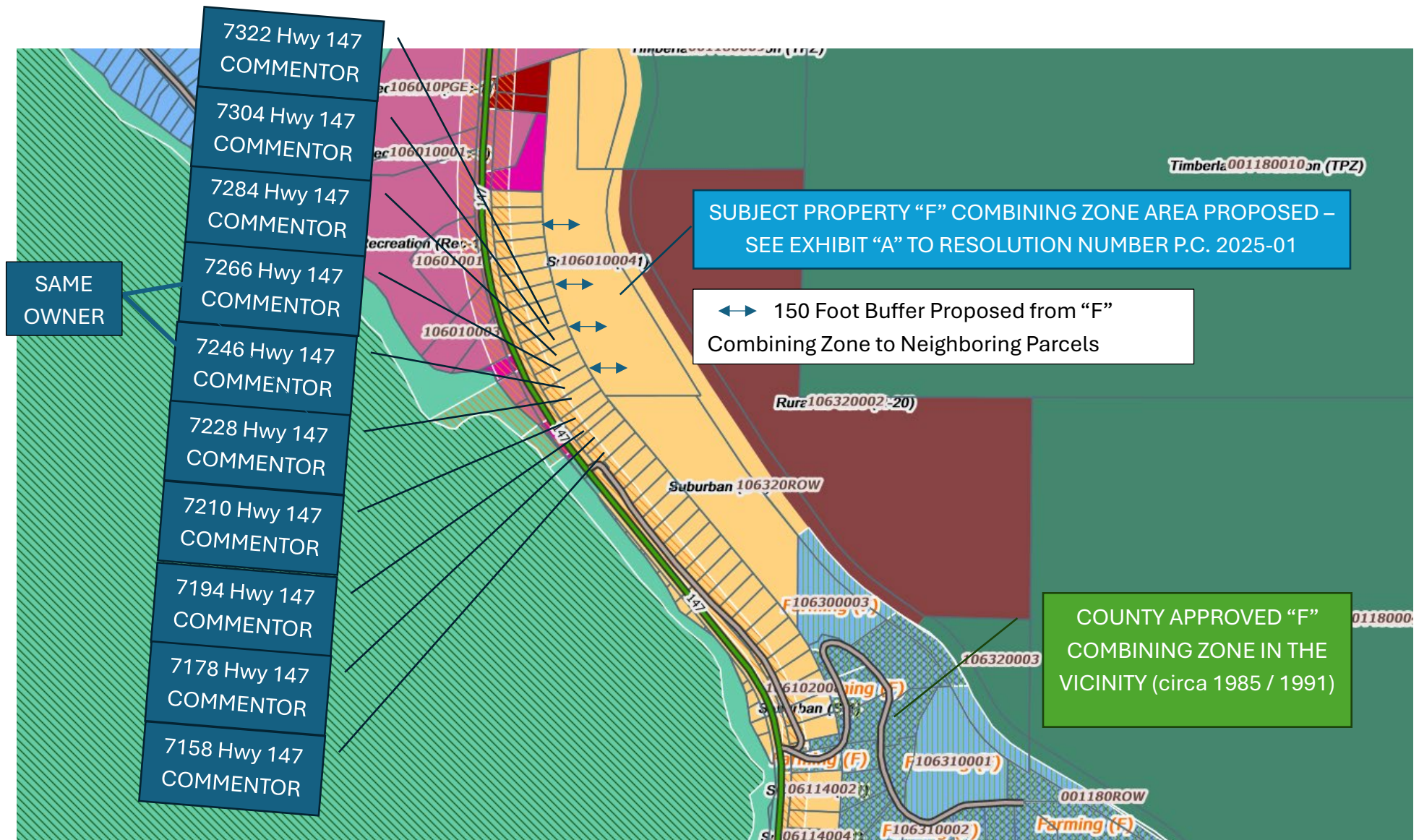
P: (530) 283-6214

F: (530) 283-6134

traceyferguson@countyofplumas.com

www.plumascounty.us

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PUBLIC COMMENT EXHIBIT

Public Hearing for Staniger Zone Change (ZC 9-23/24-10)

Subject Property: 7398 Highway 147, Lake Almanor, unincorporated Plumas County, California; Assessor Parcel Number (APN) 106-010-004-000; Township 28 North/Range 8 East/Section 21, MDM

Amend the zoning applied to the parcel adding approximately 9.0 acres of the Farm Animal Combining Zone ("F") to the approximately 16.93-acre Suburban ("S-1") parcel zoning.

①

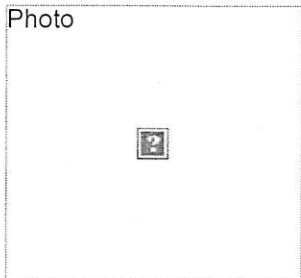
From: Joseph Green
To: Craig N. Finta; Ferguson, Tracey
Cc: Finta (home); Kasha Rabon-Green
Subject: RE: 7398 Highway 147 (Zone Change ZC 9 -23/24-01) THIS LETTER REPLACES THE LETTER ATTACHED TO OUR EARLIER EMAIL
Date: Monday, March 17, 2025 9:21:21 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.jpg](#)
[image009.png](#)

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Good Morning Ms., Ferguson,
My wife and I concur, share the same concerns as the Finta's, and oppose the rezoning.
Please share this with the planning commission.
Thank you,

Photo



JOE GREEN

Mortgage Broker

C: 916-477-8050

F: 888-370-5187

E: joe@green-mortgagesolutions.com

6085 Douglas Blvd. #500

Granite Bay, CA 95746

NMLS:1035950

DRE: 02112655



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AHL an Equal Housing Opportunity Broker. NMLS: 1729528 DRE: 02058505

From: Craig N. Finta <fintaesq@msn.com>

Sent: Sunday, March 16, 2025 9:25 PM

To: TraceyFerguson@countyofplumas.com

Cc: Finta (home) <lfinta@msn.com>

Subject: Re: 7398 Highway 147 (Zone Change ZC 9 -23/24-01) THIS LETTER REPLACES THE LETTER ATTACHED TO OUR EARLIER EMAIL

Ms. Ferguson,

Upon re-reading our earlier letter, we realized that there was an important error in the letter transmitted to you earlier this evening. In the third paragraph from the end on page two, we meant to say that "A buffer zone of 150' does NOT seem adequate . . .". A corrected letter is attached hereto which replaces the letter that was transmitted to you at 6:47 pm. Please discard the letter that was attachment to that email as the letter attached hereto is what we intended to communicate to both the Planning Commission and Board of Supervisors.

We apologize in advance for any inconvenience this may have caused you.

Craig and Leslie Finta

From: Craig N. Finta <fintaesq@msn.com>

Sent: Sunday, March 16, 2025 6:47 PM

To: TraceyFerguson@countyofplumas.com <TraceyFerguson@countyofplumas.com>

Cc: Finta (home) <lfinta@msn.com>

Subject: 7398 Highway 147 (Zone Change ZC 9 -23/24-01)

Ms. Ferguson,

We own the property located at 7284 Highway 147, Lake Almanor. Attached is our letter to the Planning Commission and Board of Supervisors expressing our concerns about the pending application. We request that you forward our letter to all members of both the planning commission and board of supervisors.

Thank you,

Craig Finta



From: schwawl@aol.com
To: [Ferguson, Tracey](#)
Cc: [TRACY SCHWALL](#)
Subject: Plumas County Notice of Public Hearing - Rezoning of Property at 7398 Highway 147, Lake Almanor - APN 106-010-004-000
Date: Monday, March 17, 2025 8:38:42 PM

You don't often get email from schwawl@aol.com. [Learn why this is important](#)

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To the Plumas County Planning Commission and Board of Supervisors:
(c/o Tracey Ferguson, Planning Director, Plumas County Planning Department, via email)

I am responding to the Notice of Public Hearings (Notice) for the proposed rezoning published on March 10, 2025, from Plumas County (County) received on or about March 13, 2025. We own property at 7304 CA Highway 147, Lake Almanor. Our lot backs up to and is downhill from the subject lot at **7398 Highway 147**. We would like to voice our concerns about the zoning change proposed for review and approval at the March 20, 2025, meeting of the Plumas County Planning Commission and April 1, 2025, Plumas County Board of Supervisors Meeting.

We do not permanently live at this property but use it as a second home for visiting the Lake Almanor area. We purchased our property in 2017, as a vacation home and were drawn to the views of the lake and the area being surrounded by what we thought was forest lands. We were mistakenly unaware that the land uphill from us was privately owned as we thought between the US Forest Service, railroad and PG&E, there was no potential for the property uphill from our cabin to be developed, let alone for farm animals.

We were raised in the Sacramento Valley, I am from a generational farm family who raised animals for subsistence, so I understand the importance of, the need and desire to keep the family farm concept viable. We have also had horses on our own property in the valley, as well my in-laws and now our daughter. But it comes with limitations. We live in rural areas. Allowing as many as 20 animals in the immediate area would significantly impact the current usage and enjoyment of the local area.

I am a civil engineer who worked for Placer County, CA for many years. I worked in various areas in environmental engineering including sewer, water, garbage and landfills, with prior work for the Federal Highway Administration working on roads and bridge construction. I am very familiar with permitting, and the California Environmental Quality Act (CEQA) guidelines and I also know what flows downhill. And I live downhill from the subject property.

Section 3. Environmental of the Notice states "*.... it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment*". However, our experience with farm animals is that animals tend to graze and trample land leading to difficulty in maintaining cover vegetation. This leads to erosion during high volume rain events, which based on my experience are common in the area, even in the summer months. Also, animal waste can lead to surface water and shallow groundwater contamination with E. coli and high nitrates. Several other private properties are adjacent to and downhill from the subject property as is Lake Almanor, Hamilton Branch and it's fish raising tanks. As such, it would seem there is potential for environmental effects.

Section 3 further states that County Codes and state and federal regulatory standards would service to address environmental effects. This seems to be in conflict with the prior determination of no effects to the environment. If there are standards that need to be implemented to address environmental impacts, it would seem the CEQA process did not adequately address protentional impacts. Some of which I noted above.

If the zoning change were to get approved, I would want to know what measures would be implemented to ensure properties downhill from the subject property will not be negatively impacted by odors, erosion due to ground cover loss and potential ground water and surface water contamination. This would include surface water to the Lake and the Hamilton Banch Creek fish habitat.

We are under the gun to clear trees from our property due to fire insurance issues and we hate to remove any trees and will do the minimum required. I understand the owners have already cleared much of the subject property, I hope it is not too excessive to distract from the beauty of the area. The area overall has been scarred significantly by the Dixie fire, it would be sad to take more trees down. It would make no sense to compound the damage. I see there is some 150-foot buffer shown on the plan, but it is not clear what that buffer includes. Is there no tree removal in the area? Is all existing vegetation to remain in place? As noted, I understand most of the trees have been removed in this buffer area, although I have not seen it for myself.

I see Lake Almanor as a recreational/vacation destination that supports a lot of related business in the area, and it seems not only are there potential environmental impacts, but there could also be economic impacts due to this zoning change. As such, we respectfully request that the Plumas County Planning Commission *not* recommend adding the zone F (Farm Animal Combining Zone) classification for the subject property.

We received the letter from Plumas County for the notice of this hearing on March 13, 2025, only 7 days before the scheduled hearing. It is unlikely we will be able to attend the hearing, so we are submitting our comments/concerns via this email.

Considering the late notice, I hope that our input so near the hearing date is not disregarded.

Thank You for your consideration in this matter.

Sincerely,

Walter Schwall

Tracy Schwall

7304 CA Highway 147
Lake Almanor, CA

3

From: Craig N. Finta
To: Ferguson, Tracey
Cc: Finta (home)
Subject: Re: 7398 Highway 147 (Zone Change ZC 9 -23/24-01) THIS LETTER REPLACES THE LETTER ATTACHED TO OUR EARLIER EMAIL
Date: Sunday, March 16, 2025 9:26:01 PM
Attachments: [Ltr Plumas CORRECTED 25-0316.pdf](#)
[Ltr Plumas CORRECTED 25-0316.pdf](#)

You don't often get email from fintaesq@msn.com. [Learn why this is important](#)

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Ms. Ferguson,

Upon re-reading our earlier letter, we realized that there was an important error in the letter transmitted to you earlier this evening. In the third paragraph from the end on page two, we meant to say that "A buffer zone of 150' does NOT seem adequate . . .". A corrected letter is attached hereto which replaces the letter that was transmitted to you at 6:47 pm. Please discard the letter that was attachment to that email as the letter attached hereto is what we intended to communicate to both the Planning Commission and Board of Supervisors.

We apologize in advance for any inconvenience this may have caused you.

Craig and Leslie Finta

From: Craig N. Finta <fintaesq@msn.com>
Sent: Sunday, March 16, 2025 6:47 PM
To: TraceyFerguson@countyofplumas.com <TraceyFerguson@countyofplumas.com>
Cc: Finta (home) <lfinta@msn.com>
Subject: 7398 Highway 147 (Zone Change ZC 9 -23/24-01)

Ms. Ferguson,

We own the property located at 7284 Highway 147, Lake Almanor. Attached is our letter to the Planning Commission and Board of Supervisors expressing our concerns about the pending application. We request that you forward our letter to all members of both the planning commission and board of supervisors.

Thank you,

Craig Finta

CRAIG & LESLIE FINTA

655 SWEET COURT
LAFAYETTE, CA 94549
(925) 872-1485
(925) 283-8074
email fintaesq@msn.com

TRANSMITTED VIA EMAIL traceyferguson@countyofplumas.com

March 16, 2025

Plumas County Planning Commission
Plumas County Board of Supervisors
555 Main Street
Quincy, CA 95971

Re: Zone Change (ZC 9-23/24-01)

Plumas County Planning Commission and Board of Supervisors:

We have owned the property located at 7284 Highway 147, Lake Almanor, since June 2000. On March 12, 2025, we received a Notice of Public Hearing relative to the above-referenced zone change request of Jason and Nicole Staniger relative to the parcel located at 7398 Highway 147, Lake Almanor (APN 106-010-004-000). While we have previously received notice that the Stanigers had commenced an application, we were unaware of any of the details of their application until our receipt of the aforesaid notice that we just received. On July 2, 2024, we made a trip to Quincy in an attempt to obtain information regarding this application. While we communicated to the Planning Department's personnel that we had some concerns about the notice of the application that we had received and were interested in learning details about the pending application, we were informed that no information was available to the general public at that time. The notice itself did not provide much actual information of the potential effects of approval of the pending application, but Ms. Tracey Ferguson's email of 03/14/25 to Curt Theriault explained the effects of the approval of the proposed zoning change. While we reside out of the area, we had already planned to drive up to our Lake Almanor property on the afternoon of March 19, 2025 and, weather permitting, we are now planning to attend the Planning Commission's hearing on March 20, 2025. However, we believe that we should communicate our concerns to you regarding the pending request, as we understand it, to you in advance of the actual hearing.

First, we have never met the applicants and our concerns are not directed at them personally. However, we are aware that they have erected a gate across the PG&E road that has longed been used by us, our predecessors in title, and numerous other people. This usage has be open, notorious, and without the permission of either the property owner or PG&E. In short, we claim prescriptive rights to continue to use the road in the manner consistent with our prior usage. We have similarly used much of the area within the proposed Farm Animal Combining Zone and the proposed buffer zone for hiking, snow shoeing, and similar activities since June 2000 and we are informed that our predecessors in title, Ed and Linda Crownholm, and their family similarly used the same area during the 15 or so years of their ownership of 7284 Highway 147. Approval of the application in its present form will likely

create further complications arising out of the rights of those claiming prescriptive rights to use the area that is the subject of the pending application.

Second, all of the parcels below the proposed zone obtain their drinking water from wells. The slope of terrain that is the subject of this application is relatively steep and does seem suitable for housing "large animals." We have many concerns about the long term effects of potentially allowing 18 hoofed livestock animals (not including their young) to graze upon the 9.0 acres as would be allowed if the application is approved in its present form. Those long term effects include, without limitation, the following:

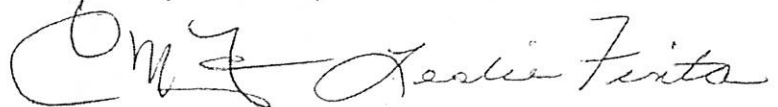
1. Potential drainage problems to all downhill parcels including ours;
2. Potential contamination of the wells that provide drinking water for each of the parcels downhill parcels including ours;
3. Noxious odors commonly associated with such animals especially during the warm summer months;
4. The health risks resulting from the increased presence of flies; and,
5. The potential risk that other predatory animals (coyotes, wolves, mountain lions, and black bears) will be attracted into the area as the result of the presence of the proposed animals and/or the feed and water that will be required to sustain them.

We are also aware of the concerns raised by our neighbors, including Curt and Jill Theriault and Bill and Sue Wickman, and we share all of the concerns expressed in their respective letters. A buffer zone of 150' does NOT seem adequate to mitigate these potential adverse impacts that will likely result from approval of the application as proposed. At the minimum, we believe that the size of the buffer needs to be increased.

Third, we are concerned that approval of the proposed application will adversely impact the values of all of those parcels contiguous with the parcel that is the subject of the pending application. Approval of the pending application in its present form will result in a condition that "will run with land" in perpetuity. Accordingly, even if the applicants only intend to use their parcel for a few horses, any future owner would be entitled to use the area in any manner that was in compliance with the Plumas County Code.

In summary, we respectfully request that the Planning Commission refrain from approving the pending application to change the zoning in its present form.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Craig Finta" or "Leslie Finta", written in a cursive style.

Craig Finta/Leslie Finta

Plumas County Planning Commission and Board of Supervisors:

We are Curt and Jill Theriault, the owners and full-time residents of 7266 & 7246 Highway 147, Lake Almanor. Our 2 lots back up to lot 7398 Highway 147 and we would like to voice our concerns regarding the zoning change being proposed at the March 20, 2025 meeting of the Plumas County Planning Commission. We received the letter from Plumas County for the notice of this hearing on March 12, 2025, only 8 days before the scheduled hearing. We have had a trip planned to North Carolina so we are unable to attend the hearing on March 20th so we are writing this letter to express our concerns. We would have preferred to be in attendance for the hearing because in person would be better to have our concerns heard but since that isn't an option, here is our letter.

We purchased our property in 2016. When we decided to move to the area, we looked almost exclusively on the East Shore of Lake Almanor because of the views of the lake and the area being surrounded by wilderness behind nearly all the lots on East Shore. As far as we know there are no other properties on East Shore that allow herds of hooved animals, at least we have never seen any in the years we have lived here. Allowing nearly 20 of them in our immediate area would significantly change the character of our neighborhood.

We grew up in rural Michigan and are quite familiar with what its like to have a herd of nearly 20 large farm animals in the area. We know along with these animals comes significant odor and noise, large amounts of flies and an increase in rodents because of feed and hay storage. The proposed 150 ft buffer will do very little to alleviate these concerns when coming from more than a few large animals.

The current owners may not plan on having the maximum large animals allowed, we have no idea since they have not attempted to introduce themselves to us or contact us at all. Since they have purchased the lot, they have blocked (gated) our prescriptive easement access (that we had used since 2016) to the trails up Little Dyer and Dyer Mountains and significantly thinned the forest on their lot. The fact of the matter is that once the zoning ruling is made it is then attached to the property so if it

was sold the new owners would be able to have to have the maximum allowed.

Our lots as well as all the neighbor's lots and the lot seeking the zoning change are on a considerable slope all the way down to Lake Almanor. The majority of the lots in question have a slope that make it difficult to walk directly uphill so that shows how steep the slope typically is. Since the 7398 Highway 147 lot is above all of the neighbor's lots all of the run-off from the large animals, both from the trampled ground (mud) and animal excrement will run down to our lots. Currently during heavy rains newly formed rivulets run down the hill from above our properties, certainly they would carry down the byproducts of the large animals to our lots. This would be one of the reasons why ranches and farms with large animals are usually located in valleys and not on hillsides.

Another significant concern is the large predators that are in the area such as black bears, mountain lions and gray wolves. The activity of these dangerous predators in our area will certainly increase with the addition of a herd of their prey very close to our home. Kids playing in the area would be in more danger then they are currently with the increased activity of bears, wolves and large cats. This increased predator activity has certainly been seen in Plumas and surrounding counties with hoofed animal herds in these counties.

The value of our property would be negatively impacted if the zoning change is allowed. We would go from wilderness behind our house to having a herd of large farm animals with the concerns mentioned above. We always knew there was a possibility of the land behind our lots being purchased and having houses built but we never thought we would be neighbors with a ranch. There is a reason these types of properties are usually all grouped together in the same area, they don't belong in neighborhoods.

We would ask that the Plumas County Planning Commission NOT recommend the zoning F change for 7398 Highway 147 because of the concerns stated above. At the very least we would like to present our concerns in person. That is very difficult when only given 8

days advanced notice so we would ask that the Plumas County Planning Commission delay their discussion and decision on this matter so the neighbors have more advanced notice to attend the hearing in person so we could state our concerns and address any questions the Commission would have.

Thank you for taking the time to read and address our concerns with the proposed zoning change.

Sincerely –

Curt & Jill Theriault

7266 Highway 147, Lake Almanor (mailing address)

cntheriault@gmail.com



From: Curt Theriault
To: Ferguson, Tracey
Cc: Craig N. Finta
Subject: Theriault letter - Zone Change 9-23/24-01 (Staniger) - Public Hearing Notice
Date: Monday, March 17, 2025 8:25:04 AM
Attachments: Theriault letter to Plumas Cty officials regarding lot 7398 Highway 147 rezoning.docx

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Good morning Tracy -

Please see and confirm the enclosed letter we would like sent to the Plumas County Planning Commission and Plumas County Board of Supervisors regarding the Zone Change request for lot 7398 Highway 147. We are the owners of lots 7246 & 7266 Highway 147 and strongly oppose this request as you'll read and the entire neighborhood does as well - I believe you'll hear from nearly every neighbor that they oppose this zoning request.

My next door neighbor, Arlene Kurtz, who is well into her 90s also asked that I pass along this email I received from her yesterday:

James Kurtz

Sun, Mar 16, 5:09 PM (15 hours ago)



to me



Curt

Sent from my iPhone

I have received your letter and reviewed it. I agree with you and support your position. I am not able attend the meeting in Quincy. I appreciate your communicating on my behalf.

Your neighbor, Arlene Kurtz
7228 Hwy. 147 Indian Hills Road
Westwood, CA 96137

I also want to thank you Tracey for your help in understanding what this zoning change would mean for our neighborhood. Your ability to take complicated legal terminology and make it understandable is appreciated!

Sincerely-

Curt and Jill Theriault
7266 Highway 147, Lake Almanor (mailing address)
cntheriault@gmail.com
989-430-9970



PUBLIC COMMENT – Public Hearing for Staniger Zone Change (ZC 9-23/24-10)

LUCINDA MANSELL

248 4th Street, Quincy, CA

Property Owner of 7210 Highway 147

Comment taken by phone, to Tracey Ferguson, Planning Director, on March 19, 2025, at 9:07AM.

COMMENTS ARE AS FOLLOWS:

1. Really concerned about the number of animals allowed and the urine and manure that would be resulting from those animals.
2. Really concerned about the noise from the animals.
3. Wondering where there is access to the property to feed and water the animals.
4. Wondering where structures associated with the animals, such as a barn, would be located.
5. Concerned about the drainage and the runoff and contaminating the groundwater source.
6. Concerned about the erosion potential due to the slope of the property.
7. Stated that there are springs all over the hillside.
8. Requested that the Planning Commission continue the item to a future meeting to allow property owners in the vicinity to physically attend and provide public comment.
9. Agree with the Wickman's and Theriault's comments.
10. Stated that the area is characterized as a residential neighborhood and that farm animals are not conducive to the area and neighborhood.

END OF COMMENTS

7

From: [Bruce North](#)
To: [Ferguson, Tracey](#)
Subject: Proposed rezoning of 7398 Hwy 147, Lake Almanor
Date: Sunday, March 16, 2025 6:20:27 PM

You don't often get email from bnorth@sbcglobal.net. [Learn why this is important](#)

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Plumas County Planning Commission

Our names are Bruce and Tina North and we live at 7194 Hwy 147 Lake Almanor CA. We built and have owned our home since 2004.

We are out of town and will not be able to attend the hearing on March 20th 2025 but this letter is to document our concerns about the proposed rezoning of 7398 Hwy 147 Lake Almanor.

We echo all of the concerns addressed by Curt and Jill Theriault in their letter but would like to address some additional concerns.

I grew up on a farm in the valley and know firsthand the negative impacts of farm animal to the surrounding area where they are raised and corralled or pastured. We were over a half mile away from the nearest neighbor so the impact was isolated to ourselves. Definitely not the case with this proposed farm. The fact that the proposal offers up a 150 Ft buffer leads me to believe the owners are completely aware of the negative impacts of farm animals on the surrounding area. 150 Ft doesn't come close to isolating us from the odor, flies, rodents in the feed and the attraction of predatory animals such as bobcats, mountain lions, bears, coyotes and even wolves that have been seen in our area but haven't had a reason to stay....yet. All of this predatory animal pose a risk to the residents, children and pets.

The proposed farm is also fairly steep uphill from all of our properties. I have a concern of contaminated erosion and runoff considering that most of our wells are drilled in the uppermost part of our properties.

For these reasons, I am asking that the Plumas County Planning Commission NOT approve the rezoning for farm use of a parcel that is so close to an established residential neighborhood.

Thank You for your consideration

Bruce and Tina North
530-635-5112

Sent from AT&T Yahoo Mail for iPhone



From: [Sue Wickman](#)
To: [Ferguson, Tracey](#)
Cc: [Curt Theriault](#); [Sandy Alford](#); [Craig N. Finta](#); [Bruce North](#); [lucindamansell@msn.com](#); [Sue Wickman](#)
Subject: Public Meeting for rezoning - March 20, 2025
Date: Monday, March 17, 2025 1:00:51 PM
Attachments: [Wickman Proposed letter to Plumas Co.doc](#)

You don't often get email from suewickman@sbcglobal.net. [Learn why this is important](#)

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Tracey - Attached is a letter to the Planning Department and yourself regarding the meeting on March 20, 2025, on rezoning of the property at 7398 Highway 147, Lake Almanor. Our concerns are spelled out in the letter, and because of the very short notice about the meeting, we are unable to attend as we are currently in Arizona. We are confident this letter will be copied and shared with the County Planning Commission. Please let us know if there is any further information needed from us. Thank you. Bill and Sue Wickman

Plumas County Planning Commission and Board of Supervisors:

We are owners of the property 7178 Highway 147, Lake Almanor. Our home backs up to lot 7398 Highway 147 and we would like to voice our concerns regarding the zoning change being proposed at the March 20, 2025 meeting of the Plumas County Planning Commission. We received the notice of the hearing on March 12th for the hearing on March 20th, which doesn't leave a lot of room for planning. We are currently in Arizona and will not be available to attend the hearing to share our concerns. We sincerely hope this letter is considered as public input without us being there.

We have owned this home since 2012 and use it as a family gathering point for us and out of area kids and families. Our permanent residence is in Quincy.

We are in agreement with Curt and Jill Theriault's letter also submitted, with the concerns about odors, flies, rodents as well as predators being drawn to the area. Property values are also of significant concern as well. We don't believe this zoning change and it's impacts should be in a neighborhood.

Our concerns in addition to the Theriault's are as follows. Given that the property owners have now thinned the timber, there are several issues related:

Thinning the old growth timber has released more carbon into the atmosphere. This is now coupled with fact that if the zoning is changed to allow farm animals, it is well known that their waste produces methane gases that will be released into the atmosphere.

Once the stand has been opened up, normal re-vegetation of the area would be grasses, small scrubs and trees that heals the area. If browsing animals are present, they will continually graze this new vegetation and the ground will continually be bare and churned up. Often, hay used for feeding the cattle or horses has star thistle in it and once introduced onto their property, seed will easily be blown onto neighbors properties and become their nuisance as well.

This ground condition will contribute to erosion that will eventually be deposited on the properties down slope. In addition, the animal waste will percolate into the soil and subsoil and be leached downhill. Most of the down slope residents wells are located above their homes, between the increase waste discharge, as well as any eroded waste that could contaminate these wells. The proposed change property owners boundaries are less than 100 feet from these wells.

We are asking the Plumas County Planning Commission **NOT** to recommend the zoning change for 7398 Highway 147 for the concerns stated by the neighboring homes. Again, agreeing with the Theriault letter, at the least, a delay on the decision until we can be present for discussion.

Thank you for taking the time to hear our concerns.

Sincerely,

Bill and Susan Wickman
property address – 7178 Highway 147, Lake Almanor
permanent address – 109 Cottonwood Ct., Quincy
suewickman@sbcglobal.net 530-520-5729

cc: Tracey Ferguson, Plumas County Planning Director traceyferguson@countyofplumas.com

9

From: [Alfords](#)
To: [Ferguson, Tracey](#)
Subject: To: Plumas County Planning Commission an Board of Supervisors Zoning Change, Ordinance No. 2025
Date: Monday, March 17, 2025 8:53:32 AM

You don't often get email from landsalford@gmail.com. [Learn why this is important](#)

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Re: Zoning Change, Ordinance No. 2025

Sandra Alford
7158 Hwy 147
Lake Almanor, CA, 96137

Home: 1827 Pine Street
Huntington Beach, Ca. 92648

March 17, 2025

Plumas County Planning Commission
520 Main Street
Quincy, Ca

Dear Tracy and Members of the Planning Commission

My name is Sandra Alford. We built and moved into this home at 7158 Hwy 147 in 1988.
We chose this area for its mountain wilderness atmosphere.

Just a note to voice our concerns for proposed farm/ranch on East Shore.
We feel blindsided with the notification only eight days before the hearing.
Also, I am not clear as to the purpose of the 9 - 16.93 acres.
Is it to be a *"Hobby Farm" or a Communal Farm?*

I agree with all the points in Curt Theriault's letter, plus possible contamination of all our wells due to runoff.

Also, agree with statements in Bill Wittman's letter concerning Environmental impact and runoff or flooding, due to clearing away of trees and ground cover. Possibly an Environmental Study should be done.

I am writing to express my concerns regarding the proposed Zone Change action for the parcel located at 7398 Highway 147, APN 106-010-004-000, to add approximately 9.0 acres of the Farm Animal Combining Zone ("F") to an existing 16.93-acre Suburban ("S-1") parcel. The addition of the "F" combining zone, which allows for both small and large animal husbandry as defined in the Plumas County Code, has raised several issues of concern that I believe should be addressed before proceeding with any zoning change.

First and foremost, the introduction of large animal husbandry into a suburban area may have

significant implications for both the environment and the quality of life for nearby residents. While the "F" combining zone is appropriate for rural agricultural zones, the density and infrastructure of suburban areas may not be equipped to handle the potential impacts, including noise, odor, traffic, and water usage associated with raising farm animals. Additionally, concerns about runoff from animal enclosures and the potential for well water contamination should be considered carefully, especially in areas with limited public infrastructure.

In closing, I strongly urge the Planning Commission to carefully consider the possible long-term consequences of the proposed zone change and take the necessary steps to ensure that this decision is in the best interest of both the affected parcel and the broader community.

Thank you for your attention to this matter. I look forward to the opportunity for further discussion.

Sincerely,
Sandy Alford
landsalford@gmail.com
714-393-7191

My husband Jason and I want to thank the planning commission for having us here today and especially Tracey Ferguson and Tim Evans for their support and help with this project.

My grandfather, moved to this area because he fell in love with the mountains, lakes, and rural living. He served these communities by owning Lassen Hardware and as supervisor. My father, Alex, now owns and runs that business. Though I moved away for a long time, when we began a family of our own, I could think of no where else I would rather raise my children than these same mountains that raised me. Thankfully, my husband Jason, joins me in having a deep love and appreciation of this area as well as a desire to steward the land here.

Within a few months of moving back, we brought the Westwood Farmers Market to life and the following year, created a non-profit organization whose central purposes are to increase food security and agricultural sustainability in the Lake Almanor basin, which the USDA classifies as a "food desert".

Our commitment to sustainable living is underpinned by an acute awareness of the challenges our communities face on a daily basis. Every empty egg carton serves as a poignant reminder of the need for local, sustainable food sources that can withstand global disruptions. We wholeheartedly believe that if more people had backyard gardens and small-scale homesteads, it would increase local economy and health, create food security, and stabilize our communities. The vision for our property on highway 147 is to embrace what rural families have done for centuries - grow enough food to feed our family.

We applied for the combined farm zoning as the next step in our journey towards sustainable living. To be specific, we currently keep a dairy goat (with her young for a time), a seasonal hog, and chickens. We understand that the planning commission has to make this determination based on the maximum allowance of 18 hooved animals. But even at that rate, we are talking about an extremely minimal environmental impact.

Our initial step in creating our homestead was addressing the increasingly important issue of fire safety. With the help of CalFire and our local forester, we have successfully created reduced fuels as well as created an access zone for CalFire to defend Little Dyer Mtn as well as the communities along the East Shore and Hamilton Branch from future fire threats. To this end, and as guided by CalFire, on our property we "retained the largest and most vigorous dominant and codominant trees while cutting trees that were secondary, suppressed, dead, dying or diseased." Our efforts have not only enhanced public safety but also contributed to a healthier forest ecosystem.

While we've received support and cooperation from many of our neighbors, we were certainly disheartened to hear the comments from others. As a general response, we would like to say that we are in alignment with many of the concerns raised. With the desire to live full-time and homestead on this property, we have *the greatest vested interest* in maintaining a clean water source, predator abatement, soil ecology and integrity, odor & waste management and overall land stewardship. In applying for this combined farm zoning, we are ourselves incurring the burden to comply with not just local ordinances but also act in a manner that shows the utmost respect for the land itself and serves as an example of sustainable rural living for the surrounding communities. Thank you for your consideration.

Jason & Nicole Staniger

PO Box 1840, Westwood, Ca 96137
530-256-3538 / nstaniger@gmail.com

To fellow property owners in the Indian Hills Subdivision:

My husband Jason and I want to introduce ourselves to all of you as well as address some of the concerns you have raised with our request for a “farm overlay” to be applied to our property at 7398 Hwy 147.

My grandfather moved to this area because he fell in love with the mountains, lakes, and rural living. He served these communities by owning Lassen Hardware and as supervisor. My father, Alex, now owns and runs that business. Though I moved away for a long time, when we began a family of our own, we could think of no where else where we would like to raise our children. Thankfully, my husband Jason, joins me in having a deep love and appreciation of this area as well as a desire to steward the land here.

Since the Lake Almanor/Westwood areas are defined by the USDA as a “food desert, within a few months of moving back, we started the Westwood Farmers Market. The following year, we created a non-profit organization whose central purpose is to increase food security by educating families on how to grow thier own food (by sustainable gardening and animal husbandry).

Our commitment to sustainable living is underpinned by an acute awareness of the challenges our communities face on a daily basis. Our current egg shortage serves as a poignant reminder of the need for local, sustainable food sources that can withstand supply-chain disruptions. We wholeheartedly believe that if more people had backyard gardens and small-scale homesteads, it would increase local economy and health, create food security, and stabilize our communities. The vision for our property on highway 147 is to embrace what rural families have done for centuries - grow enough food to feed our family.

We applied for the combined farm zoning as the next step in our journey towards sustainable living. To be specific, we currently keep a dairy goat (with her young for a time), a seasonal hog, and chickens. We understand that the planning commission has to make this determination based on the maximum allowance of 18 hoofed animals. But even at that rate, we are talking about an extremely minimal environmental impact. We have consulted the environmental health and agricultural departments of Plumas county to ensure that our homestead would exceed the required spacing from neighboring properties as well as have a negligible environmental impact. They have deemed that this would be the case with our current farm overlay.

Our initial step in creating our homestead was addressing the increasingly important issue of fire safety. With the help of CalFire and our local forester, we have successfully reduced fuels as well as created an access zone for CalFire to defend Little Dyer Mtn as well as the communities along the East Shore and Hamilton Branch from future fire threats. To this end, and as guided by CalFire, they “retained the largest and most vigorous dominant and codominant

trees while cutting trees that were secondary, suppressed, dead, dying or diseased.” Our efforts have not only enhanced public safety but also contributed to a healthier forest ecosystem.

While we’ve received support and cooperation from many of our neighbors to the north and west, we were certainly disheartened to hear the comments from all of you. As a general response, we would like to say that we are in alignment with many of the concerns raised. With the desire to live full-time and homestead on this property, we have *the greatest vested interest* in maintaining a clean water source, predator abatement, soil ecology and integrity, odor & waste management and overall land stewardship. In applying for this combined farm zoning, we are ourselves incurring the burden to comply with not just local ordinances but also act in a manner that shows the utmost respect for the land itself and serves as an example of sustainable rural living for the surrounding communities. For each concern you’ve raised, we have already talked with the relevant county departments and consultants and have mitigation measures in our plan. We are happy to discuss any of these with you personally and were able to present those at the planning commission meeting as well.

We appreciated meeting the Flintas, who came to the planning commission meeting this week. We have, indeed, enjoyed meeting many of the neighbors who have introduced themselves from the broader Hamilton Branch community. Since we bought the properties, we have had to correct a general misunderstanding regarding the road which is marked “Private Road” and accesses our properties from Hwy 147. This road belongs primarily to us, though the owner of 7500 (Mr. Walter Lobitz), owns a portion of it as well. The road exits onto his property (where the “Private Road” marker is), then curves onto ours at the first bend, crosses his just after the bend, and then is exclusively ours after the gate we put up a few years ago. PG&E has a deeded easement from 1945 to use the road for access to their Penstock - this easement is still in place (which is why the gate has both a private lock and PG&E lock on it).

We discovered a significant amount of seasonal recreational traffic using our road the summer of ’22. We had friendly conversations with many of the folks who were using it, most were very respectful and understanding of our desire to reduce general traffic on the road. However, some were very caustic and beligerent. We decided to put up the gate after a UTV driver nearly hit my 6-year-old on his way to the gas station. That same week, we were felling a large dead-top tree (~34in diameter) and 2 minutes after it fell, a man with earbuds came hiking up the road completely oblivious to his surroundings. There were so many people using the road, that we didn’t feel that we could safely allow our kids to play on the property OR keep other people safe who were unaware they were in a work-site. However, we have granted access to several neighbors who approached us seeking permission.

It is our desire, and always has been, to be respectful neighbors. We would kindly ask the same of you. We hope that this letter has eased some of your concerns and corrected some misunderstandings. Please don’t hesitate to ask any questions of us and we look forward to meeting many more of you!

Respectfully,

Jason & Nicole Staniger

RESOLUTION NUMBER P.C. 2025-01

**RESOLUTION RECOMMENDING TO THE BOARD OF SUPERVISORS TO FIND
THE ZONE CHANGE (ZC 9-23/24-01) EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) UNDER
CEQA GUIDELINES SECTION 15061(B)(3) AND ADOPT THE
ZONE CHANGE ZONING ORDINANCE APPROVING THE ZONE CHANGE**

WHEREAS, pursuant to Plumas County Code Section 9-2.4001, Purpose (“F”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (“F”), the purpose of the Farm Animal Combining Zone (F) is to provide for animal husbandry; and

WHEREAS, pursuant to Plumas County Code Section 9-2.4002, Uses (“F”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (“F”), the uses permitted in the Farm Animal Combining Zone (F) are (1) small animal husbandry; and (2) large animal husbandry; and

WHEREAS, pursuant to Plumas County Code Section 9-2.209 (Animal husbandry, large animals), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 2 Definitions, “Animal husbandry, large animals” shall mean the care and raising of hooved livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre; and

WHEREAS, pursuant to Plumas County Code Section 9-2.210 (Animal husbandry, small animals), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 2 Definitions, “Animal husbandry, small animals” shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects; and

WHEREAS, pursuant to Plumas County Code Section 9-2.1502, Uses (“S-1”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 15 Suburban Zone (“S-1”), the use “Animal husbandry, small animals” is permitted in the “S-1” zoning district; and

WHEREAS, Jason and Nicole Staniger, property owners/applicants, submitted a Zone Change application on July 18, 2023, adding the Farm Animal Combining Zone (“F”) to a 9.0-acre portion of 7398 Highway 147, Lake Almanor, California, APN 106-010-004-000, 16.93-acre parcel, with Suburban (“S-1”) parcel zoning to allow for both “Animal husbandry, large animals” and “Animal husbandry, small animals,” and

WHEREAS, the Planning Commission held a properly noticed public hearing on March 20, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony from all interested parties; and

WHEREAS, the testimony and evidence received justifies the recommendation to amend the zoning as set forth in Exhibit “A” attached herein, adding approximately 9.0 acres of the Farm Animal Combining Zone (“F”) to the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the County of Plumas, State of California, recommends that the Board of Supervisors:

- A. Find the Zone Change (ZC 9-23/24-01) approval by Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment, making Findings 1 through 20, as follows:

1. Aesthetics

The proposed use is for the keeping and pasturing of large animal husbandry (i.e., hoofed livestock). The lighting proposed as part of all accessory structures built in association with the large animal husbandry use would be subject to the applicable portions of Plumas County Code, including Section 9-2.411 (Lighting facilities), which requires lighting facilities to be installed as to focus away from adjoining properties.

2. Agriculture and Forestry Resources

The County Agricultural Commissioner has indicated that the site is well suited for pasture. The property has been recently logged, subject to a Timber Harvest Plan (THP) dated March 29, 2024, and does not have significant timber resources.

3. Air Quality

There are no impacts to air quality from this proposed project. Any odor concerns would be addressed through the requirements of the Plumas County Code Title 6 Sanitation and Health, including but not limited to, Section 6-10.117 (Animal waste).

4. Biological Resources

Pursuant to Figure 4.11-2, Important Species Habitat Locations, in the 2035 General Plan Environmental Impact Report (EIR), the subject property is located within a seasonal deer migration corridor. The subject project is to allow the keeping and pasturing of hoofed livestock, which, due to the nature of the Zone Change project, would include potential development of accessory structures; however, not at a density or intensity that would cause an impact to the deer migration corridor.

5. Cultural Resources

No cultural resources are known to exist on the property. The property was recently subject to a THP and no cultural resources were located. There would be no impact to cultural resources as a result of the Zone Change.

6. Energy

Due to the nature of the proposed project being a Zone Change to allow the keeping and pasturing of hoofed livestock, no wasteful, inefficient, or unnecessary consumption of energy resources would occur.

7. Geology and Soils

The site has not been shown to exhibit sensitive soils or geologic hazards. Development of accessory structures could result from the proposed Zone Change, which if greater than 200 square feet, would require engineered construction documents with soils analysis pursuant to a County issued building permit. No exposure of people to geologic hazards would result from the implementation of the proposed project.

8. Greenhouse Gas Emissions

There would be no impact to greenhouse gas emissions as a result of the proposed project.

9. Hazards and Hazardous Materials

The keeping and pasturing of hoofed livestock would not involve the use or storage of hazardous materials.

10. Hydrology and Water Quality

With the application of proper manure management procedures and compliance with Plumas County Code provisions, Title 6 Sanitation and Health, in addition to the California Department of Water Resources, Water Well Standards (Bulletins 74-81 and 74-90 combined) Part II Water Well Construction, Section 8 Well Location with Respect to Contaminants and Pollutants, Section A (Separation), which requires all water wells to be located at 100 feet minimum horizontal separation distance from known or potential sources of pollution and contamination, including barnyard and stable areas and animal or fowl enclosures, there would not be any adverse impacts to water quality. Any accessory structures as a result of the proposed large animal husbandry use would be subject to the applicable portions of Plumas County Code. Further, there would be no exposure of people to flood hazards resulting from the proposed project.

11. Land Use and Planning

The Zone Change to add the Farm Animal Combining Zone ("F") is subject to the applicable goals, policies, and implementations measures of the Plumas County 2035 General Plan, including Public Health and Safety (PHS) Element Policy 6.8.3 Support for Local, Organic, and Grass Fed Agriculture; Public Health and Safety (PHS) Element Policy 6.8.5 Community Food Security; and Agriculture and Forestry (AG/FOR) Element Policy 8.4.1 Healthy Local Food Supply, and the Zone Change has been found to be consistent and in compliance with these policies, which support adding the "F" combining zone, as follows:

- a. The use of the "F" combining zone designated lands on the property would include the seeding of the pastures with a specific grass seed mix and the animals kept on the property would be rotated between pastures to ensure no overgrazing of the land. In not overgrazing the land, it would ensure the availability of the food source for the livestock, which would result in a consistent growth of the livestock and food source production for the property owner.

- b. Allowing the keeping and pasturing of any type of farm animal on the property would allow and ensure the property owner's ability to be self-reliant and resilient in relation to their food source by having the ability to produce their own food such as meat and milk. Additionally, should the property owner elect to do so, there is potential for the property owner, through obtaining the applicable permits from, for example, the Environmental Health Department, to contribute to the food system of Plumas County with products they may produce from agricultural operations on the property.

12. Mineral Resources

The proposed project is not zoned for Mining ("M") or mineral extraction and does not contain mineral resources.

13. Noise

The proposed project is a Zone Change that would allow for the keeping and pasturing of hooved livestock. The noise level of farm animals, on average, is 90 decibels, with a maximum average of 100 decibels for pigs. Parcels to the north are zoned Recreation ("Rec-1"), and Suburban ("S-1"); to the east are railroad tracks and parcels zoned Suburban ("S-1") and Rural 20-acre ("R-20"); to the south are parcels zoned Suburban ("S-1"); and to the west are parcels zoned Periphery Commercial ("C-2"), Recreation Commercial ("R-C"), and Suburban ("S-1"). Accounting for standard industry noise attenuation at the reduction rate of six (6) decibels for the doubling of distance from the noise source (i.e., farm animals), taking into consideration the Plumas County Zoning Code, Title 9 Planning and Zoning "S-1" zoning district minimum yard requirements (i.e., setbacks) of five (5) feet per story for the side and rear yards results in a maximum decibel level of 56 decibels at the subject property line. The community noise exposure level normally acceptable for residential low density single family, duplex, and mobile home land uses pursuant to Figure 22, Community Noise Exposure, in the 2035 General Plan, is not to exceed 60 decibels. Therefore, the proposed project is compliant with the 2035 General Plan community noise exposure levels.

14. Population and Housing

The project does not propose to add population or dwelling units.

15. Public Services

The subject property would have a well, and the less than 1-acre "S-1" zoned parcels adjacent to the subject property fronting Highway 147 may have wells. A 150-foot setback buffer for the Farm Animal Combining Zone ("F") is proposed on the property as part of the project to ensure the minimum 100-foot setback horizontal separation distance from known or potential sources of pollution and contamination, including barnyard and stable areas and animal or fowl enclosures, is maintained from any potential well on the "S-1" zoned parcels adjacent to the subject property fronting Highway 147 to avoid any adverse impacts to public services. No public utility easements would be impacted as a result of the Zone Change.

16. Recreation

The project is for a Zone Change for the keeping of hoofed livestock and would not have an impact on recreation.

17. Transportation

No impact would occur as a result of the proposed project for transportation and traffic.

18. Tribal Cultural Resources

The subject property is not located within an area of known tribal cultural resources and would not impact tribal cultural resources.

19. Utilities and Service Systems

Electrical power, water, and sewage disposal are available to the site. The project would not impact utility and service systems.

20. Wildfire

A THP was prepared in compliance with the applicable California Department of Forestry and Fire Protection (CAL FIRE) requirements for the property, and the subject property was subsequently logged. The logging that occurred reduced the wildfire risk of the property. Additionally, the keeping of farm animals on the property would help to mitigate fire risk of the property by the animal(s) grazing the open pasture area, reducing fuels available for fire.

B. Adopt the Zoning Ordinance approving the Zone Change as shown in Exhibit "A" attached herein.

The foregoing Resolution was duly passed and adopted by the Plumas County Planning Commission at a meeting held on the 20th day of March, 2025, by the following roll call vote:

AYES:	Commissioners:	West, Spencer, Lewis
NOES:	Commissioners:	Montgomery
ABSENT:	Commissioners:	Hoffman Stout
ABSTAIN:	Commissioners:	

Said resolution to be effective as of the 20th day of March, 2025.


Harvey West
Chair, Plumas County Planning Commission

ATTEST:

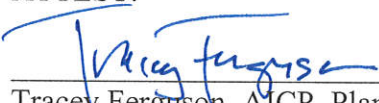

Tracey Ferguson, AICP, Planning Director

EXHIBIT “A”

ZONE CHANGE (ZC 9-23/24-01)

JASON AND NICOLE STANIGER, PROPERTY OWNERS/APPLICANTS

ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE ZONING ORDINANCE ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF 7398 HIGHWAY 147, LAKE ALMANOR, UNINCORPORATED PLUMAS COUNTY, CALIFORNIA, ASSESSOR PARCEL NUMBER 106-010-004-000, TOWNSHIP 28 NORTH/RANGE 8 EAST/SECTION 21, MDM

Amend the zoning applied to the parcel *adding* approximately 9.0 acres of the Farm Animal Combining Zone (“F”) *to* the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

EXHIBIT A



Staniger Zone Change
ZC 9-23/24-01
7398 Hwy 147, Lake Almanor
APN: 106-010-004-000

Legend

- Farm Animal Combining Zone (F) - Approx. 9.0 acres
- Staniger Parcel Approx. 16.93 acres
- Assessor Parcel
- Lake
- State Highway
- County Route
- Roads
- Railroad

Zoning

- Suburban (S-1)
- Recreation Open-Space (Rec-OS)
- Recreation Commercial (R-C)
- Recreation 1-3 acres (Rec-1)
- Periphery Commercial (C-2)
- Timberland Production (TPZ)
- Rural 20-acre (R-20)



Plumas County, CA



PLUMAS COUNTY GIS
 555 Main Street
 Quincy, CA 95971
 (530) 283-7011
www.plumascounty.us

Plot Date: 3/10/2025

Data Sources: Plumas County Framework Data; Projection: California State Plane, Zone 1, NAD 1983

For reprints, mapping or additional information please contact Plumas County GIS

Disclaimer
 Although a great deal of effort was made by Plumas County GIS to gather the mapping elements presented in this document, it does not constitute a complete and accurate representation of actual physical elements on the ground. Reasonable efforts have been made by Plumas County GIS to verify that this map accurately interprets the source data used in its preparation; however, a degree of error is inherent in all maps, and this map may contain omissions and errors in scale, resolution, rectification, positional accuracy, development methodology, interpretation of source data, and other circumstances. As additional data becomes available to Plumas County GIS, and as verification of source data continues, this map may be reinterpreted or updated by Plumas County GIS. This map is date specific and is intended for use only at the published scale. This digitally compiled map does not represent a legal survey of the land nor should it be used for navigational, engineering, or any other site-specific use and has been created for graphical purposes only. This map is distributed "as-is" without warranty of any kind.

**ZONE CHANGE ZONING ORDINANCE
STANIGER ZONE CHANGE (ZC 9-23/24-01)
ORDINANCE NO. 2025-_____**

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,
ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE
ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF
7398 HIGHWAY 147, LAKE ALMANOR, APN 106-010-004-000
ENACTED BY BOARD OF SUPERVISORS RESOLUTION NO. 2025-_____**

The Board of Supervisors of the County of Plumas, State of California, ORDAINS as follows:

SECTION 1. Ordinance

The real property particularly described therein by Assessor Parcel Number 106-010-004-000 is hereby zoned S-1 (Suburban) zoning classification enumerated in Plumas County Code (PCC) Section 9-2.301, and described in PCC Title 9 Planning and Zoning, Chapter 2 Zoning, Article 15 Suburban Zone (S-1), Sections 9-2.1501 through 9-2.1507; and adding F (Farm Animal Combining Zone) zoning classification enumerated in PCC Section 9-2.301, and described in PCC Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (F), Sections 9-2.4001 and 9-2.4002, as implemented by Exhibit “A” attached hereto.

SECTION 2. Resolutions

The adding of the Farm Animal Combining Zone (F) to a portion of 7398 Highway 147 (APN 106-010-004-000) is consistent with and will serve to implement the Zone Change (Staniger ZC 9-23/24-01) Zoning Ordinance recommended by Planning Commission Resolution No. 2025-01 and enacted by the Board of Supervisors Resolution No. 2025-_____.

SECTION 3. Environmental

The Ordinance adoption is exempt from the requirements of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sec. 15061(b)(3) because after conducting the initial environmental evaluation for the project, which showed no potential adverse effects on the environment, it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment. Further, Plumas County Codes, in addition to regional, state, and federal regulatory standards and regulations, would serve to address potential environmental effects.

SECTION 4. Zoning Plan Maps

The Plumas County Planning Director is hereby directed to reflect the zoning as provided for in this Ordinance and pursuant to Section 9-2.302 (Zoning Plan Maps) of the Plumas County Code, Title 9 Planning and Zoning, Chapter 2 Zoning, Article 3 Establishment of Zones.

SECTION 5. Codification

This Ordinance shall not be codified.

SECTION 6. Publication

A summary of this Ordinance shall be posted in a prominent location, pursuant to Section 25124(a) of the Government Code of the State of California, before the expiration of fifteen (15) days after the adoption of the Ordinance, once, with the names of the supervisors voting for and against the Ordinance, at the Board of Supervisors' chambers and shall remain posted thereafter for at least one (1) week.

SECTION 7. Effective Date

This Ordinance shall become effective thirty (30) days after the adoption date.

The foregoing Ordinance was introduced on April 1, 2025, and duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on this 8th day of April, 2025 by the following vote:

AYES:	Supervisors:
NOES:	Supervisors:
ABSENT:	Supervisors:
ABSTAIN:	Supervisors:

Kevin Goss, Chair of the Board of Supervisors

ATTEST:

Allen Hiskey, Clerk of the Board of Supervisors

Approved as to form:

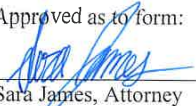

Sara James, Attorney
County Counsel's Office

EXHIBIT “A”

ZONE CHANGE (ZC 9-23/24-01)

JASON AND NICOLE STANIGER, PROPERTY OWNERS/APPLICANTS

ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE ZONING ORDINANCE ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF 7398 HIGHWAY 147, LAKE ALMANOR, UNINCORPORATED PLUMAS COUNTY, CALIFORNIA, ASSESSOR PARCEL NUMBER 106-010-004-000, TOWNSHIP 28 NORTH/RANGE 8 EAST/SECTION 21, MDM

Amend the zoning applied to the parcel *adding* approximately 9.0 acres of the Farm Animal Combining Zone (“F”) *to* the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

Staniger Zone Change ZC 9-23/24-01 7398 Hwy 147, Lake Almanor APN: 106-010-004-000

Legend

Farm Animal Combining Zone (F) - Approx. 9.0 acres

Assessor Parcel

State Highway

County Route

Staniger Parcel
Approx. 16.93 acres

Lake

Roads

Railroad

Zoning

Suburban (S-1)

Recreation Open-Space (Rec-OS)

Recreation Commercial (R-C)

Recreation 1-3 acres (Rec-1)

Periphery Commercial (C-2)

Timberland Production (TPZ)

Rural 20-acre (R-20)

0

212.5

425

850

Feet

Plumas County, CA

Vicinity Map
Not to Scale

PLUMAS COUNTY GIS

555 Main Street
Quincy, CA 95971
(530) 283-7011
www.plumascounty.us

Plot Date: 3/10/2025

Data Sources: Plumas County Framework Data; Projection: California State Plane, Zone 1, NAD 1983

For reprints, mapping or additional information please contact Plumas County GIS

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EXHIBIT A

Page 217 of 329

BOARD OF SUPERVISORS
RESOLUTION NO. 2025-_____
2025 SPRING
PLUMAS COUNTY ZONE CHANGE
STANIGER ZC 9-23/24-01

WHEREAS, pursuant to Plumas County Code Section 9-2.4001, Purpose (“F”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (“F”), the purpose of the Farm Animal Combining Zone (F) is to provide for animal husbandry; and

WHEREAS, pursuant to Plumas County Code Section 9-2.4002, Uses (“F”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 40 Farm Animal Combining Zone (“F”), the uses permitted in the Farm Animal Combining Zone (F) are (1) small animal husbandry; and (2) large animal husbandry; and

WHEREAS, pursuant to Plumas County Code Section 9-2.209 (Animal husbandry, large animals), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 2 Definitions, “Animal husbandry, large animals” shall mean the care and raising of hoofed livestock for the personal use of residents of the property, 4-H market and breeding projects, except horses, cows, and pigs, and the care and raising of horses, cows, and pigs at the ratio of two (2) animals with their young (one year old or less) for the first acre of property and one additional animal for each additional one-half (½) acre. Horses, cows, or pigs may not be kept on parcels smaller than one acre; and

WHEREAS, pursuant to Plumas County Code Section 9-2.210 (Animal husbandry, small animals), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 2 Definitions, “Animal husbandry, small animals” shall mean the care and raising of hoofless livestock for the personal use of residents of the property and 4-H market projects; and

WHEREAS, pursuant to Plumas County Code Section 9-2.1502, Uses (“S-1”), of Title 9 Planning and Zoning, Chapter 2 Zoning, Article 15 Suburban Zone (“S-1”), the use “Animal husbandry, small animals” is permitted in the “S-1” zoning district; and

WHEREAS, Jason and Nicole Staniger, property owners/applicants, submitted a Zone Change application on July 18, 2023, adding the Farm Animal Combining Zone (“F”) to a 9.0-acre portion of 7398 Highway 147, Lake Almanor, California, APN 106-010-004-000, 16.93-acre parcel, with Suburban (“S-1”) parcel zoning to allow for both “Animal husbandry, large animals” and “Animal husbandry, small animals;” and

WHEREAS, the Planning Commission held a properly noticed public hearing on March 20, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony from all interested parties; and

WHEREAS, Planning Commission Resolution Number P.C. 2025-01 was duly passed and adopted by the Plumas County Planning Commission on March 20, 2025, by a roll call vote of 3 YES; 1 NO; and 1 ABSENT; recommending the Board of Supervisors find the Zone Change approval by Ordinance exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and adopt the Zoning Ordinance approving the Zone Change; and

EXHIBIT 19

WHEREAS, the Board of Supervisors held a properly noticed public hearing on April 1, 2025, for the Zone Change (ZC 9-23/24-01) and received testimony from all interested parties; and

WHEREAS, the testimony and evidence received by the Board of Supervisors justifies the recommendation to amend the zoning as set forth in Exhibit “A” attached herein, adding approximately 9.0 acres of the Farm Animal Combining Zone (“F”) to the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that this Board, pursuant to the authority granted by the Government Code of the State of California:

- A. Find the Zone Change (ZC 9-23/24-01) approval by Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment, making Findings 1 through 20, as follows:

1. Aesthetics

The proposed use is for the keeping and pasturing of large animal husbandry (i.e., hooved livestock). The lighting proposed as part of all accessory structures built in association with the large animal husbandry use would be subject to the applicable portions of Plumas County Code, including Section 9-2.411 (Lighting facilities), which requires lighting facilities to be installed as to focus away from adjoining properties.

2. Agriculture and Forestry Resources

The County Agricultural Commissioner has indicated that the site is well suited for pasture. The property has been recently logged, subject to a Timber Harvest Plan (THP) dated March 29, 2024, and does not have significant timber resources.

3. Air Quality

There are no impacts to air quality from this proposed project. Any odor concerns would be addressed through the requirements of the Plumas County Code Title 6 Sanitation and Health, including but not limited to, Section 6-10.117 (Animal waste).

4. Biological Resources

Pursuant to Figure 4.11-2, Important Species Habitat Locations, in the 2035 General Plan Environmental Impact Report (EIR), the subject property is located within a seasonal deer migration corridor. The subject project is to allow the keeping and pasturing of hooved livestock, which, due to the nature of the Zone Change project, would include potential development of accessory structures; however, not at a density or intensity that would cause an impact to the deer migration corridor.

5. Cultural Resources

No cultural resources are known to exist on the property. The property was recently subject to a THP and no cultural resources were located. There would be no impact to cultural resources as a result of the Zone Change.

6. Energy

Due to the nature of the proposed project being a Zone Change to allow the keeping and pasturing of hoofed livestock, no wasteful, inefficient, or unnecessary consumption of energy resources would occur.

7. Geology and Soils

The site has not been shown to exhibit sensitive soils or geologic hazards. Development of accessory structures could result from the proposed Zone Change, which if greater than 200 square feet, would require engineered construction documents with soils analysis pursuant to a County issued building permit. No exposure of people to geologic hazards would result from the implementation of the proposed project.

8. Greenhouse Gas Emissions

There would be no impact to greenhouse gas emissions as a result of the proposed project.

9. Hazards and Hazardous Materials

The keeping and pasturing of hoofed livestock would not involve the use or storage of hazardous materials.

10. Hydrology and Water Quality

With the application of proper manure management procedures and compliance with Plumas County Code provisions, Title 6 Sanitation and Health, in addition to the California Department of Water Resources, Water Well Standards (Bulletins 74-81 and 74-90 combined) Part II Water Well Construction, Section 8 Well Location with Respect to Contaminants and Pollutants, Section A (Separation), which requires all water wells to be located at 100 feet minimum horizontal separation distance from known or potential sources of pollution and contamination, including barnyard and stable areas and animal or fowl enclosures, there would not be any adverse impacts to water quality. Any accessory structures as a result of the proposed large animal husbandry use would be subject to the applicable portions of Plumas County Code. Further, there would be no exposure of people to flood hazards resulting from the proposed project.

11. Land Use and Planning

The Zone Change to add the Farm Animal Combining Zone (“F”) is subject to the applicable goals, policies, and implementations measures of the Plumas County 2035 General Plan, including Public Health and Safety (PHS) Element Policy 6.8.3 Support for Local, Organic, and Grass Fed Agriculture; Public Health and Safety (PHS) Element Policy 6.8.5 Community Food Security; and Agriculture and Forestry (AG/FOR) Element Policy 8.4.1 Healthy Local Food Supply, and the Zone

Change has been found to be consistent and in compliance with these policies, which support adding the “F” combining zone, as follows:

- a. The use of the “F” combining zone designated lands on the property would include the seeding of the pastures with a specific grass seed mix and the animals kept on the property would be rotated between pastures to ensure no overgrazing of the land. In not overgrazing the land, it would ensure the availability of the food source for the livestock, which would result in a consistent growth of the livestock and food source production for the property owner.
- b. Allowing the keeping and pasturing of any type of farm animal on the property would allow and ensure the property owner’s ability to be self-reliant and resilient in relation to their food source by having the ability to produce their own food such as meat and milk. Additionally, should the property owner elect to do so, there is potential for the property owner, through obtaining the applicable permits from, for example, the Environmental Health Department, to contribute to the food system of Plumas County with products they may produce from agricultural operations on the property.

12. Mineral Resources

The proposed project is not zoned for Mining (“M”) or mineral extraction and does not contain mineral resources.

13. Noise

The proposed project is a Zone Change that would allow for the keeping and pasturing of hooved livestock. The noise level of farm animals, on average, is 90 decibels, with a maximum average of 100 decibels for pigs. Parcels to the north are zoned Recreation (“Rec-1”), and Suburban (“S-1”); to the east are railroad tracks and parcels zoned Suburban (“S-1”) and Rural 20-acre (“R-20”); to the south are parcels zoned Suburban (“S-1”); and to the west are parcels zoned Periphery Commercial (“C-2”), Recreation Commercial (“R-C”), and Suburban (“S-1”). Accounting for standard industry noise attenuation at the reduction rate of six (6) decibels for the doubling of distance from the noise source (i.e., farm animals), taking into consideration the Plumas County Zoning Code, Title 9 Planning and Zoning “S-1” zoning district minimum yard requirements (i.e., setbacks) of five (5) feet per story for the side and rear yards results in a maximum decibel level of 56 decibels at the subject property line. The community noise exposure level normally acceptable for residential low density single family, duplex, and mobile home land uses pursuant to Figure 22, Community Noise Exposure, in the 2035 General Plan, is not to exceed 60 decibels. Therefore, the proposed project is compliant with the 2035 General Plan community noise exposure levels.

14. Population and Housing

The project does not propose to add population or dwelling units.

15. Public Services

The subject property would have a well, and the less than 1-acre “S-1” zoned parcels adjacent to the subject property fronting Highway 147 may have wells. A 150-foot setback buffer for the Farm Animal Combining Zone (“F”) is proposed on the property as part of the project to ensure the minimum 100-foot setback horizontal separation distance from known or potential sources of pollution and contamination, including barnyard and stable areas and animal or fowl enclosures, is maintained from any potential well on the “S-1” zoned parcels adjacent to the subject property fronting Highway 147 to avoid any adverse impacts to public services. No public utility easements would be impacted as a result of the Zone Change.

16. Recreation

The project is for a Zone Change for the keeping of hoofed livestock and would not have an impact on recreation.

17. Transportation

No impact would occur as a result of the proposed project for transportation and traffic.

18. Tribal Cultural Resources

The subject property is not located within an area of known tribal cultural resources and would not impact tribal cultural resources.

19. Utilities and Service Systems

Electrical power, water, and sewage disposal are available to the site. The project would not impact utility and service systems.

20. Wildfire

A THP was prepared in compliance with the applicable California Department of Forestry and Fire Protection (CAL FIRE) requirements for the property, and the subject property was subsequently logged. The logging that occurred reduced the wildfire risk of the property. Additionally, the keeping of farm animals on the property would help to mitigate fire risk of the property by the animal(s) grazing the open pasture area, reducing fuels available for fire.

- B. Adopt Zone Change Zoning Ordinance No. 2025-_____ approving the Zone Change as shown in Exhibit “A” attached herein and direct the Plumas County Planning Director to reflect the zoning as provided for in the Ordinance and pursuant to Section 9-2.302 (Zoning Plan Maps) of the Plumas County Code, Title 9 Planning and Zoning, Chapter 2 Zoning, Article 3 Establishment of Zones.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on this 8th day of April, 2025, by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:
ABSTAIN: Supervisors:

Kevin Goss, Chair of the Board of
Supervisors

ATTEST:

Allen Hiskey, Clerk of the Board of Supervisors

Approved as to form:



Sara James, Attorney
County Counsel's Office

EXHIBIT “A”

ZONE CHANGE (ZC 9-23/24-01)

JASON AND NICOLE STANIGER, PROPERTY OWNERS/APPLICANTS

ZONING CERTAIN REAL PROPERTY CONSISTENT WITH THE ZONE CHANGE ZONING ORDINANCE ADDING THE FARM ANIMAL COMBINING ZONE (F) TO A PORTION OF 7398 HIGHWAY 147, LAKE ALMANOR, UNINCORPORATED PLUMAS COUNTY, CALIFORNIA, ASSESSOR PARCEL NUMBER 106-010-004-000, TOWNSHIP 28 NORTH/RANGE 8 EAST/SECTION 21, MDM

Amend the zoning applied to the parcel *adding* approximately 9.0 acres of the Farm Animal Combining Zone (“F”) *to* the approximately 16.93-acre Suburban (“S-1”) parcel zoning.

Staniger Zone Change ZC 9-23/24-01 7398 Hwy 147, Lake Almanor APN: 106-010-004-000

Legend

Farm Animal Combining Zone (F) - Approx. 9.0 acres

Staniger Parcel Approx. 16.93 acres

Assessor Parcel

Lake

State Highway

Roads

County Route

Railroad

Zoning

Suburban (S-1)

Recreation Open-Space (Rec-OS)

Recreation Commercial (R-C)

Recreation 1-3 acres (Rec-1)

Periphery Commercial (C-2)

Timberland Production (TPZ)

Rural 20-acre (R-20)

0 212.5 425 850 Feet

Plumas County, CA

Vicinity Map
Not to Scale

PLUMAS COUNTY GIS

555 Main Street
Quincy, CA 95971
(530) 283-7011
www.plumascounty.us

Plot Date: 3/10/2025

Data Sources: Plumas County Framework Data; Projection: California State Plane, Zone 1, NAD 1983

For reprints, mapping or additional information please contact Plumas County GIS

Disclaimer
Although a great deal of effort was made by Plumas County GIS to gather the mapping elements presented in this document, it does not constitute a complete and accurate representation of actual physical elements on the ground. Reasonable efforts have been made by Plumas County GIS to verify that this map accurately interprets the source data used in its preparation; however, a degree of error is inherent in all maps, and this map may contain omissions and errors in scale, resolution, rectification, positional accuracy, development methodology, interpretation of source data, and other circumstances. As additional data becomes available to Plumas County GIS, and as verification of source data continues, this map may be reinterpreted or updated by Plumas County GIS. This map is date specific and is intended for use only at the published scale. This digitally compiled map does not represent a legal survey of the land nor should it be used for navigational, engineering, or any other site-specific use and has been created for graphical purposes only. This map is distributed "as-is" without warranty of any kind.

EXHIBIT A

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**PLUMAS COUNTY
SHERIFFS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Sarah Novak, Sheriff's Fiscal Officer

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Plumas County Sheriff's Office to pay Got Power, a non-contract invoice in the amount of \$1,092.83 for labor and parts associated with resetting the emergency battery backup for the IT room at the Sheriff's Office; (General Fund Impact) use of budget line item 70330 / 524400 (SHERIFF / SPECIAL DEPARTMENT EXPENSE); discussion and possible action.

Recommendation:

Approve and authorize Plumas County Sheriff's Office to pay Got Power, a non-contract invoice in the amount of \$1,092.83 for labor and parts associated with resetting the emergency battery backup for the IT room at the Sheriff's Office; (General Fund Impact) use of budget line item 70330 / 524400 (SHERIFF / SPECIAL DEPARTMENT EXPENSE); discussion and possible action.

Background and Discussion:

The emergency battery backup system for the IT room at the Sheriff's Office was not resetting and needed to be fixed.

Action:

Approve and authorize Plumas County Sheriff's Office to pay Got Power, a non-contract invoice in the amount of \$1,092.83 for labor and parts associated with resetting the emergency battery backup for the IT room at the Sheriff's Office; (General Fund Impact) use of budget line item 70330 / 524400 (SHERIFF / SPECIAL DEPARTMENT EXPENSE); discussion and possible action.

Fiscal Impact:

(General Fund Impact) use of budget line item 70330 / 524400 (SHERIFF / SPECIAL DEPARTMENT EXPENSE)

Attachments:

1. Invoice_20250310_0001



Headquarters:
925-229-2700
150 Nardi Ln.
Martinez, CA 94553
916-564-2622
4372 Pinell St.
Sacramento, CA 95838
775-331-4151
1395 Spice Islands Dr.
Sparks, NV 89431

SERVICE INVOICE

Invoice: 03-112094
Date: 3/14/2025

PO:
CustId: PLUMAS COUNTY S

Cust Email:
Phone: (530) 283-6361
Salesperson: LScheneman
User: LScheneman

Bill To:

PLUMAS COUNTY SHERIFF'S OFFICE
CHAD
1400 E. MAIN ST.
QUINCY, CA 95971 US

Ship To:

PLUMAS COUNTY SHERIFF'S OFFICE

Opened: 3/10/2025
Work Order No: 03-118951
Pickup Date:
Unit No: 25937
Unit Serial:
Unit Desc: PLUMAS COUNTY SHERIFF'S OFFICE
Unit Meter: 0.0

Responsible Tech: Cnejedly
My Ref: NEED
Delivery Date:
Unit Make:
Unit Model: NEED
Unit Tag: NEED

INSPECT

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
INSPECT		INSPECT UPS ----- DROVE TO SITE DIAGNOSED UPS. RESET PARAMETERS BECAUSE BATTERIES WHERE CHANGED. LOOKED INTO OTHER UPS THEY HAVE. TOOK PHOTOS OF BATTERIES NEEDED. NEED TO ORDER PARTS. DROVE BACK TO SHOP. NO HOUR METER					
MILE 0	SL	NEVADA CONTRACT FIELD LABOR 2025	3.5000		\$165.00		\$577.50
	MC	MILEAGE	166.0000		\$3.00		\$498.00
	SS	SUPPLIES/FEES	1.0000	Y	\$17.33		\$17.33
Segment Total:							\$1,092.83

Labor:	\$577.50
Misc Charges:	\$498.00
SUPPLIES/FEES:	\$17.33

Totals	Sub Total:	\$1,092.83
	Total Tax:	\$0.00
	Invoice Total:	\$1,092.83

Forms of Payment

Type	Description	Amount
Amount Due	Customer Id: PLUMAS COUNTY S Finance charges of 18% are assessed on past due accounts.	\$1,092.83
Total Forms of Payment:		\$1,092.83

Balance Due On This Invoice: \$1,092.83

Thank you for your business!



**PLUMAS COUNTY
SHERIFFS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Tom Froggatt, Special Operations Sergeant

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize the Sheriff's Office to recruit and fill up to twelve (12) extra-help seasonal Boat Patrol Officers; (No General Fund Impact) as requested in the fiscal year 24/25 budget.

Recommendation:

Approve and authorize the Sheriff's Office to recruit and fill up to twelve (12) extra-help seasonal Boat Patrol Officers; (No General Fund Impact) as requested in the fiscal year 24/25 budget.

Background and Discussion:

The Marine Services Unit exists to serve the community and further the Office of the Sheriff's Mission by providing the most efficient and effective law enforcement services possible. The primary goal of the Marine Services Unit is to protect the lives and property of persons on the waterways of Plumas County by promoting boating safety through education and enforcement. In addition to protecting life and property, Marine Enforcement Officers investigate vessel accidents, conduct vessel safety inspections and provide boating safety presentations.

Action:

Approve and authorize the Sheriff's Office to recruit and fill up to twelve (12) extra-help seasonal Boat Patrol Officers; (No General Fund Impact) as requested in the fiscal year 24/25 budget.

Fiscal Impact:

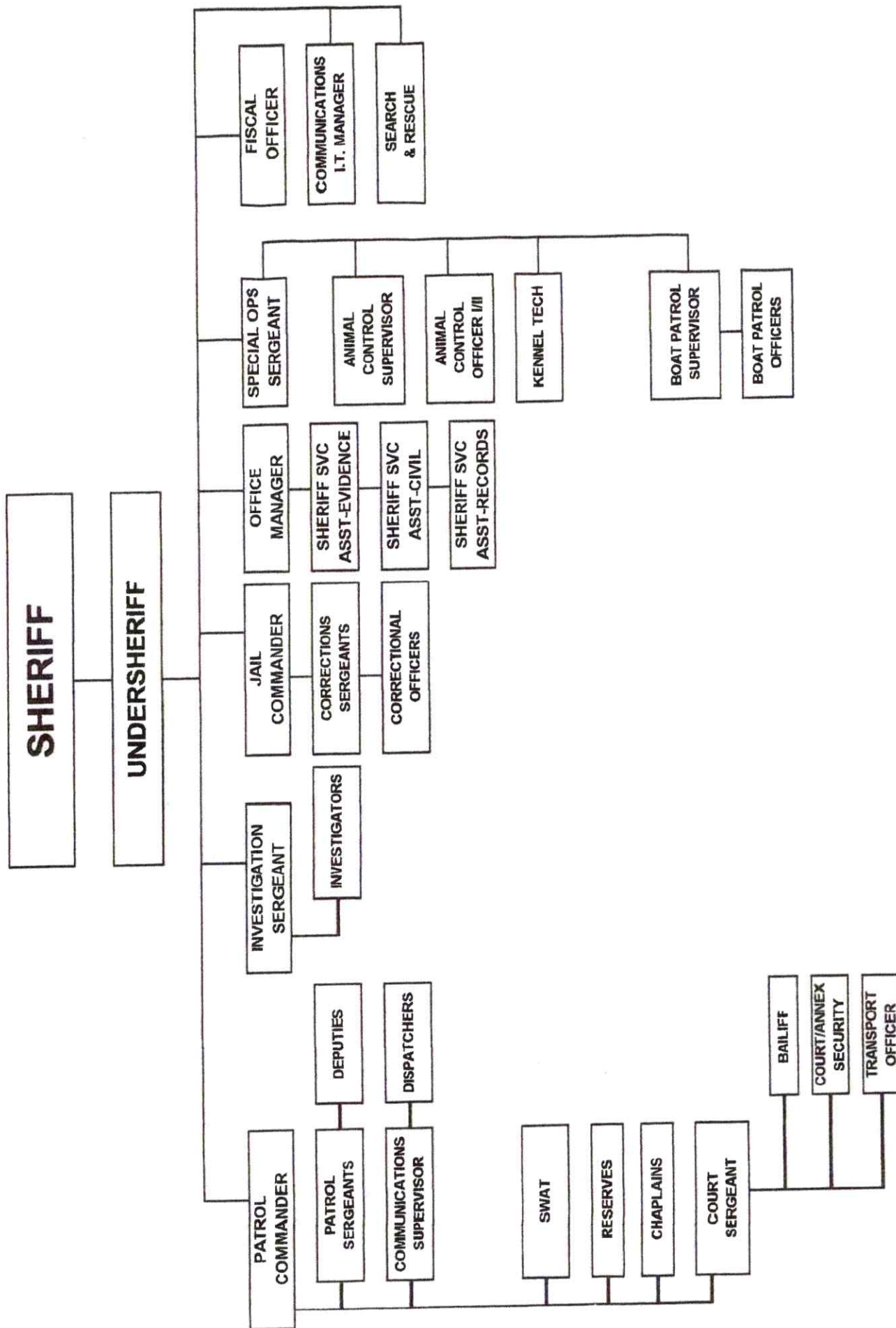
(No General Fund Impact) California Department of Parks and Recreation, Division of Boating and Waterways annual grant funding as budgeted for fiscal year.

Attachments:

1. Marine Unit Services Mission
2. Org Chart

Plumas County Sheriff's Office
Marine Unit Services (Boat Patrol) Mission

The Marine Services Unit exists to serve the community and further the Office of the Sheriff's Mission by providing the most efficient and effective law enforcement services possible. The primary goal of the Marine Services Unit is to protect the lives and property of persons on the waterways of Plumas County by promoting boating safety through education and enforcement. In addition to protecting life and property, Marine Enforcement Officers investigate vessel accidents, conduct vessel safety inspections and provide boating safety presentations.





**PLUMAS COUNTY
SHERIFFS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Roni Towery

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize fixed asset budget transfer in the amount of \$8,000.00 for department #20237 (DNA Penalty - Prop 69) from services and supplies account #520900 (Equipment Maintenance) to fixed asset account #549921 (Livescan); discussion and possible action. **Four/fifths roll call vote**

Recommendation:

Approve and authorize fixed asset budget transfer in the amount of \$8,000.00 for department #20237 (DNA Penalty - Prop 69) from services and supplies account #520900 (Equipment Maintenance) to fixed asset account #549921 (Livescan); discussion and possible action. **Four/fifths roll call vote**

Background and Discussion:

The DNA Penalty (Prop 69) fund is used specifically for purchasing and maintaining the Livescan machines at the Jail and Sheriff's Office. The cabinet/kiosk at the Jail is broken and requires replacement. This transfer will allow for the replacement to be purchased.

Action:

Approve and authorize fixed asset budget transfer in the amount of \$8,000.00 for department #20237 (DNA Penalty - Prop 69) from services and supplies account #520900 (Equipment Maintenance) to fixed asset account #549921 (Livescan); discussion and possible action. **Four/fifths roll call vote**

Fiscal Impact:

Attachments:

1. Budget Transfer 20237

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: DNA PENALTY (PROP 69) Dept. No: 20237 Date 3/27/2025

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
0037	20237	520900	EQUIPMENT MAINTENANCE	8,000.00
Total (must equal transfer to total)				8,000.00

☒ **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
0037	20237	549921	LIVESCAN	8,000.00
Total (must equal transfer to total)				8,000.00

Supplemental budget requests require Auditor/Controller's signature

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

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

A) LIVESCAN CABINET NEEDS TO BE REPLACED FOR JAIL MACHINE

B) FUNDS BUDGETED FOR STANDARD MAINTENANCE BUT NEED TO MOVE TO FIXED ASSET FOR CABINET REPLACEMENT

C) CABINET NEEDS TO BE REPLACED AS SOON AS POSSIBLE & WILL BE PURCHASED THIS FISCAL YEAR

D) N/A

Approved by Department Signing Authority:

Ron Jowery

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

Mastell

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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



**PLUMAS COUNTY
SHERIFFS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Roni Towery

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Biometrics4All for the fixed asset purchase of Livescan cabinet/kiosk and camera enclosure; total not to exceed \$8,000.00; (No General Fund Impact) (DNA Penalty-Prop 69 funds); approved as to form by County Counsel; discussion and possible action.

Recommendation:

Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Biometrics4All for the fixed asset purchase of Livescan cabinet/kiosk and camera enclosure; total not to exceed \$8,000.00; (No General Fund Impact) (DNA Penalty-Prop 69 funds); approved as to form by County Counsel; discussion and possible action.

Background and Discussion:

The cabinet/kiosk and camera enclosure for the Livescan machine at the Jail are broken and require replacement. Biometrics4All is the vendor that the machine was purchased from and can provide the replacement parts. This replacement is needed for fingerprinting to be completed properly at the facility.

Action:

Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Biometrics4All for the fixed asset purchase of Livescan cabinet/kiosk and camera enclosure; total not to exceed \$8,000.00; (No General Fund Impact) (DNA Penalty-Prop 69 funds); approved as to form by County Counsel; discussion and possible action.

Fiscal Impact:

(No General Fund Impact) DNA Penalty - Prop 69 funds - department #20237

Attachments:

1. Plumas County Sheriff_Purchase Agreement_2025-03-27

**PURCHASE AGREEMENT
COUNTY OF PLUMAS**

Date: March 27, 2025

Vendor: Biometrics4All, LLC
18300 Von Karman Ave, Suite 700
Irvine, CA 92612

Tel: 714-568-9888

County: County of Plumas Department of Sheriff's Office
1400 E. Main St
Quincy, CA 95971

Tel: 530-283-6375

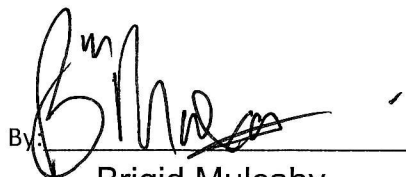
Description: Purchase of Livescan cabinet/kiosk & camera enclosure as identified in the purchase agreement attached to MPA as Exhibit A.

Cost: The total compensation payable under this agreement, inclusive of all expenses, shall not exceed
\$ Eight thousand Dollars (\$ 8,000.00)

Term: Agreement shall commence on 04/08/2025 and shall terminate on n/a unless
the Contract is terminated earlier.

I understand and agree to the terms set forth above and those contained in the Retail Sales Contract which is attached hereto as Exhibit A and incorporated herein by this reference.

VENDOR:

By: 

Name: Brigid Mulcahy

Title: Manager/Member

Date Signed: 3/27/25

COUNTY:

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

By: _____

Name: Kevin Goss

Chair, Board of Supervisors

Date signed:

ATTEST:

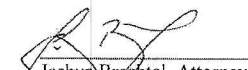
By: _____

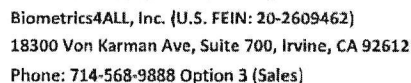
Name: Allen Hiskey

Clerk of the Board

Date Signed:

Approved as to form:


Joshua Brechtel, Attorney
County Counsel's Office
Page 235 of 329



QUOTE ACCEPTED

(Sign Here):

(Print Name):

Date:

Bill To:

Plumas County Sheriff
John Fatherree
fatherree@pcso.net | 530-277-7483
1400 East Main Street
Quincy, CA 95971

Ship To:

Plumas County Sheriff
John Fatheree
fatheree@pcso.net | 530-277-7483
1400 East Main Street
Quincy, CA 95971

Part Number	Description	Qty	Unit Price	Extended Price	Tax
HW-Cab	Hardware-Cabinet-Electric Height Adjustable Cabinet/Kiosk	1	\$5,850.00	\$5,850.00	Yes
HW-Cab-CamBox	Hardware-Cabinet-Parts-Camera Enclosure for Camera and Ring Flash	1	\$740.00	\$740.00	Yes
Ship-Cab	Shipping-Ground for Cabinet	1	\$800.00	\$800.00	No
Misc	*** Does not change Warranty or Mainteannce Periods				

For additional assistance, please contact our sales team
Phone: (714) 568-9888, Option 2
Fax: (866) 888-8768
Email: sales@biometrics4ALL.com
Website: www.Biometrics4ALL.com

QS: 20191227
PT: Pale

Sub Total:	\$7,390.00	
Discount on Taxable Items:	(\$790.80)	(10.70%)
	\$0.00	(0.00%)
{Prepaid Maint.	\$0.00	
{subject to change} Sales Tax:	\$420.44	(7.250%)
Total:	\$7,019.64	

TERMS & CONDITIONS: Prices are confidential, valid for 30 days, are subject to change thereafter, and reflect a 3.0% Cash Discount to customers pay with cash, check or ACH. Cash Discount is not available to customers that pay by credit card. 50% payment is due upon order and remaining 50% is due prior to shipment. Late payments will be charged at a rate of 1.5% per month. Biometrics4ALL Inc. reserves the right to specify/modify components/brands with ones of similar performance without advance notice. Customer is responsible for all data communications lines, networks, and equipment. Estimated useful life of computer hardware is 3 years for laptops, 5 years for desktop, and 7 years for scanners and peripherals. Except for computers, Support End of Life (EOL) is 8 years or manufacturer's support life, whichever is shorter unless otherwise notified. EOL for laptop is 4 years and 6 years for desktops. All systems come with one year 9X5 Cross Ship Warranty, additional coverage may be purchased. Maintenance Plans must be maintained on a contiguous basis. Biometrics4ALL reserves exclusive rights to reinstate disrupted Maintenance coverage (Reinstatement Fee may apply). Physical damage or abnormal usage of hardware are not covered by any Maintenance Plan or Warranty.



**PLUMAS COUNTY
HUMAN RESOURCES DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Joshua Mizrahi, Interim Director of Human Resources

MEETING DATE: April 8, 2025

SUBJECT: Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. Roll call vote

Recommendation:

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

Background and Discussion:

Plumas County's pay schedule has been updated to reflect new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

It is recommended that the Board adopt this resolution adding new job classification wage ranges for the Bookmobile Library Assistant (per Resolution 2025-9006, in the OE3 General Unit) and the Disaster Recovery Coordinator (per Resolution 2025-9008, which is an at-will, limited-term, contracted position) to the Plumas County Pay Schedule and to amend the base wage on the Pay Schedule for the Head Cook in the OE3 General Unit to \$19.11 effective January 1, 2025 per Resolution 2025-8993. These additions/amendments have General Fund impact.

Action:

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

Fiscal Impact:

General Fund impact.

Attachments:

1. 5278 FINAL Resolution and Pay Schedule 04-08-2025

RESOLUTION TO ADOPT PLUMAS COUNTY'S PAY SCHEDULE

WHEREAS, Plumas County (County) is contracted with CalPERS and therefore it is the County's responsibility to comply with all terms and conditions set forth in the County's contract with CalPERS and to ensure all reportable information is compliant with the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR), and

WHEREAS, Plumas County is aware that publicly available Pay Schedules are required by CalPERS and are a critical component to verify all members' pay rates when calculating members' retirement benefits, and

WHEREAS, Subdivision (a) of CCR section 570.5 defines the requirements for a publicly available Pay Schedule used to determine pay rates and the proposed Pay Schedule meets those requirements, and

WHEREAS, this Pay Schedule reflects the addition of the Bookmobile Library Assistant position effective March 11, 2025, and the Disaster Recovery Coordinator position effective March 18, 2025, as well as amending the base wage on the Pay Schedule for the Head Cook in the OE3 General Unit to \$19.11 effective January 1, 2025 per Resolution 2025-8993, and

WHEREAS, Human Resources is requesting the adoption of the revised Pay Schedule for Fiscal Year 2024/2025.

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

Approve this Resolution to adopt Plumas County's revised Pay Schedule attached as Exhibit A.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 8th day of April 2025 by the following vote:

AYES:

NOES:


ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

Approved as to form:



Sara James, Attorney
County Counsel's Office

**County of Plumas
Pay Schedule**

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

CONFIDENTIAL EMPLOYEE UNIT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ACCOUNTANT	\$21.17	\$22.23	\$23.35	\$24.52	\$25.75	\$27.05	\$28.41	\$29.83	\$31.33	\$32.90
ACCOUNTANT AUDITOR 1	\$23.93	\$25.13	\$26.39	\$27.72	\$29.11	\$30.56	\$32.09	\$33.71	\$35.38	\$37.17
ACCOUNTANT AUDITOR 2	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69	\$35.36	\$37.13	\$39.01	\$40.95
ASSISTANT AUDITOR/CONTROLLER	\$30.51	\$32.03	\$33.64	\$35.33	\$37.10	\$38.98	\$40.92	\$42.97	\$45.12	\$47.38
ASST RISK MGR/OCC SAFETY & HEALTH SPEC	\$28.55	\$29.98	\$31.47	\$33.05	\$34.72	\$36.45	\$38.28	\$40.21	\$42.20	\$44.32
CHIEF DEPUTY AUDITOR	\$29.10	\$30.55	\$32.08	\$33.70	\$35.37	\$37.16	\$39.03	\$40.97	\$43.04	\$45.20
CLERK OF THE BOARD	\$28.03	\$29.44	\$30.91	\$32.45	\$34.07	\$35.78	\$37.57	\$39.45	\$41.42	\$43.50
DEPUTY COUNTY COUNSEL 1	\$38.24	\$40.15	\$42.17	\$44.29	\$46.50	\$48.82	\$51.27	\$53.83	\$56.52	\$59.35
DEPUTY COUNTY COUNSEL 2	\$42.63	\$44.76	\$47.00	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99	\$62.99	\$66.13
DEPUTY COUNTY COUNSEL 3	\$47.95	\$50.35	\$52.87	\$55.51	\$58.29	\$61.20	\$64.27	\$67.48	\$70.85	\$74.39
FISCAL SUPPORT COORDINATOR	\$19.94	\$20.95	\$21.99	\$23.10	\$24.27	\$25.48	\$26.76	\$28.12	\$29.53	\$31.00
HELP DESK SPECIALIST	\$21.82	\$22.92	\$24.07	\$25.28	\$26.55	\$27.88	\$29.28	\$30.75	\$32.29	\$33.91
HR PAYROLL SPECIALIST 1	\$23.08	\$24.24	\$25.47	\$26.74	\$28.09	\$29.50	\$30.96	\$32.53	\$34.16	\$35.88
HR PAYROLL SPECIALIST 2	\$25.45	\$26.73	\$28.08	\$29.49	\$30.95	\$32.52	\$34.15	\$35.87	\$37.66	\$39.56
HUMAN RESOURCES ANALYST 1	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10	\$30.55	\$32.08	\$33.70	\$35.37	\$37.16
HUMAN RESOURCES ANALYST 2	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69	\$35.36	\$37.13	\$39.01	\$40.95
HUMAN RESOURCES TECHNICIAN 1	\$18.54	\$19.47	\$20.45	\$21.47	\$22.55	\$23.67	\$24.86	\$26.12	\$27.42	\$28.79
HUMAN RESOURCES TECHNICIAN 2	\$20.45	\$21.47	\$22.55	\$23.67	\$24.86	\$26.12	\$27.42	\$28.79	\$30.25	\$31.77
HUMAN RESOURCES TECHNICIAN 3	\$21.69	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69
LEAD FISCAL & TECH SERV ASST	\$17.68	\$18.57	\$19.50	\$20.48	\$21.52	\$22.59	\$23.72	\$24.91	\$26.16	\$27.48
MANAGEMENT ANALYST 1	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10	\$30.55	\$32.08	\$33.70	\$35.37	\$37.16
MANAGEMENT ANALYST 2	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69	\$35.36	\$37.13	\$39.01	\$40.95
NETWORK/EDR ADMINISTRATOR	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66	\$37.45	\$39.33	\$41.29	\$43.35	\$45.52
OFFICE OF EMERGENCY SERVICES-OES MGR.	\$29.15	\$30.61	\$32.14	\$33.75	\$35.45	\$37.23	\$39.09	\$41.04	\$43.10	\$45.26
PARALEGAL 1	\$23.08	\$24.24	\$25.47	\$26.74	\$28.09	\$29.50	\$30.96	\$32.53	\$34.16	\$35.88
PARALEGAL 2	\$25.45	\$26.73	\$28.08	\$29.49	\$30.95	\$32.52	\$34.15	\$35.87	\$37.66	\$39.56
PARALEGAL 3	\$29.17	\$30.64	\$32.17	\$33.79	\$35.49	\$37.27	\$39.14	\$41.11	\$43.16	\$45.33
PAYROLL SPECIALIST 1	\$23.08	\$24.24	\$25.47	\$26.74	\$28.09	\$29.50	\$30.96	\$32.53	\$34.16	\$35.88
PAYROLL SPECIALIST 2	\$25.45	\$26.73	\$28.08	\$29.49	\$30.95	\$32.52	\$34.15	\$35.87	\$37.66	\$39.56
SAAS SYSTEMS ADMINISTRATOR	\$31.57	\$33.15	\$34.81	\$36.56	\$38.39	\$40.31	\$42.33	\$44.45	\$46.67	\$49.00
SYSTEMS ANALYST 1	\$27.72	\$29.11	\$30.56	\$32.09	\$33.71	\$35.38	\$37.17	\$39.05	\$40.99	\$43.06
SYSTEMS ANALYST 2	\$30.51	\$32.03	\$33.64	\$35.33	\$37.10	\$38.98	\$40.92	\$42.97	\$45.12	\$47.38

**County of Plumas
Pay Schedule**

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

CONTRACT EMPLOYEES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AIRPORT MANAGER	\$22.03	\$23.14	\$24.29	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00	\$32.55	\$34.18
ASSISTANT COUNTY COUNSEL	\$55.44	\$58.21	\$61.12	\$64.18	\$67.39	\$70.76	\$74.29	\$78.01	\$81.91	\$86.01
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72	\$57.46	\$60.34	\$63.36	\$66.53	\$69.86
DISASTER RECOVERY COORDINATOR	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70	\$46.93	\$49.28	\$51.74	\$54.33
GRANT MANAGER	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70	\$46.93	\$49.28	\$51.74	\$54.33

**County of Plumas
Pay Schedule**

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DEPARTMENT HEADS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AG COMM/SEALER OF WTS & MEAS	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$58.00	\$60.90	\$63.95	\$67.14	\$70.50	\$74.02	\$77.73	\$81.61	\$85.69	\$89.98
CHIEF PROBATION OFFICER	\$45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81
COUNTY ADMINISTRATIVE OFFICER	\$75.00	\$78.75	\$82.69	\$86.82	\$91.16	\$95.72	\$100.51	\$105.53	\$110.81	\$116.35
COUNTY COUNSEL	\$70.71	\$74.25	\$77.96	\$81.86	\$85.95	\$90.25	\$94.76	\$99.50	\$104.47	\$109.69
COUNTY FAIR MANAGER	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05	\$65.16
COUNTY LIBRARIAN	\$38.00	\$39.90	\$41.90	\$43.99	\$46.19	\$48.50	\$50.92	\$53.47	\$56.14	\$58.95
DIRECTOR OF BUILDING SERVICES	\$47.00	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99	\$62.98	\$66.13	\$69.44	\$72.91
DIRECTOR OF CHILD SUPPORT SVCS	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05	\$65.16
DIRECTOR OF FACILITY SERVICES	\$40.00	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05
DIRECTOR OF INFO TECHNOLOGIES	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
DIRECTOR OF PUBLIC HEALTH	\$58.00	\$60.90	\$63.95	\$67.14	\$70.50	\$74.02	\$77.73	\$81.61	\$85.69	\$89.98
DIRECTOR OF PUBLIC WORKS	\$55.00	\$57.75	\$60.64	\$63.67	\$66.85	\$70.20	\$73.71	\$77.39	\$81.26	\$85.32
DIRECTOR OF RISK MANAGEMENT AND SAFETY	\$45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81
ENVIRONMENTAL HEALTH DIRECTOR	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
HUMAN RESOURCES DIRECTOR	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78	\$63.81	\$67.00	\$70.36	\$73.87	\$77.57
MUSEUM DIRECTOR	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.20	\$42.21	\$44.32	\$46.54
PLANNING DIRECTOR	\$55.38	\$58.15	\$61.06	\$64.11	\$67.31	\$70.68	\$74.21	\$77.93	\$81.82	\$85.91
SOCIAL SERV DIR/PUB GUARD/PC	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78	\$63.81	\$67.00	\$70.36	\$73.87	\$77.57

**County of Plumas
Pay Schedule**

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

ELECTED OFFICIALS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$46.05	\$0.00	\$0.00	\$0.00	\$0.00	\$48.37	\$50.78	\$53.32	\$55.99	\$58.78
AUDITOR/CONTROLLER	\$47.55	\$0.00	\$0.00	\$0.00	\$0.00	\$49.94	\$52.43	\$55.06	\$57.80	\$60.70
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS-CPI 2022	\$30.36	\$0.00	\$0.00	\$0.00	\$0.00	\$31.87	\$33.47	\$35.14	\$36.90	\$38.74
BOARD OF SUPERVISORS-PERSABLE-CPI 2022	\$28.38	\$0.00	\$0.00	\$0.00	\$0.00	\$29.80	\$31.29	\$32.85	\$34.50	\$36.22
BOARD OF SUPERVISORS-NON PERS-CPI 2023	\$31.62	\$0.00	\$0.00	\$0.00	\$0.00	\$33.20	\$34.86	\$36.60	\$38.43	\$40.35
BOARD OF SUPERVISORS-PERSABLE-CPI 2023	\$29.56	\$0.00	\$0.00	\$0.00	\$0.00	\$31.04	\$32.59	\$34.22	\$35.93	\$37.73
BOARD OF SUPERVISORS-NON PERS-CPI 2024	\$32.83	\$0.00	\$0.00	\$0.00	\$0.00	\$34.48	\$36.20	\$38.01	\$39.91	\$41.90
BOARD OF SUPERVISORS-PERSABLE-CPI 2024	\$30.70	\$0.00	\$0.00	\$0.00	\$0.00	\$32.23	\$33.84	\$35.53	\$37.31	\$39.18
CLERK-RECORDER **	\$46.05	\$0.00	\$0.00	\$0.00	\$0.00	\$48.37	\$50.78	\$53.32	\$55.99	\$58.78
DISTRICT ATTORNEY	\$84.54	\$0.00	\$0.00	\$0.00	\$0.00	\$88.76	\$93.21	\$97.86	\$102.75	\$107.90
SHERIFF/CORONER	\$58.64	\$0.00	\$0.00	\$0.00	\$0.00	\$61.58	\$64.65	\$67.88	\$71.27	\$74.84
TREASURER/TAX COLLECTOR **	\$46.05	\$0.00	\$0.00	\$0.00	\$0.00	\$48.37	\$50.78	\$53.32	\$55.99	\$58.78

**** Stipends adopted by Ordinance #07-1059 on 09/02/2007, revised as of 06/30/2024 per Ordinance #22-1142 adopted 03/01/2022**

CLERK-RECORDER	\$4.27	\$0.00	\$0.00	\$0.00	\$0.00	\$4.48	\$4.71	\$4.94	\$5.19	\$5.45
TREASURER/TAX COLLECTOR	\$5.16	\$0.00	\$0.00	\$0.00	\$0.00	\$5.42	\$5.69	\$5.97	\$6.27	\$6.59

**County of Plumas
Pay Schedule**

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OE3 PUBLIC WORKS

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
ASSISTANT ENGINEER	\$31.94	\$33.54	\$35.21	\$36.98	\$38.84	\$40.79	\$42.83	\$44.99	\$47.23	\$49.60	\$52.09	\$54.70
ASSOCIATE ENGINEER	\$32.49	\$34.10	\$35.82	\$37.62	\$39.50	\$41.48	\$43.56	\$45.76	\$48.04	\$50.46	\$52.98	\$55.63
ENGINEERING AIDE	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
ENGINEERING TECHNICIAN 1	\$22.44	\$23.57	\$24.77	\$26.00	\$27.31	\$28.68	\$30.13	\$31.63	\$33.22	\$34.89	\$36.64	\$38.47
ENGINEERING TECHNICIAN 2	\$24.26	\$25.46	\$26.76	\$28.11	\$29.51	\$30.99	\$32.55	\$34.18	\$35.89	\$37.71	\$39.60	\$41.58
EQUIPMENT SERVICE WORKER	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
FISCAL/TECHNICAL SERVICES ASSISTANT 1	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
FISCAL/TECHNICAL SERVICES ASSISTANT 2	\$19.44	\$20.41	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.26
FISCAL/TECHNICAL SERVICES ASSISTANT 3	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68
LEAD POWER EQUIPMENT MECHANIC	\$25.22	\$26.50	\$27.84	\$29.23	\$30.71	\$32.23	\$33.86	\$35.57	\$37.35	\$39.23	\$41.19	\$43.25
MANAGEMENT ANALYST 1	\$24.31	\$25.51	\$26.81	\$28.14	\$29.55	\$31.03	\$32.60	\$34.22	\$35.94	\$37.74	\$39.63	\$41.61
MANAGEMENT ANALYST 2	\$27.03	\$28.38	\$29.80	\$31.29	\$32.85	\$34.52	\$36.25	\$38.06	\$39.96	\$41.96	\$44.06	\$46.27
MECHANIC/SHOP TECHNICIAN	\$22.86	\$24.01	\$25.21	\$26.49	\$27.82	\$29.21	\$30.70	\$32.22	\$33.84	\$35.54	\$37.31	\$39.18
POWER EQUIPMENT MECHANIC 1	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.03	\$28.39	\$29.81	\$31.31	\$32.87	\$34.52	\$36.24
POWER EQUIPMENT MECHANIC 2	\$22.86	\$24.01	\$25.21	\$26.49	\$27.82	\$29.21	\$30.70	\$32.22	\$33.84	\$35.54	\$37.31	\$39.18
PRINCIPAL TRANSPORTATION PLANNER	\$37.61	\$39.49	\$41.47	\$43.55	\$45.75	\$48.03	\$50.45	\$52.97	\$55.63	\$58.41	\$61.32	\$64.39
PUBLIC WORKS MAINTENANCE LEADWORKER	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.92	\$36.67	\$38.51
PUBLIC WORKS MAINTENANCE WORKER 1	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
PUBLIC WORKS MAINTENANCE WORKER 2	\$19.44	\$20.41	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.26
PUBLIC WORKS MAINTENANCE WORKER 3	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68
PUBLIC WORKS SENIOR ENV. PLANNER	\$32.49	\$34.10	\$35.82	\$37.62	\$39.50	\$41.48	\$43.56	\$45.76	\$48.04	\$50.46	\$52.98	\$55.63
SENIOR ENGINEERING TECHNICIAN	\$26.73	\$28.06	\$29.49	\$30.96	\$32.51	\$34.13	\$35.86	\$37.65	\$39.54	\$41.51	\$43.59	\$45.77
SOLID WASTE PROGRAM MANAGER	\$29.48	\$30.95	\$32.50	\$34.12	\$35.83	\$37.62	\$39.50	\$41.48	\$43.56	\$45.75	\$48.03	\$50.44
TRANSPORTATION PLANNER	\$31.94	\$33.54	\$35.21	\$36.98	\$38.84	\$40.79	\$42.83	\$44.99	\$47.23	\$49.60	\$52.09	\$54.70
WELDER	\$22.20	\$23.32	\$24.48	\$25.71	\$27.02	\$28.38	\$29.79	\$31.30	\$32.86	\$34.53	\$36.25	\$38.07

**County of Plumas
Pay Schedule**

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OE3 PUBLIC WORKS MID-MGMT

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
ASSISTANT DIRECTOR OF PUBLIC WORKS	\$39.48	\$41.46	\$43.54	\$45.74	\$48.02	\$50.44	\$52.96	\$55.62	\$58.38	\$61.32	\$64.39	\$67.61
DEPUTY DIRECTOR OF PUBLIC WORKS	\$39.48	\$41.46	\$43.54	\$45.74	\$48.02	\$50.44	\$52.96	\$55.62	\$58.38	\$61.32	\$64.39	\$67.61
EQUIPMENT MAINTENANCE SUPERVISOR	\$29.48	\$30.95	\$32.50	\$34.12	\$35.83	\$37.62	\$39.50	\$41.48	\$43.56	\$45.75	\$48.03	\$50.44
PUBLIC WORKS ADMIN SERVICES OFFICER	\$38.48	\$40.40	\$42.42	\$44.55	\$46.79	\$49.13	\$51.59	\$54.18	\$56.91	\$59.76	\$62.75	\$65.89
PW FISCAL OFFICER/ADMIN SERVICES MANAGER	\$33.92	\$35.63	\$37.42	\$39.29	\$41.27	\$43.34	\$45.52	\$47.79	\$50.18	\$52.70	\$55.34	\$58.11
PW ROAD MAINTENANCE SUPERVISOR	\$26.05	\$27.36	\$28.72	\$30.18	\$31.70	\$33.28	\$34.96	\$36.71	\$38.56	\$40.48	\$42.50	\$44.64

**County of Plumas
Pay Schedule**

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OE3 GENERAL

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE	\$18.72	\$19.65	\$20.63	\$21.68	\$22.76	\$23.91	\$25.12	\$26.37	\$27.70	\$29.08
ACCOUNTANT	\$19.68	\$20.68	\$21.72	\$22.80	\$23.96	\$25.16	\$26.43	\$27.75	\$29.14	\$30.60
ACCOUNTING TECHNICIAN	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98
ADMINISTRATIVE ASSISTANT 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
ADMINISTRATIVE ASSISTANT 2	\$18.12	\$19.02	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81	\$28.14
AG & STANDARDS INSPECTOR 1	\$22.06	\$23.16	\$24.33	\$25.55	\$26.83	\$28.17	\$29.58	\$31.08	\$32.63	\$34.27
AG & STANDARDS INSPECTOR 2	\$25.65	\$26.95	\$28.29	\$29.70	\$31.20	\$32.76	\$34.41	\$36.14	\$37.95	\$39.85
AG & STANDARDS INSPECTOR 3	\$28.30	\$29.72	\$31.22	\$32.78	\$34.42	\$36.15	\$37.96	\$39.87	\$41.86	\$43.96
AG & STANDARDS TECHNICIAN 1	\$17.04	\$17.90	\$18.80	\$19.75	\$20.75	\$21.78	\$22.87	\$24.02	\$25.23	\$26.49
AG & STANDARDS TECHNICIAN 2	\$18.70	\$19.64	\$20.63	\$21.67	\$22.75	\$23.89	\$25.09	\$26.35	\$27.68	\$29.07
AG & STANDARDS TECHNICIAN 3	\$20.32	\$21.34	\$22.42	\$23.54	\$24.73	\$25.97	\$27.27	\$28.64	\$30.07	\$31.59
AG & STANDARDS MANAGEMENT ANALYST 1	\$22.84	\$23.99	\$25.20	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.79	\$35.49
AG & STANDARDS MANAGEMENT ANALYST 2	\$25.40	\$26.67	\$28.01	\$29.42	\$30.89	\$32.45	\$34.07	\$35.78	\$37.57	\$39.45
ALCOHOL & DRUG PREV COORD	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
ALCOHOL & DRUG THERAPIST 1	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66	\$37.45
ALCOHOL & DRUG THERAPIST 2	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30	\$41.28
ALTERNATIVE SENTENCING COORD	\$20.75	\$21.78	\$22.87	\$24.02	\$25.23	\$26.49	\$27.83	\$29.21	\$30.69	\$32.22
ANIMAL CONTROL OFFICER 1	\$19.35	\$20.31	\$21.33	\$22.40	\$23.51	\$24.69	\$25.93	\$27.22	\$28.58	\$30.01
ANIMAL CONTROL OFFICER 2	\$22.40	\$23.51	\$24.69	\$25.93	\$27.22	\$28.58	\$30.01	\$31.51	\$33.08	\$34.75
ANIMAL SHELTER ATTENDANT	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
APPRAISAL ASSISTANT	\$18.80	\$19.75	\$20.75	\$21.78	\$22.87	\$24.02	\$25.23	\$26.49	\$27.83	\$29.21
APPRAISER 1	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
APPRAISER 2	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38	\$34.00
APPRAISER 3	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66	\$37.45
ASSISTANT COOK	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
ASSISTANT MUSEUM DIRECTOR	\$17.47	\$18.34	\$19.26	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.15
ASSISTANT PLANNER	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38
ASSOCIATE PLANNER	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
AUDITOR ACCOUNTING CLERK 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
AUDITOR ACCOUNTING CLERK 2	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29
AUDITOR ACCOUNTING TECH 1	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81	\$28.14	\$29.57	\$31.05
AUDITOR/APPRaiser 1	\$18.80	\$19.75	\$20.75	\$21.78	\$22.87	\$24.02	\$25.23	\$26.49	\$27.83	\$29.21
AUDITOR/APPRaiser 2	\$20.33	\$21.36	\$22.43	\$23.55	\$24.73	\$25.98	\$27.27	\$28.64	\$30.08	\$31.59
AUDITOR/APPRaiser 3	\$22.42	\$23.54	\$24.72	\$25.97	\$27.26	\$28.63	\$30.07	\$31.58	\$33.16	\$34.82
BH ADMINISTRATIVE ASSISTANT 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
BH ADMINISTRATIVE ASSISTANT 2	\$18.12	\$19.02	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81	\$28.14

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH CASE MGMT SPECIALIST 1	\$22.15	\$23.28	\$24.43	\$25.66	\$26.95	\$28.30	\$29.72	\$31.22	\$32.78	\$34.43
BH CASE MGMT SPECIALIST 2	\$24.42	\$25.65	\$26.93	\$28.29	\$29.71	\$31.21	\$32.76	\$34.42	\$36.15	\$37.95
BH CASE MGMT SPECIALIST SR	\$26.69	\$28.05	\$29.45	\$30.92	\$32.48	\$34.10	\$35.81	\$37.61	\$39.50	\$41.47
BH CLINICAL RECORDS SPECIALIST	\$19.31	\$20.29	\$21.31	\$22.37	\$23.50	\$24.68	\$25.92	\$27.21	\$28.58	\$30.01
BH QUALITY ASSURANCE COORD	\$29.54	\$31.02	\$32.58	\$34.23	\$35.93	\$37.74	\$39.62	\$41.62	\$43.70	\$45.90
BH SITE COORDINATOR	\$20.50	\$21.54	\$22.61	\$23.75	\$24.93	\$26.19	\$27.51	\$28.87	\$30.34	\$31.85
BH SUBSTANCE USE DISORDER COUNSELOR I	\$25.69	\$26.98	\$28.33	\$29.75	\$31.24	\$32.81	\$34.46	\$36.19	\$38.00	\$39.90
BH SUBSTANCE USE DISORDER COUNSELOR II	\$28.55	\$29.98	\$31.47	\$33.05	\$34.72	\$36.45	\$38.28	\$40.21	\$42.20	\$44.32
BH SUPERVISING SITE COORD	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
BH SUPPORT SERVICES COORD	\$18.34	\$19.27	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.17	\$28.52
BH SUPPORTIVE SERVICES TECH 1	\$17.26	\$18.12	\$19.02	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81
BH SUPPORTIVE SERVICES TECH 2	\$18.12	\$19.02	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81	\$28.14
BH SYSTEMS ANALYST	\$28.40	\$29.84	\$31.32	\$32.90	\$34.56	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14
BH THERAPIST 1	\$27.63	\$29.01	\$30.46	\$32.00	\$33.59	\$35.28	\$37.05	\$38.91	\$40.86	\$42.92
BH THERAPIST 2	\$30.44	\$31.98	\$33.56	\$35.26	\$37.03	\$38.88	\$40.84	\$42.89	\$45.04	\$47.30
BH THERAPIST SENIOR	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.94	\$45.09	\$47.35	\$49.71	\$52.21
BLDG & GRNDS MAINT TECHNICIAN	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31	\$27.62	\$29.01	\$30.45	\$31.98	\$33.58
BLDG & GRNDS MAINT WORKER 1	\$16.96	\$17.81	\$18.70	\$19.63	\$20.62	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31
BLDG & GRNDS MAINT WORKER 2	\$17.81	\$18.70	\$19.63	\$20.62	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31	\$27.62
BLDG & GRNDS MAINT WORKER 3	\$20.62	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31	\$27.62	\$29.01	\$30.45	\$31.98
BOOKMOBILE LIBRARY ASSISTANT	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20
BRANCH LIBRARY ASSISTANT 1	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20
BRANCH LIBRARY ASSISTANT 2	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56
BUILDING INSPECTOR 1	\$21.35	\$22.42	\$23.55	\$24.74	\$25.98	\$27.30	\$28.66	\$30.09	\$31.60	\$33.19
BUILDING INSPECTOR 2	\$24.71	\$25.96	\$27.26	\$28.63	\$30.06	\$31.57	\$33.15	\$34.81	\$36.56	\$38.39
BUILDING PLANCHECK INSPECTOR	\$26.56	\$27.90	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27
BUILDING PLANS EXAMINER 1	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
BUILDING PLANS EXAMINER 2	\$27.90	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33
CADASTRAL DRAFTING SPECIALST	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66	\$37.45
CHILD SUPPORT ACCOUNTING SPEC	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38
CHILD SUPPORT ASSISTANT I	\$16.85	\$17.70	\$18.58	\$19.51	\$20.49	\$21.51	\$22.59	\$23.71	\$24.90	\$26.15
CHILD SUPPORT ASSISTANT II	\$18.59	\$19.53	\$20.50	\$21.54	\$22.61	\$23.75	\$24.93	\$26.19	\$27.51	\$28.87
CHILD SUPPORT ASSISTANT III	\$19.47	\$20.45	\$21.47	\$22.55	\$23.67	\$24.86	\$26.12	\$27.42	\$28.79	\$30.23
CHILD SUPPORT LEGAL CLERK I	\$17.45	\$18.32	\$19.24	\$20.19	\$21.21	\$22.27	\$23.38	\$24.55	\$25.78	\$27.06
CHILD SUPPORT LEGAL CLERK II	\$19.18	\$20.13	\$21.16	\$22.21	\$23.33	\$24.49	\$25.73	\$27.01	\$28.36	\$29.78
CHILD SUPPORT LEGAL CLERK III	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98	\$31.48
CHILD SUPPORT SPECIALIST 1	\$19.53	\$20.50	\$21.54	\$22.61	\$23.75	\$24.93	\$26.19	\$27.51	\$28.87	\$30.34
CHILD SUPPORT SPECIALIST 2	\$21.01	\$22.06	\$23.16	\$24.33	\$25.55	\$26.83	\$28.17	\$29.58	\$31.08	\$32.63
CHILD SUPPORT SPECIALIST 3	\$22.78	\$23.91	\$25.11	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69	\$35.37
CODE ENFORCEMENT OFFICER	\$26.82	\$28.16	\$29.57	\$31.05	\$32.62	\$34.26	\$35.97	\$37.77	\$39.65	\$41.65
COLLECTIONS OFFICER 1	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38
COLLECTIONS OFFICER 2	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
COMMUNITY OUTREACH COORDINATOR	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
CUSTODIAN	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
DA INVESTIGATIONS SPECIALIST	\$26.68	\$28.04	\$29.44	\$30.91	\$32.47	\$34.09	\$35.80	\$37.60	\$39.49	\$41.46
DA INVESTIGATIVE ASSISTANT	\$21.38	\$22.45	\$23.57	\$24.75	\$26.00	\$27.32	\$28.68	\$30.13	\$31.63	\$33.21
DEPUTY CHILD SUP ATTORNEY 1	\$28.57	\$30.00	\$31.49	\$33.08	\$34.75	\$36.50	\$38.33	\$40.25	\$42.26	\$44.38
DEPUTY CHILD SUP ATTORNEY 2	\$31.52	\$33.10	\$34.77	\$36.52	\$38.35	\$40.27	\$42.28	\$44.40	\$46.63	\$48.97

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY CLERK-RECORDER 1	\$17.20	\$18.07	\$18.98	\$19.94	\$20.95	\$22.01	\$23.12	\$24.27	\$25.49	\$26.77
DEPUTY CLERK-RECORDER 2	\$19.81	\$20.80	\$21.85	\$22.94	\$24.08	\$25.30	\$26.56	\$27.91	\$29.29	\$30.77
DEPUTY DISTRICT ATTORNEY 1	\$37.29	\$39.16	\$41.12	\$43.17	\$45.33	\$47.59	\$49.97	\$52.47	\$55.10	\$57.85
DEPUTY DISTRICT ATTORNEY 2	\$41.51	\$43.59	\$45.76	\$48.05	\$50.46	\$52.98	\$55.63	\$58.41	\$61.33	\$64.40
DEPUTY DISTRICT ATTORNEY 3	\$46.22	\$48.53	\$50.95	\$53.50	\$56.18	\$58.99	\$61.94	\$65.03	\$68.29	\$71.70
DEPUTY PUB GUARD/CONSERVATOR 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
DEPUTY PUB GUARD/CONSERVATOR 2	\$18.12	\$19.02	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81	\$28.14
DISTRICT ATTORNEY INVESTIGATOR	\$24.72	\$25.96	\$27.26	\$28.63	\$30.06	\$31.58	\$33.16	\$34.82	\$36.57	\$38.40
DRINKING DRIVER COORDINATOR	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
DRIVER 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
DRIVER 2	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94
DRIVER 3	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29
ELECTIONS COORDINATOR	\$26.16	\$27.49	\$28.85	\$30.32	\$31.84	\$33.44	\$35.13	\$36.89	\$38.74	\$40.69
ELECTIONS SERVICES ASSISTANT 1	\$17.20	\$18.07	\$18.98	\$19.94	\$20.95	\$22.01	\$23.12	\$24.27	\$25.49	\$26.77
ELECTIONS SERVICES ASSISTANT 2	\$19.81	\$20.80	\$21.85	\$22.94	\$24.08	\$25.30	\$26.56	\$27.91	\$29.29	\$30.77
ELECTIONS SPECIALIST	\$22.94	\$24.08	\$25.30	\$26.56	\$27.91	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63
ELIGIBILITY SPECIALIST 1	\$16.96	\$17.81	\$18.70	\$19.63	\$20.62	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31
ELIGIBILITY SPECIALIST 2	\$18.70	\$19.63	\$20.62	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31	\$27.62	\$29.01
ELIGIBILITY SPECIALIST 3	\$20.62	\$21.65	\$22.73	\$23.86	\$25.06	\$26.31	\$27.62	\$29.01	\$30.45	\$31.98
EMPLOYMENT & TRAINING WORKER 1	\$19.20	\$20.15	\$21.18	\$22.23	\$23.35	\$24.51	\$25.75	\$27.03	\$28.39	\$29.82
EMPLOYMENT & TRAINING WORKER 2	\$21.16	\$22.21	\$23.33	\$24.49	\$25.73	\$27.01	\$28.37	\$29.80	\$31.28	\$32.86
EMPLOYMENT & TRAINING WORKER 3	\$23.32	\$24.48	\$25.72	\$27.00	\$28.36	\$29.79	\$31.27	\$32.85	\$34.49	\$36.22
ENVIRONMENTAL HEALTH AIDE	\$18.34	\$19.27	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.17	\$28.52
ENVIRONMENTAL HEALTH SPEC 1	\$25.78	\$27.07	\$28.43	\$29.87	\$31.35	\$32.93	\$34.59	\$36.33	\$38.14	\$40.05
ENVIRONMENTAL HEALTH SPEC 2	\$28.44	\$29.88	\$31.37	\$32.94	\$34.60	\$36.34	\$38.15	\$40.06	\$42.07	\$44.18
ENVIRONMENTAL HEALTH SPEC 3	\$31.29	\$32.87	\$34.51	\$36.25	\$38.06	\$39.97	\$41.99	\$44.09	\$46.30	\$48.61
ENVIRONMENTAL HEALTH TECH 1	\$18.34	\$19.27	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.17	\$28.52
ENVIRONMENTAL HEALTH TECH 2	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
EPIDEMIOLOGIST	\$37.10	\$38.96	\$40.91	\$42.95	\$45.09	\$47.35	\$49.71	\$52.21	\$54.82	\$57.57
EXECUTIVE ASSISTANT-PLANNING	\$17.47	\$18.34	\$19.26	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.15
FAIR FISCAL COORDINATOR 1	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
FAIR FISCAL COORDINATOR 2	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
FAMILY VIOLENCE OFFICER	\$19.84	\$20.84	\$21.88	\$22.99	\$24.15	\$25.36	\$26.63	\$27.96	\$29.37	\$30.85
FIELD SERVICES ASSISTANT	\$16.64	\$17.48	\$18.36	\$19.29	\$20.27	\$21.28	\$22.34	\$23.48	\$24.66	\$25.90
FISCAL & TECH SERVICES ASST 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
FISCAL & TECH SERVICES ASST 2	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94
FISCAL & TECH SERVICES ASST 3	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29	\$29.71
GEO INFO SYS (GIS) PLANNER 1	\$23.53	\$24.71	\$25.96	\$27.25	\$28.62	\$30.06	\$31.57	\$33.15	\$34.81	\$36.56
GEO INFO SYS (GIS) PLANNER 2	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
HAZ MAT SPECIALIST 1	\$25.78	\$27.07	\$28.43	\$29.87	\$31.35	\$32.93	\$34.59	\$36.33	\$38.14	\$40.05
HAZ MAT SPECIALIST 2	\$28.44	\$29.88	\$31.37	\$32.94	\$34.60	\$36.34	\$38.15	\$40.06	\$42.07	\$44.18
HAZ MAT SPECIALIST 3	\$31.29	\$32.87	\$34.51	\$36.25	\$38.06	\$39.97	\$41.99	\$44.09	\$46.30	\$48.61
HEAD COOK	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29	\$29.71
HEALTH AIDE 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
HEALTH AIDE 2	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 1	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
HEALTH EDUCATION SPECIALIST	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
HIV SPECIALTY CLINIC THERAPIST	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30	\$41.28
INFORMATION SYSTEMS TECHNICIAN	\$23.70	\$24.88	\$26.13	\$27.44	\$28.81	\$30.26	\$31.78	\$33.37	\$35.04	\$36.80
LEAD DEPUTY CLERK-RECORDER	\$22.94	\$24.08	\$25.30	\$26.56	\$27.91	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63
LEGAL SECRETARY	\$20.34	\$21.37	\$22.44	\$23.56	\$24.74	\$25.99	\$27.30	\$28.65	\$30.09	\$31.60
LEGAL SECRETARY - SENIOR	\$21.58	\$22.66	\$23.81	\$25.01	\$26.26	\$27.57	\$28.96	\$30.41	\$31.93	\$33.53
LEGAL SECRETARY - TRAINEE	\$18.44	\$19.38	\$20.35	\$21.37	\$22.45	\$23.57	\$24.76	\$26.00	\$27.31	\$28.67
LEGAL SERVICES ASSISTANT 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
LEGAL SERVICES ASSISTANT 2	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29
LIBRARIAN	\$22.83	\$23.98	\$25.19	\$26.45	\$27.78	\$29.17	\$30.64	\$32.18	\$33.79	\$35.49
LIBRARY AIDE	\$16.70	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90
LIBRARY LITERACY CLERK	\$16.70	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90
LIBRARY TECHNICIAN	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98
LICENSED VOCATIONAL NURSE 1-BH	\$21.93	\$23.04	\$24.20	\$25.41	\$26.68	\$28.04	\$29.44	\$30.91	\$32.47	\$34.09
LICENSED VOCATIONAL NURSE 1-PH	\$21.93	\$23.04	\$24.20	\$25.41	\$26.68	\$28.04	\$29.44	\$30.91	\$32.47	\$34.09
LICENSED VOCATIONAL NURSE 2-BH	\$23.03	\$24.19	\$25.40	\$26.67	\$28.02	\$29.43	\$30.90	\$32.46	\$34.08	\$35.79
LICENSED VOCATIONAL NURSE 2-PH	\$23.03	\$24.19	\$25.40	\$26.67	\$28.02	\$29.43	\$30.90	\$32.46	\$34.08	\$35.79
LITERACY PROGRAM ASSISTANT 1	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20
LITERACY PROGRAM ASSISTANT 2	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56
MANAGEMENT ANALYST 1	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
MANAGEMENT ANALYST 2	\$25.54	\$26.81	\$28.15	\$29.56	\$31.04	\$32.61	\$34.25	\$35.96	\$37.76	\$39.64
MENTORING COORDINATOR	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
MUSEUM REGISTRAR	\$16.70	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90
NATURAL RESOURCES ANALYST	\$22.42	\$23.54	\$24.72	\$25.97	\$27.26	\$28.63	\$30.07	\$31.58	\$33.16	\$34.82
NURSE PRACTITIONER	\$50.49	\$53.02	\$55.68	\$58.47	\$61.38	\$64.47	\$67.70	\$71.09	\$74.65	\$78.38
OFFICE ASSISTANT 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
OFFICE ASSISTANT 2	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94
OFFICE ASSISTANT 3	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29	\$29.71
OFFICE AUTOMATION ANALYST	\$24.09	\$25.29	\$26.56	\$27.89	\$29.28	\$30.76	\$32.31	\$33.92	\$35.62	\$37.40
OFFICE AUTOMATION SPECIALIST	\$19.84	\$20.84	\$21.88	\$22.99	\$24.15	\$25.36	\$26.63	\$27.96	\$29.37	\$30.85
PARALEGAL 1	\$17.47	\$18.34	\$19.26	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.15
PARALEGAL 2	\$19.26	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.15	\$28.52	\$29.96
PARALEGAL 3	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38
PERMIT TECHNICIAN	\$17.89	\$18.79	\$19.74	\$20.75	\$21.78	\$22.87	\$24.02	\$25.23	\$26.49	\$27.83
PHYSICIAN ASSISTANT	\$50.49	\$53.02	\$55.68	\$58.47	\$61.38	\$64.47	\$67.70	\$71.09	\$74.65	\$78.38
PLANNING TECHNICIAN	\$19.36	\$20.32	\$21.34	\$22.41	\$23.53	\$24.71	\$25.95	\$27.24	\$28.61	\$30.04
PREVENTION AIDE	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
PROG COMPL & TRAINING ANALYST	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38
PROGRAMMER ANALYST	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66	\$37.45
PROJECT MANAGER	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33	\$45.51
PROPERTY TAX ASSESSMENT SPEC 1	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56
PROPERTY TAX ASSESSMENT SPEC 2	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98	\$31.48
PROPERTY TAX ASSESSMENT TECH	\$16.70	\$17.53	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
PSYCHIATRIC NURSE 1	\$28.40	\$29.84	\$31.32	\$32.90	\$34.56	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14
PSYCHIATRIC NURSE 2	\$31.81	\$33.40	\$35.08	\$36.84	\$38.68	\$40.62	\$42.65	\$44.80	\$47.04	\$49.41
PSYCHIATRIC TECHNICIAN	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
PUBLIC HEALTH DATABASE ANALYST	\$28.40	\$29.84	\$31.32	\$32.90	\$34.56	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14
PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR	\$27.90	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33
PUBLIC HEALTH NURSE 1	\$28.40	\$29.84	\$31.32	\$32.90	\$34.56	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14
PUBLIC HEALTH NURSE 2	\$31.81	\$33.40	\$35.08	\$36.84	\$38.68	\$40.62	\$42.65	\$44.80	\$47.04	\$49.41
PUBLIC HEALTH NURSE 3	\$35.21	\$36.98	\$38.84	\$40.79	\$42.83	\$44.99	\$47.23	\$49.60	\$52.09	\$54.70
QUALITY ASSURANCE COORDINATOR	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30	\$41.28
RECORDS MANAGEMENT TECH 1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65
RECORDS MANAGEMENT TECH 2	\$18.20	\$19.11	\$20.07	\$21.08	\$22.14	\$23.25	\$24.42	\$25.65	\$26.94	\$28.29
REGISTERED DENTAL ASSISTANT 1	\$21.93	\$23.04	\$24.20	\$25.41	\$26.68	\$28.04	\$29.44	\$30.91	\$32.47	\$34.09
REGISTERED DENTAL ASSISTANT 2	\$23.03	\$24.19	\$25.40	\$26.67	\$28.02	\$29.43	\$30.90	\$32.46	\$34.08	\$35.79
REGISTERED NURSE 1 - BH	\$28.40	\$29.84	\$31.32	\$32.90	\$34.56	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14
REGISTERED NURSE 1 - PH	\$28.40	\$29.84	\$31.32	\$32.90	\$34.56	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14
REGISTERED NURSE 2 - BH	\$31.81	\$33.40	\$35.08	\$36.84	\$38.68	\$40.62	\$42.65	\$44.80	\$47.04	\$49.41
REGISTERED NURSE 2 - PH	\$31.81	\$33.40	\$35.08	\$36.84	\$38.68	\$40.62	\$42.65	\$44.80	\$47.04	\$49.41
SENIOR BUILDING INSPECTOR	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
SENIOR BUILDING PLNCHK INSP	\$29.20	\$30.68	\$32.21	\$33.82	\$35.52	\$37.30	\$39.17	\$41.14	\$43.20	\$45.36
SENIOR DISTRICT ATTORNEY INVST	\$27.23	\$28.60	\$30.03	\$31.55	\$33.13	\$34.79	\$36.54	\$38.37	\$40.30	\$42.32
SENIOR PERMIT TECHNICIAN	\$20.12	\$21.15	\$22.20	\$23.32	\$24.48	\$25.72	\$27.00	\$28.36	\$29.79	\$31.27
SENIOR PLANNER	\$27.90	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33
SENIOR SOCIAL WORKER A	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22
SENIOR SOCIAL WORKER B	\$30.45	\$31.99	\$33.58	\$35.27	\$37.04	\$38.90	\$40.84	\$42.91	\$45.06	\$47.32
SITE MANAGER	\$19.02	\$19.97	\$20.97	\$22.03	\$23.13	\$24.30	\$25.52	\$26.81	\$28.14	\$29.57
SOCIAL SERVICES AIDE	\$17.15	\$18.01	\$18.93	\$19.88	\$20.87	\$21.91	\$23.02	\$24.18	\$25.39	\$26.66
SOCIAL WORKER 1	\$22.15	\$23.28	\$24.43	\$25.66	\$26.95	\$28.30	\$29.72	\$31.22	\$32.78	\$34.43
SOCIAL WORKER 2	\$24.42	\$25.65	\$26.93	\$28.29	\$29.71	\$31.21	\$32.76	\$34.42	\$36.15	\$37.95
SOCIAL WORKER 3	\$26.69	\$28.05	\$29.45	\$30.92	\$32.48	\$34.10	\$35.81	\$37.61	\$39.50	\$41.47
STAFF SERVICES ANALYST 1	\$23.81	\$24.99	\$26.25	\$27.57	\$28.96	\$30.41	\$31.95	\$33.54	\$35.22	\$36.99
STAFF SERVICES ANALYST 2	\$26.24	\$27.56	\$28.95	\$30.40	\$31.93	\$33.53	\$35.21	\$36.98	\$38.84	\$40.79
STAFF SERVICES SPECIALIST	\$22.97	\$24.13	\$25.33	\$26.60	\$27.93	\$29.32	\$30.80	\$32.35	\$33.98	\$35.68
SUBSTANCE USE DISORDER SPEC 1	\$21.27	\$22.33	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98	\$31.47	\$33.06
SUBSTANCE USE DISORDER SPEC 2	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98	\$31.47	\$33.06	\$34.73	\$36.46
TELECOMMUNICATIONS TECHNICIAN	\$24.08	\$25.30	\$26.56	\$27.91	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42
TREAS/TAX COLLECTIONS OFFCR 1	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82	\$32.38
TREAS/TAX COLLECTIONS OFFCR 2	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
TREASURER/TAX SPECIALIST 1	\$18.40	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56
TREASURER/TAX SPECIALIST 2	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98	\$31.48
TREASURER/TAX TECHNICIAN	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98
VETERANS SERVICE REP 1	\$16.64	\$17.48	\$18.36	\$19.29	\$20.27	\$21.28	\$22.34	\$23.48	\$24.66	\$25.90
VETERANS SERVICE REP 2	\$18.34	\$19.27	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.17	\$28.52
VICTIM/WITNESS ADVOCATE	\$20.75	\$21.78	\$22.87	\$24.02	\$25.23	\$26.49	\$27.83	\$29.21	\$30.69	\$32.22
WELFARE FRAUD INVESTIGATOR 1	\$24.15	\$25.36	\$26.63	\$27.96	\$29.37	\$30.85	\$32.40	\$34.03	\$35.72	\$37.51
WELFARE FRAUD INVESTIGATOR 2	\$26.18	\$27.50	\$28.86	\$30.33	\$31.84	\$33.43	\$35.12	\$36.88	\$38.72	\$40.67

**County of Plumas
Pay Schedule**

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

OE3 MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	\$32.30	\$33.92	\$35.62	\$37.41	\$39.28	\$41.26	\$43.32	\$45.50	\$47.77	\$50.16
ALCOHOL & DRUG PROG CHIEF	\$32.30	\$33.92	\$35.62	\$37.41	\$39.28	\$41.26	\$43.32	\$45.50	\$47.77	\$50.16
ALTERNATIVE SENTENCING MANAGER	\$27.87	\$29.26	\$30.73	\$32.27	\$33.89	\$35.58	\$37.37	\$39.24	\$41.21	\$43.28
ANIMAL CONTROL SUPERVISOR	\$24.69	\$25.93	\$27.22	\$28.58	\$30.01	\$31.51	\$33.08	\$34.75	\$36.50	\$38.33
ASSESSOR'S OFFICE MANAGER	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
ASSISTANT BUILDING OFFICIAL	\$32.30	\$33.92	\$35.62	\$37.41	\$39.28	\$41.26	\$43.32	\$45.50	\$47.77	\$50.16
ASSISTANT COUNTY ASSESSOR	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33	\$45.51
ASSISTANT DISTRICT ATTORNEY	\$57.90	\$60.79	\$63.83	\$67.02	\$70.37	\$73.89	\$77.59	\$81.47	\$85.54	\$89.81
ASSISTANT PLANNING DIRECTOR	\$32.30	\$33.92	\$35.62	\$37.41	\$39.28	\$41.26	\$43.32	\$45.50	\$47.77	\$50.16
ASST COUNTY CLERK-RECORDER	\$28.94	\$30.39	\$31.91	\$33.50	\$35.18	\$36.95	\$38.80	\$40.76	\$42.79	\$44.94
ASST DIR DEPT OF CHILD SUP SVC	\$35.57	\$37.35	\$39.22	\$41.18	\$43.24	\$45.40	\$47.67	\$50.05	\$52.55	\$55.18
ASST DIRECTOR OF PUBLIC HEALTH	\$41.22	\$43.29	\$45.46	\$47.74	\$50.13	\$52.64	\$55.28	\$58.07	\$60.96	\$64.01
ASST TREASURER/TAX COLLECTOR	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33	\$45.51
BH ADMIN SERVICES OFFICER	\$36.36	\$38.17	\$40.08	\$42.09	\$44.20	\$46.42	\$48.74	\$51.19	\$53.76	\$56.46
BH AOD PROGRAM ADMIN	\$39.75	\$41.75	\$43.85	\$46.05	\$48.35	\$50.77	\$53.32	\$56.00	\$58.80	\$61.75
BH CONTINUING CARE COORDINATOR	\$36.36	\$38.17	\$40.08	\$42.09	\$44.20	\$46.42	\$48.74	\$51.19	\$53.76	\$56.46
BH QUAL IMPROVEMENT/COMPL MGR	\$39.75	\$41.75	\$43.85	\$46.05	\$48.35	\$50.77	\$53.32	\$56.00	\$58.80	\$61.75
BH UNIT SUPERVISOR	\$36.36	\$38.17	\$40.08	\$42.09	\$44.20	\$46.42	\$48.74	\$51.19	\$53.76	\$56.46
BH UNIT SUPERVISOR-NURSING	\$36.36	\$38.17	\$40.08	\$42.09	\$44.20	\$46.42	\$48.74	\$51.19	\$53.76	\$56.46
BLDG/GRDS MAINT SUPERVISOR 1	\$22.02	\$23.12	\$24.27	\$25.48	\$26.77	\$28.11	\$29.52	\$30.98	\$32.54	\$34.19
BLDG/GRDS MAINT SUPERVISOR 2	\$23.12	\$24.27	\$25.48	\$26.77	\$28.11	\$29.52	\$30.98	\$32.54	\$34.19	\$35.90
BUILDING OFFICIAL	\$35.59	\$37.38	\$39.25	\$41.22	\$43.29	\$45.46	\$47.74	\$50.13	\$52.64	\$55.28
CHIEF APPRAISER	\$27.90	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33
CHIEF CODE ENFORCEMENT OFFICER	\$31.06	\$32.63	\$34.27	\$35.98	\$37.78	\$39.67	\$41.66	\$43.75	\$45.94	\$48.24
CHIEF DEP PUB GRDN/CONSERVATOR	\$26.69	\$28.05	\$29.45	\$30.92	\$32.48	\$34.10	\$35.81	\$37.61	\$39.50	\$41.47
CHILDRENS SERVICES COORDINATOR	\$31.55	\$33.13	\$34.79	\$36.54	\$38.37	\$40.29	\$42.30	\$44.42	\$46.65	\$48.99
COMMUNITY CARE CASE MANAGER	\$19.26	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86	\$27.15	\$28.52	\$29.96
DA ADMINISTRATOR/ASSISTANT PUBLIC ADMIN	\$22.97	\$24.13	\$25.33	\$26.60	\$27.93	\$29.32	\$30.80	\$32.35	\$33.98	\$35.68
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURE	\$31.14	\$32.70	\$34.33	\$36.05	\$37.85	\$39.75	\$41.74	\$43.83	\$46.03	\$48.33
DEP DIR/SOC SERV PROGRAM MGR	\$37.14	\$39.02	\$40.97	\$43.03	\$45.18	\$47.44	\$49.82	\$52.31	\$54.93	\$57.69
DEPARTMENT FISCAL OFFICER 1	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
DEPARTMENT FISCAL OFFICER 2	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
DIRECTOR OF NURSING - PH	\$43.17	\$45.34	\$47.62	\$49.99	\$52.49	\$55.12	\$57.89	\$60.79	\$63.83	\$67.03
DIV DIR VETERANS SVCS OFFICER	\$25.31	\$26.57	\$27.91	\$29.30	\$30.78	\$32.32	\$33.94	\$35.64	\$37.43	\$39.30
ELIGIBILITY SUPERVISOR	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
EMPLOYMENT & TRNG WKR SUP	\$28.51	\$29.95	\$31.44	\$33.02	\$34.68	\$36.42	\$38.24	\$40.15	\$42.17	\$44.29
FISCAL SUPPORT COORD	\$20.10	\$21.10	\$22.16	\$23.28	\$24.44	\$25.67	\$26.96	\$28.30	\$29.73	\$31.22

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
GEO INFO SYSTEM (GIS) COORD	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33	\$45.51
GRANT COMPLIANCE OFFICER	\$19.83	\$20.83	\$21.87	\$22.98	\$24.14	\$25.34	\$26.62	\$27.95	\$29.35	\$30.82
HEALTH EDUCATION COORDINATOR 2	\$27.90	\$29.29	\$30.77	\$32.31	\$33.93	\$35.63	\$37.42	\$39.29	\$41.27	\$43.33
LIBRARY LITERACY PROGRAM COORD	\$19.32	\$20.29	\$21.31	\$22.38	\$23.49	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98
MNTL HLTH SERVICES ACT COORD	\$31.55	\$33.13	\$34.79	\$36.54	\$38.37	\$40.29	\$42.30	\$44.42	\$46.65	\$48.99
OFFICE SUPERVISOR	\$20.45	\$21.47	\$22.55	\$23.67	\$24.86	\$26.12	\$27.42	\$28.79	\$30.25	\$31.77
PERMIT MANAGER	\$22.96	\$24.10	\$25.32	\$26.58	\$27.92	\$29.31	\$30.79	\$32.33	\$33.96	\$35.66
PH ADMIN SERVICES OFFICER	\$36.36	\$38.17	\$40.08	\$42.09	\$44.20	\$46.42	\$48.74	\$51.19	\$53.76	\$56.46
PROGRAM CHIEF-NURSING	\$32.30	\$33.92	\$35.62	\$37.41	\$39.28	\$41.26	\$43.32	\$45.50	\$47.77	\$50.16
PROGRAM MANAGER 1	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.94	\$45.09	\$47.35	\$49.71	\$52.21
PROGRAM MANAGER 2	\$35.30	\$37.07	\$38.93	\$40.88	\$42.94	\$45.09	\$47.35	\$49.71	\$52.21	\$54.82
PUBLIC HEALTH PROG DIV CHIEF	\$30.74	\$32.28	\$33.90	\$35.59	\$37.38	\$39.25	\$41.22	\$43.29	\$45.46	\$47.74
RECORDS MGMT COORDINATOR	\$19.84	\$20.84	\$21.88	\$22.99	\$24.15	\$25.36	\$26.63	\$27.96	\$29.37	\$30.85
SENIOR SERVICES DIVISION DIR.	\$23.53	\$24.71	\$25.96	\$27.25	\$28.62	\$30.06	\$31.57	\$33.15	\$34.81	\$36.56
SOCIAL SERVICES SUPERVISOR 1	\$29.13	\$30.59	\$32.14	\$33.75	\$35.45	\$37.23	\$39.09	\$41.04	\$43.10	\$45.26
SOCIAL SERVICES SUPERVISOR 2	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.94	\$45.09	\$47.35	\$49.71	\$52.21
STAFF SERVICES MANAGER	\$32.29	\$33.91	\$35.61	\$37.40	\$39.27	\$41.24	\$43.31	\$45.48	\$47.76	\$50.15
VICTIM/WITNESS COORDINATOR	\$27.87	\$29.26	\$30.73	\$32.27	\$33.89	\$35.58	\$37.37	\$39.24	\$41.21	\$43.28

County of Plumas
Pay Schedule

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

PROBATION MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPARTMENT FISCAL OFFICER 1	\$23.40	\$24.59	\$25.82	\$27.13	\$28.47	\$29.89	\$31.40	\$32.98	\$34.62	\$36.36
DEPARTMENT FISCAL OFFICER 2	\$25.80	\$27.09	\$28.45	\$29.87	\$31.38	\$32.96	\$34.60	\$36.34	\$38.16	\$40.07
SUPERVISING PROBATION OFFICER	\$27.78	\$29.17	\$30.64	\$32.17	\$33.79	\$35.49	\$37.26	\$39.14	\$41.10	\$43.15

**County of Plumas
Pay Schedule**

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

PROBATION ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$16.79	\$17.62	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04
ADMINISTRATIVE ASSISTANT 2	\$17.62	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04	\$27.34
DEPUTY PROBATION OFFICER 1	\$20.12	\$21.15	\$22.20	\$23.32	\$24.48	\$25.72	\$27.00	\$28.36	\$29.79	\$31.27
DEPUTY PROBATION OFFICER 2	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85
DEPUTY PROBATION OFFICER 3	\$24.00	\$25.20	\$26.47	\$27.78	\$29.17	\$30.63	\$32.16	\$33.77	\$35.46	\$37.24
DETENTION COORDINATOR	\$21.26	\$22.32	\$23.46	\$24.63	\$25.87	\$27.17	\$28.54	\$29.97	\$31.46	\$33.03
LEGAL SERVICES ASSISTANT 1	\$16.79	\$17.62	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04
LEGAL SERVICES ASSISTANT 2	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04	\$27.34	\$28.72
MANAGEMENT ANALYST 1	\$23.75	\$24.94	\$26.19	\$27.51	\$28.87	\$30.34	\$31.85	\$33.44	\$35.12	\$36.88
MANAGEMENT ANALYST 2	\$26.43	\$27.75	\$29.14	\$30.60	\$32.13	\$33.75	\$35.44	\$37.22	\$39.08	\$41.04
OFFICE ASSISTANT 1	\$16.79	\$17.62	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04
OFFICE ASSISTANT 2	\$17.62	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04	\$27.34
OFFICE ASSISTANT 3	\$19.42	\$20.41	\$21.42	\$22.49	\$23.63	\$24.79	\$26.04	\$27.34	\$28.72	\$30.15
PROB PROG COORD/ADMIN ASSIST	\$21.14	\$22.21	\$23.31	\$24.49	\$25.73	\$27.01	\$28.37	\$29.81	\$31.30	\$32.86
PROBATION ASSISTANT	\$16.95	\$17.80	\$18.69	\$19.62	\$20.61	\$21.63	\$22.73	\$23.87	\$25.07	\$26.32
PROBATION REPORT WRITER	\$20.20	\$21.21	\$22.28	\$23.39	\$24.58	\$25.81	\$27.10	\$28.46	\$29.88	\$31.39

**County of Plumas
Pay Schedule**

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

SHERIFF EMPLOYEE ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT PROGRAM MANAGER	\$19.03	\$19.99	\$20.99	\$22.04	\$23.15	\$24.30	\$25.52	\$26.80	\$28.14	\$29.57
CORRECTIONAL OFFICER 1	\$22.78	\$23.91	\$25.11	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69	\$35.37
CORRECTIONAL OFFICER 2	\$25.10	\$26.36	\$27.68	\$29.08	\$30.54	\$32.08	\$33.68	\$35.38	\$37.14	\$39.01
CORRECTIONAL SERGEANT	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22
CRIME ANALYST	\$21.42	\$22.50	\$23.63	\$24.80	\$26.06	\$27.37	\$28.74	\$30.18	\$31.69	\$33.28
DEP SHERIFF 2/COM EQUIP COORD	\$35.29	\$37.06	\$38.90	\$40.86	\$42.91	\$45.06	\$47.33	\$49.70	\$52.20	\$54.80
DEPUTY SHERIFF 1	\$25.82	\$27.12	\$28.49	\$29.92	\$31.42	\$32.99	\$34.64	\$36.37	\$38.20	\$40.10
DEPUTY SHERIFF 2	\$28.44	\$29.88	\$31.37	\$32.94	\$34.60	\$36.34	\$38.15	\$40.06	\$42.07	\$44.18
DEPUTY SHERIFF 2-ADVANCED	\$29.94	\$31.45	\$33.02	\$34.69	\$36.43	\$38.26	\$40.18	\$42.18	\$44.29	\$46.54
DEPUTY SHERIFF 2-INTERMEDIATE	\$29.30	\$30.77	\$32.32	\$33.94	\$35.63	\$37.43	\$39.31	\$41.28	\$43.34	\$45.52
SH INVSTG/CANNABIS CODE COMPL	\$34.49	\$36.23	\$38.03	\$39.94	\$41.94	\$44.05	\$46.26	\$48.59	\$51.01	\$53.57
SHERIFF DISPATCHER 1	\$22.78	\$23.91	\$25.11	\$26.37	\$27.69	\$29.09	\$30.54	\$32.07	\$33.69	\$35.37
SHERIFF DISPATCHER 2	\$24.32	\$25.54	\$26.83	\$28.16	\$29.58	\$31.07	\$32.62	\$34.26	\$35.98	\$37.78
SHERIFF DISPATCHER 2 - INTERMEDIATE	\$25.06	\$26.30	\$27.62	\$29.00	\$30.46	\$31.98	\$33.58	\$35.26	\$37.02	\$38.87
SHERIFF DISPATCHER 2 - ADVANCED	\$25.54	\$26.83	\$28.16	\$29.58	\$31.07	\$32.62	\$34.26	\$35.98	\$37.78	\$39.66
SHERIFF EMERGENCY SERVICES & TRAINING COORD.	\$27.88	\$29.28	\$30.73	\$32.29	\$33.91	\$35.62	\$37.40	\$39.28	\$41.24	\$43.31
SHERIFF INVESTIGATOR	\$30.59	\$32.12	\$33.76	\$35.45	\$37.22	\$39.10	\$41.06	\$43.13	\$45.29	\$47.56
SHERIFF INVESTIGATOR SERGEANT	\$37.30	\$39.17	\$41.14	\$43.19	\$45.35	\$47.63	\$50.02	\$52.51	\$55.14	\$57.90
SHERIFF INVESTIGATOR-ADVANCED	\$32.20	\$33.83	\$35.51	\$37.30	\$39.17	\$41.14	\$43.19	\$45.35	\$47.63	\$50.02
SHERIFF INVESTIGATOR-INTERMED	\$31.52	\$33.10	\$34.77	\$36.52	\$38.35	\$40.27	\$42.28	\$44.40	\$46.63	\$48.97
SHERIFF SERGEANT	\$32.12	\$33.76	\$35.45	\$37.22	\$39.10	\$41.06	\$43.13	\$45.29	\$47.56	\$49.93
SHERIFF SERGEANT-ADVANCED	\$34.64	\$36.37	\$38.21	\$40.12	\$42.13	\$44.24	\$46.46	\$48.79	\$51.23	\$53.78
SHERIFF SERGEANT-INTERMEDIATE	\$33.89	\$35.59	\$37.38	\$39.26	\$41.23	\$43.30	\$45.46	\$47.74	\$50.14	\$52.64
SHERIFF SERVICES ASSISTANT 1	\$20.57	\$21.59	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97
SHERIFF SERVICES ASSISTANT 2	\$22.67	\$23.81	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43	\$31.96	\$33.56	\$35.24

**County of Plumas
Pay Schedule**

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SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$29.09	\$30.54	\$32.08	\$33.68	\$35.38	\$37.14	\$39.01	\$40.96	\$43.01	\$45.17
COMMUNICATIONS SUPER ADVANCED	\$29.41	\$30.90	\$32.45	\$34.07	\$35.77	\$37.57	\$39.46	\$41.42	\$43.50	\$45.68
COMMUNICATIONS SUPER INTERMED	\$28.85	\$30.30	\$31.82	\$33.42	\$35.08	\$36.84	\$38.70	\$40.64	\$42.67	\$44.81
COMMUNICATIONS SUPERVISOR	\$28.01	\$29.41	\$30.90	\$32.45	\$34.07	\$35.77	\$37.57	\$39.46	\$41.42	\$43.50
JAIL COMMANDER	\$40.09	\$42.12	\$44.23	\$46.45	\$48.77	\$51.20	\$53.78	\$56.48	\$59.32	\$62.29
SH INV SGT/CODE COMPLIANCE SUP	\$40.09	\$42.12	\$44.23	\$46.45	\$48.77	\$51.20	\$53.78	\$56.48	\$59.32	\$62.29
SHERIFF ADMIN SERGEANT	\$37.30	\$39.17	\$41.14	\$43.19	\$45.35	\$47.63	\$50.02	\$52.51	\$55.14	\$57.90
SHERIFF FISCAL OFFICER 1	\$28.68	\$30.11	\$31.62	\$33.19	\$34.87	\$36.62	\$38.47	\$40.39	\$42.41	\$44.53
SHERIFF FISCAL OFFICER 2	\$33.85	\$35.54	\$37.34	\$39.22	\$41.18	\$43.25	\$45.43	\$47.69	\$50.09	\$52.60
SHERIFF PATROL COMMANDER	\$40.09	\$42.12	\$44.23	\$46.45	\$48.77	\$51.20	\$53.78	\$56.48	\$59.32	\$62.29
SHERIFF'S OFFICE MANAGER	\$28.56	\$29.99	\$31.49	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24	\$44.36
SHERIFF'S SPECIAL OPS SGT	\$37.30	\$39.17	\$41.14	\$43.19	\$45.35	\$47.63	\$50.02	\$52.51	\$55.14	\$57.90

County of Plumas
Pay Schedule

Effective as of 03/04/2025 per Board of Supervisors Resolution Number 2025-9004; revised as of 01/01/2025 per Resolution Number 2025-8993, 03/11/2025 per Resolution Number 2025-9006, and 03/18/2025 per Resolution Number 2025-9008; and adopted by the Board as of 04/08/2025 per Resolution Number 2025-XXXX

UNDERSHERIFF

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$44.82	\$47.07	\$49.43	\$51.91	\$54.51	\$57.24	\$60.11	\$63.12	\$66.28	\$69.60



PLUMAS COUNTY FARM ADVISOR MEMORANDUM

TO: Honorable Chair and Board of Supervisors
FROM: Samantha Brown, Administrator Assistant II
MEETING DATE: April 8, 2025
SUBJECT: 2024 Annual Update

Recommendation:

Receive 2024 Annual Update

Background and Discussion:

Update on what our Livestock, Forestry, Cropping systems advisor and Post Fire Research Associate are doing in the field and in the community.

Action:

Receive 2024 Annual Update

Fiscal Impact:

No Impact

Attachments:

1. 2024 PS Annual Report



PLUMAS & SIERRA COUNTIES

ANNUAL REPORT

2024



OUR TEAM

Michele Fisch, Area Director
530-889-7385 – mafisch@ucanr.edu

Tracy Schohr, Livestock and Natural Resources
916-716-2643 cell – tkschohr@ucanr.edu

Kane Russell, Forestry and Natural Resources
530-283-6125 – kwrussell@ucanr.edu

Tom Getts, Weed Control and Cropping Systems
530-251-2650 – tjgetts@ucanr.edu

Nic Dutch, Post-Fire Forest Resilience
Staff Research Associate
nicdutch@ucanr.edu

Samantha Brown, Administrative Assistant
530-283-6270 – smgbrown@ucanr.edu

DIRECTOR'S REPORT

As the new UC Cooperative Extension Area Director for Plumas and Sierra counties I'm proud to present our 2023-2024 annual report. The report aims to highlight UCCE local extension education, applied research, and community service projects completed by the Plumas Sierra team over the past year. Our academic advisors, educators, staff, and volunteers are dedicated to delivering high-quality research-based educational programming throughout our counties. Through strong local connections and collaborations, we strive to meet the specific needs of the communities where we live and work. Feel free to reach out anytime to learn more about our programs.

Sincerely,
Michele Fisch

LIVESTOCK & NATURAL RESOURCES

Tracy Schohr



IRRIGATED PASTURE ENHANCEMENT

Established a 15 acre demonstration site to showcase the benefits of interseeding to improve irrigated pastures.



PASTURE HEALTH ASSESMENT

Conducted Sierra Valley pasture forage and soil assessment to inform best management practices in the region.



AGRICULTURAL SUCCESSION PLANNING

Hosted session to promote the development and refinement of succession plans that are crucial for preserving family relationships, and ensuring long-term viability of farms and ranches.



RANGELAND MANAGEMENT

Continuing on long term research projects that support sustainable public lands grazing, post-wildfire rangeland management strategies and drought resiliency.



DISASTER PLANNING

Coordinated disaster preparedness and wildfire safety trainings in Plumas and Sierra Counties, qualifying 49 ranchers for Ag Disaster Access Passes.



RESEARCH TO POLICY

Conducted survey of ranchers and farmers to captures impacted from wildfire. Created policy brief to improve USDA disaster assistance programs.

WEED CONTROL & CROPPING SYSTEMS

Tom Getts



PEST MANAGEMENT

Research and education focused on insect and weed management. Grasshoppers continue to be problematic, and effort was focused on extension of blister beetle information and monitoring in hayed systems.



IRRIGATED CROP PRODUCTION

Extension of information to producers on variety selection, soil sampling, soil test interpretation, and irrigation management.



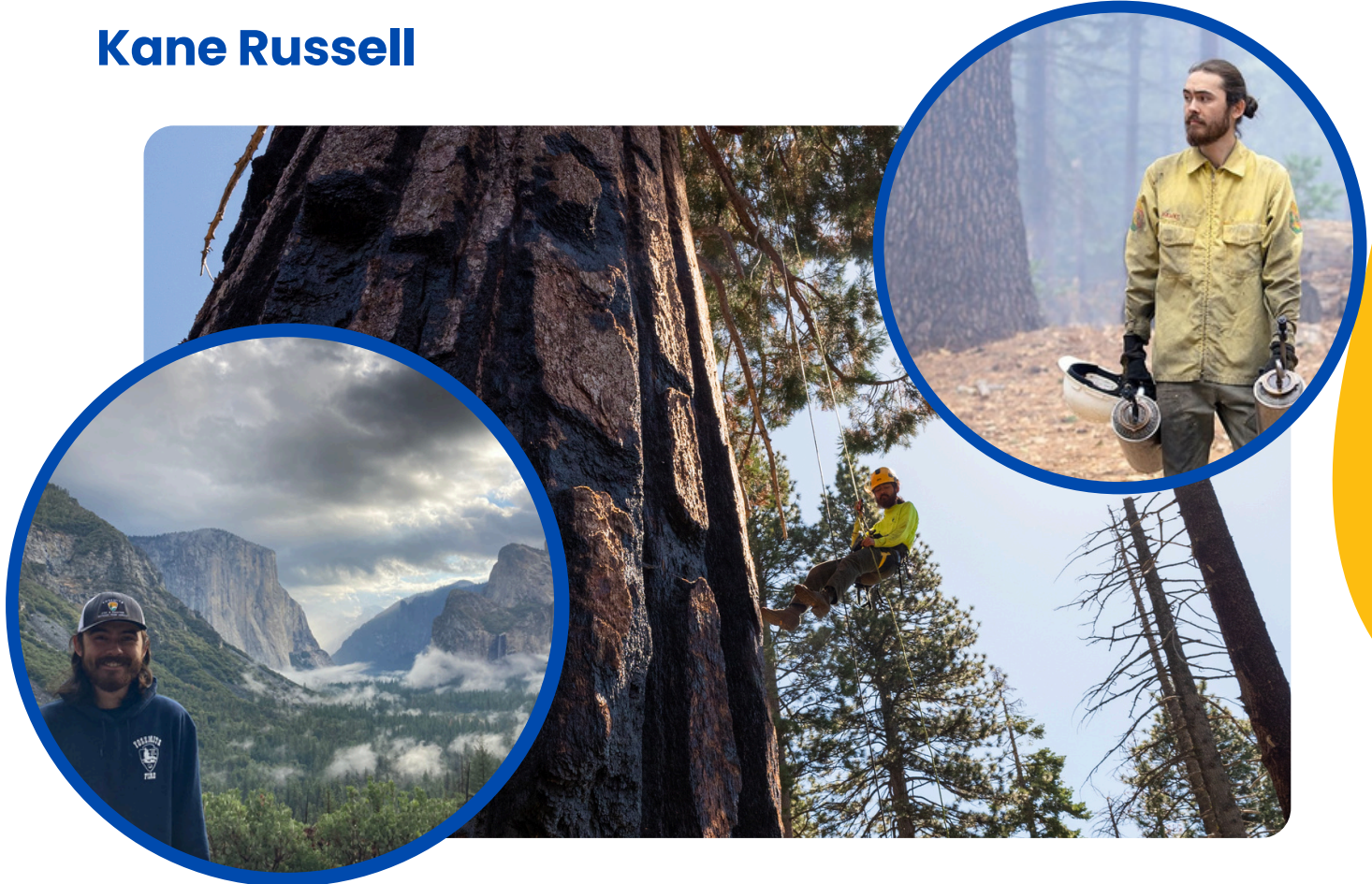
INVASIVE WEED RESEARCH

Continued research on control options for potentially herbicide resistant perennial pepperweed in Sierra Valley. Also, investigating integrated pest management (IPM) strategies for goathead control in landscapes with and without herbicides.



FORESTRY & NATURAL RESOURCES

Kane Russell



Kane joined the team in January 2025 as the forestry and natural resources advisor for Plumas, Sierra, and Lassen counties. Kane earned his bachelor's and master's degree in forestry from UC Berkeley. His graduate work analyzed the effects of prescribed burning on young Sierra Nevada mixed conifer stands. Post-graduation, he conducted forestry research at Berkeley's Blodgett Forest Research Station. Prior to joining UCCE, Kane worked as a forest ecologist at Yosemite National Park, where he helped manage a mechanical fuels reduction program to protect the park's iconic landscapes from high-severity wildfire. Originally from Monterey, CA, Kane's first introduction to the Sierra Nevada was at Berkeley's forestry camp in Meadow Valley. He is excited to return to the place that sparked his passion for forestry and looks forward to working with and learning from the many devoted people and organizations in the region.

Goals for 2025:

- ▶ Conduct a needs assessment to identify most pressing forestry and fire issues for community members.
- ▶ Begin building a research and extension program based on assessment findings in collaboration with local partners.

POST-FIRE FOREST RESILIENCE

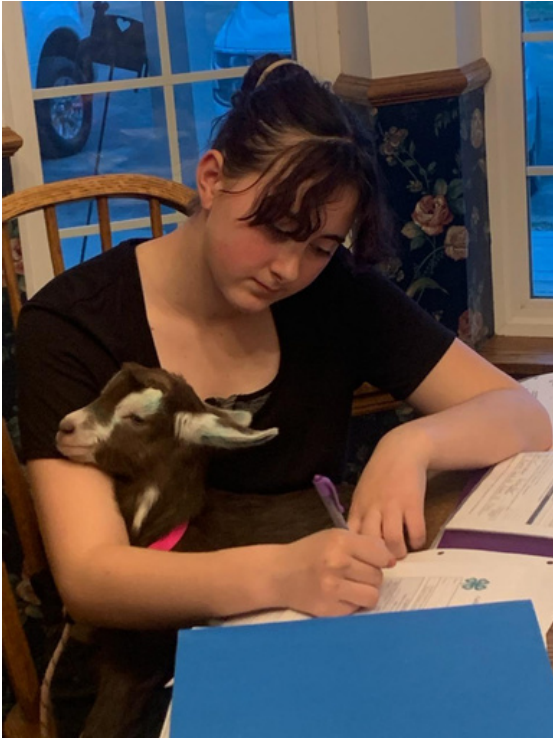
Nic Dutch, Staff Research Associate II

Based in Quincy, Nic is an integral member of the **statewide Post-Fire Forest Resilience Program**, co-initiated by the late Ryan Tompkins. Through Spring 2026, Nic's work supports forestry agencies in targeting post-fire reforestation and raising awareness of effective restoration strategies among managers and landowners.



- Wrote 5 new educational publications for the Post-Fire workshop series
View them: <https://ucanr.edu/post-fire-resources>
- Spearheads the **Reforestation Effectiveness Monitoring** project for the Dixie and Caldor Fired Emergency Forest Restoration Teams (EFRTs), in partnership with Feather River and El Dorado RCDs: <https://ucanr.edu/reforest-monitor>
- Serves on CA Reforestation Pipeline's Reforestation Monitoring Working Groups
- Presented at CARCD Reforestation Camp, Plumas TREX, Feather River College
- Working towards their master's in Geospatial Information Systems at UCLA

4-H PROGRAM



2023-2024 STATS

- Volunteers 68
- Youth Enrolled 207
- Plumas County 4 Clubs
- Sierra County 3 Clubs



2023-2024 HIGHLIGHTS

- Community Suppers
- Presentation Day
- Fair-Jr Livestock Auction
- Events for summer being planned





PLUMAS COUNTY FARM ADVISOR MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Samantha Brown, Administrator Assistant II

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to sign an agreement between Plumas County Farm Advisor and Elk Grove Auto/Winner Chevrolet for the fixed asset purchase of Chevy Colorado; total not to exceed \$44,125.44; (General Fund Impact) as approved in (FY24/25) recommended budget (20680 / 541500); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

Recommendation:

Approve and authorize Chair to sign an agreement between Plumas County Farm Advisor and Elk Grove Auto/Winner Chevrolet for the fixed asset purchase of Chevy Colorado; total not to exceed \$44,125.44; (General Fund Impact) as approved in (FY24/25) recommended budget (20680 / 541500); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

Background and Discussion:

We only have one vehicle in this department to try and share between 5 employees. This is especially hard during field season.

Action:

Approve and authorize Chair to sign an agreement between Plumas County Farm Advisor and Elk Grove Auto/Winner Chevrolet for the fixed asset purchase of Chevy Colorado; total not to exceed \$44,125.44; (General Fund Impact) as approved in (FY24/25) recommended budget (20680 / 541500); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

Fiscal Impact:

General Fund Impact of \$44,125.44

Attachments:

1. Purchase Agreement Colorado Farm 2025

**PURCHASE AGREEMENT
COUNTY OF PLUMAS**

Date: 3/5/25

Vendor: Elk Grove Auto/Winner
Chevrolet
722 Fawn Way
Sacramento, CA 95823
Tel: 916-509-8595

County: County of Plumas Department of Farm Advisor
208 Fairground Rd
Quincy CA 95971
Tel: 530-283-6270

Description: Purchase of Chevy Colorado as identified in the purchase agreement attached to MPA as Exhibit A.

Cost: The total compensation payable under this agreement, inclusive of all expenses, shall not exceed \$ Forty Four thousand One hundred twenty five and forty four cents Dollars (\$ 44,125.44)

Term: Agreement shall commence on 3/5/25 and shall terminate on 3/5/26 unless the Contract is terminated earlier.

I understand and agree to the terms set forth above and those contained in the Retail Sales Contract which is attached hereto as Exhibit A and incorporated herein by this reference.

VENDOR:

By: 
Name: Casey De Koning
Title: Fleet Sales
Date Signed: 3/26/2025

COUNTY:

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

By: _____
Name: Kevin Goss
Chair, Board of Supervisors
Date signed:

ATTEST:

By: _____
Name: Allen Hiskey
Clerk of the Board
Date Signed:

Approved as to form:


Joshua Brochiel, Attorney
County Counsel's Office

EXHIBIT A

Winner Chevrolet

7220 Fawn Way,
Sacramento, CA 95823
916-509-8595
916-813-4592

To: **Samantha Brown**
Plumas County Farm
Advisory 208 Fairground Road
Quincy, CA 95971

(530) 283-6270

DATE March 5, 2025
Quotation # C6008G
Cust. FAN#

Prepared by: Casey De Koning

Comments or special instructions: Vehicle build and options are in additional pages.
State Contract # 1-22-23-20D

Description	AMOUNT
Line 10 Chevy Colorado 4x4	\$ 32,425.00
Options (Refer to Window Sticker):	\$ -
Upgrade to 25MY / Trail Boss Trim	\$ 8,065.00
**** Please review, sign, and return a copy of the quote and **** **** specs with the PO or the vehicle will not be ordered. **** ****Shipping charge added for deliveries beyond Sacramento. No charge for will call.****	
	Subtotal \$ 40,490.00
	DOC Fee \$ 85.00
(Order Acknowledgment Signature) (Date)	Taxable Subtotal: \$ 40,575.00
	Tax Rate(Subject to change): 7.250% \$ 2,941.69
CA Tire Fee: \$1.75 / Per Tire	Tire Fee: \$8.75
	Delivery Charge: \$ 600.00
	Total: \$ 44,125.44

If you have any questions concerning this quotation, contact Casey De Koning at 916-509-8595 or email at cdekoning@LasherAuto.com

THANK YOU FOR YOUR BUSINESS!



Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss





Table of Contents

- Dealership Information
- Window Sticker
- Standard Equipment
- Weight Rating
- Technical Specifications

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Data Version: 24874. Data Updated: Mar 4, 2025 6:46:00 PM PST.



Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Elk Grove Auto Group/Winner Chevrolet, Inc.

Prepared By:

Casey De Koning
Elk Grove Auto Group/Winner Chevrolet, Inc.
916-813-4592
cdekoning@lasherauto.com

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Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Window Sticker

SUMMARY

[Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss	MSRP:\$39,800.00
Interior:Jet Black, Cloth seat trim	
Exterior 1:Summit White	
Exterior 2:No color has been selected.	
Engine, TurboMax	
Transmission, 8-speed automatic	

OPTIONS

CODE	MODEL	MSRP
14E43	[Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss	\$39,800.00
OPTIONS		
0TR	Trail Boss Preferred Equipment Group	\$0.00
A50	Seats, front bucket	\$0.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00
L3B	Engine, TurboMax	\$0.00
MFC	Transmission, 8-speed automatic	\$0.00
PZX	Wheels, 18" X 8.5" (45.7 cm x 21.6 cm), High Gloss Black aluminum	\$0.00
Q2P	Tires, 265/65R18 all-terrain, blackwall, 32" OD	\$0.00
URL	11.3" diagonal advanced color LCD display with Google built-In	\$0.00
VK3	License plate kit, front	\$40.00
VQ2	Fleet processing option	\$0.00
XCQ	Tire, spare 265/70R17SL all-season, blackwall	\$0.00
YF5	Emissions, California state requirements	\$0.00
SUBTOTAL		\$39,840.00
Adjustments Total		\$0.00
Destination Charge		\$1,595.00
TOTAL PRICE		\$41,435.00

FUEL ECONOMY

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Data Version: 24874. Data Updated: Mar 4, 2025 6:46:00 PM PST.



Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Est City:18 (2024) MPG

Est Highway:22 (2024) MPG

Est Highway Cruising Range:470.80 mi

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Standard Equipment

Package

Advanced Trailering Package

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKT) Front Pedestrian and Bicyclist Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator - (Requires a future software update), (UEU) Forward Collision Alert and (TQ5) IntelliBeam

Mechanical

Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD)

Transmission, 8-speed automatic (STD)

Rear axle, 3.42 ratio

Engine control, stop/start system disable button

Engine air filtration monitor

Push Button Start

Automatic Stop/Start

Hill Descent Control

Transfer case, two-speed, electronic Autotrac with push button control includes transfer case shield

Four wheel drive

Differential, automatic locking rear

Battery, AGM, 800 cold-cranking amps with 80 amp hour rating, 12V

Alternator, 220 amp

Radiator Grille Shutters, automatic

Vehicle health management, provides advanced warning of vehicle issues

Trailering App

Hitch Guidance dynamic single line to aid in truck trailer alignment for hitching

Trailer brake controller, integrated

Trailering Package, heavy-duty includes trailer hitch and 7-pin connector

Recovery hooks, front, Black

Frame, fully-boxed

GVWR, 6250 lbs. (2835 kg)

Pickup box

Suspension, Off-Road 2-inch factory-installed lift and wider chassis

Switch, Flexride mode system

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Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Mechanical

- Brakes, 4-wheel antilock, 4-wheel disc
- Capless fuel fill

Exterior

- Wheels, 18" X 8.5" (45.7 cm x 21.6 cm), High Gloss Black aluminum (STD)
- Tires, 265/65R18 all-terrain, blackwall, 32" OD (STD) (Will have (XCQ) 265/70R17SL all-season, blackwall spare tire and (RM7) 17 x 8" (43.2 cm x 20.3 cm) steel spare wheel.)
- Tire, spare 265/70R17SL all-season, blackwall (STD)
- Wheel, spare, 17 x 8" (43.2 cm x 20.3 cm) steel
- Engine cover, appearance
- CornerStep, rear bumper
- Wheel flares
- Moldings, Black beltline
- Locking cylinder Tailgate, keyed cylinder lock
- Headlamps, halogen with automatic exterior lamp control
- IntelliBeam, automatic high beam on/off
- Headlamp control, automatic on and off with automatic delay
- Cargo box light, back of cab
- Mirrors, outside heated power-adjustable
- Mirror caps, painted (Painted Black.)
- Glass, deep-tinted
- Glass, solar glazing front side windows
- Glass, privacy glazing rear side windows
- Windshield, solar absorbing
- Door handles, Black
- Tailgate, EZ-Lift and Lower
- Tailgate, remote locking, (locks and unlocks with key fob)
- StowFlex Tailgate, storage compartment, lockable

Entertainment

11.3" diagonal advanced color LCD display with Google built-In compatibility including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition and Phone Integration for Wireless Apple CarPlay/Wireless Android Auto for compatible phones (STD) (Terms and limitations apply.)

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Entertainment

- Audio system feature, 6-speaker system
- SiriusXM Trial Subscription (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit www.siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change.)
- Wireless phone projection, for Apple CarPlay and Android Auto
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

- Seats, front bucket (STD)
- Seat trim, Cloth
- Seat adjuster, driver 6-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 split-folding bench with storage
- Console, floor front compartment with cup holders and cell phone storage
- Floor covering, color-keyed carpeting
- Floor mats, carpeted front
- Floor mats, carpeted rear
- Steering column, tilt, manual
- Steering wheel, urethane
- Steering wheel controls, mounted audio controls
- Speedometer, miles/kilometers
- Driver Information Center, 11" diagonal fully-digital display
- Windows, power with driver express up/down
- Window, power front, passenger express down
- Windows, power rear, express down
- Window, rear-sliding, manual
- Door locks, power
- Remote Keyless Entry
- Cruise control, electronic, automatic
- Theft-deterrent system, unauthorized entry
- USB Ports, 2 (first row) located on console
- Power outlet, 12-volt located in center console bin

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Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Interior

- Air conditioning, dual-zone automatic climate control
- Air vents, rear
- Heater, air conditioning duct, rear passenger
- Defogger, rear-window electric
- Handles, door release, front and rear, Jet Black
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger illuminated sliding vanity mirrors
- Lighting, interior, center dome
- Lighting, interior
- OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian and Bicyclist Braking
- Rear Cross Traffic Braking
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
- Hitch View

Safety-Exterior

- Daytime Running Lamps, Halogen

Safety-Interior

- Airbags, Dual-stage frontal airbags for driver and front passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- OnStar services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Safety-Interior

- HD Rear Vision Camera (Not available with (CWM) Technology Package.)
- Rear Park Assist
- Blind Zone Steering Assist with Trailing
- Lane Keep Assist with Lane Departure Warning
- Forward Collision Alert
- Following Distance Indicator
- LED Reflective Windshield Collision Alert
- Seat Belt, Black
- Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior.
- Door locks, rear child security
- Rear Seat Reminder
- Rear Seat Belt Indicator
- Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu
- Tire Fill Alert provides an audible indication when tire pressure is added to a tire that is low. Aids to achieve optimal tire pressure
- Tire Pressure Monitoring System (does not apply to spare tire)

WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (Complete)

Weight Ratings

WEIGHT RATINGS	
Front Gross Axle Weight Rating:	3500 lbs
Rear Gross Axle Weight Rating:	3600 lbs
Gross Vehicle Weight Rating:	6250.00 lbs

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MFC
Trans Type	8	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.56
Second Gear Ratio (:1)	2.97	Third Gear Ratio (:1)	2.08
Fourth Gear Ratio (:1)	1.69	Fifth Gear Ratio (:1)	1.27
Sixth Gear Ratio (:1)	1.00	Reverse Ratio (:1)	4.56
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	Autotrac
Transfer Case Gear Ratio (:1), High	1.00	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	0.85
Eighth Gear Ratio (:1)	0.65		

Mileage

EPA Fuel Economy Est - Hwy	22 (2024) MPG	Cruising Range - City	385.20 mi
EPA Fuel Economy Est - City	18 (2024) MPG	Fuel Economy Est-Combined	20 (2024) MPG
Cruising Range - Hwy	470.80 mi	Estimated Battery Range	N/A

Engine

Engine Order Code	L3B	Engine Type	Turbocharged Gas I4
Displacement	2.7L/-TBD-	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	310 @ 5600	SAE Net Torque @ RPM	430 @ 3000
Engine Oil Cooler	N/A		

Electrical

Cold Cranking Amps @ 0° F (Primary)	800	Cold Cranking Amps @ 0° F (2nd)	N/A
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

Cooling System

Total Cooling System Capacity	N/A
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Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	8.8 (2024)	EPA Greenhouse Gas Score	N/A
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Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	3500 lbs
Gross Axle Wt Rating - Rear	3600 lbs	Curb Weight - Front	2552 lbs
Curb Weight - Rear	1973 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	948.00 lbs
Reserve Axle Capacity - Rear	1627.00 lbs	As Spec'd Curb Weight	4525.00 lbs
As Spec'd Payload	1725.00 lbs	Maximum Payload Capacity	1725.00 lbs
Gross Combined Wt Rating	13250 lbs	Gross Axle Weight Rating	7100.00 lbs
Curb Weight	4525.00 lbs	Reserve Axle Capacity	2575.00 lbs
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	6250.00 lbs

Trailer

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	7700 lbs	Wt Distributing Hitch - Max Tongue Wt.	770 lbs
Fifth Wheel Hitch - Max Trailer Wt.	N/A	Fifth Wheel Hitch - Max Tongue Wt.	N/A
Maximum Trailing Capacity	7700 lbs		

Frame

Frame Type	Fully-boxed	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

Suspension

Suspension Type - Front	Independent	Suspension Type - Rear	2-Stage Multi-Leaf
Spring Capacity - Front	3500 lbs	Spring Capacity - Rear	3600 lbs
Axle Type - Front	N/A	Axle Type - Rear	N/A

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Chassis

Suspension

Axle Capacity - Front	3500 lbs	Axle Capacity - Rear	3600 lbs
Axle Ratio (:1) - Front	3.42	Axle Ratio (:1) - Rear	3.42
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	N/A	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	Q2P	Rear Tire Order Code	Q2P
Spare Tire Order Code	XCQ	Front Tire Size	265/65R18
Rear Tire Size	265/65R18	Spare Tire Size	265/70R17
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	18 x 8.5 in	Rear Wheel Size	18 x 8.5 in
Spare Wheel Size	17 x 8 in	Front Wheel Material	Aluminum
Rear Wheel Material	Aluminum	Spare Wheel Material	Steel

Steering

Steering Type	Electric Rack & Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	N/A	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	13.4 x -TBD- in
Rear Brake Rotor Diam x Thickness	13.3 x -TBD- in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

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Vehicle: [Fleet] 2025 Chevrolet Colorado (14E43) 4WD Crew Cab Trail Boss (✔ Complete)

Chassis

Fuel Tank

Fuel Tank Capacity, Approx	21.4 gal
Fuel Tank Location	N/A

Aux Fuel Tank Capacity, Approx	N/A
Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	5
Front Leg Room	45.17 in
Front Hip Room	54.71 in
Second Leg Room	34.7 in
Second Hip Room	53.09 in

Front Head Room	40.29 in
Front Shoulder Room	57.4 in
Second Head Room	38.28 in
Second Shoulder Room	56.13 in

Exterior Dimensions

Wheelbase	131.36 in
Length, Overall w/rear bumper	N/A
Width, Max w/o mirrors	78.09 w/Mirrors Folded, 84.4 w/Mirrors in
Overhang, Front	34.51 in
Front Bumper to Back of Cab	N/A
Cab to End of Frame	N/A
Ground to Top of Frame	N/A
Ground Clearance, Front	9.51 in
Body Length	0.00 ft

Length, Overall w/o rear bumper	N/A
Length, Overall	213.21 in
Height, Overall	79.83 in
Overhang, Rear w/o bumper	47.31 in
Cab to Axle	23.3 in
Ground to Top of Load Floor	N/A
Frame Width, Rear	N/A
Ground Clearance, Rear	9.51 in
Cab to Body	N/A

Cargo Area Dimensions

Cargo Box Length @ Floor	61.7 in
Cargo Box Width @ Floor	58.8 in
Cargo Box (Area) Height	N/A
Cargo Volume	41.9 ft³

Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Wheelhousings	45.5 in
Tailgate Width	N/A
Ext'd Cab Cargo Volume	N/A

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**PLUMAS COUNTY
COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Zachary Gately, Grant Manager

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize supplemental budget transfers of \$413,448.39 from grant funds to CPUC-Local Agency LATA Grant Transfer in 2003044-44036 and \$408,163 from CPUC-Local Agency LATA Grant Transfer in 2003044-44036 to CPUC-Local Agency LATA Grant Transfer out 2003052-521335 to cover the over-budget costs as reimbursement was planned for later date; No Negative General Fund Impact; approved by Auditor/Controller. **Four/Fifths roll call vote**

Recommendation:

Approve and authorize supplemental budget transfers of \$413,448.39 from grant funds to CPUC-Local Agency LATA Grant Transfer in 2003044-44036 and \$408,163 from CPUC-Local Agency LATA Grant Transfer in 2003044-44036 to CPUC-Local Agency LATA Grant Transfer out 2003052-521335 to cover the over-budget costs as reimbursement was planned for later date; No Negative General Fund Impact; approved by Auditor/Controller. **Four/Fifths roll call vote**

Background and Discussion:

Plumas County engaged with California Public Utilities Commission on the Local Agency Technical Assistance Grant in November 2022 with the assistance of Golden State Connect Authority. Though the contract was approved, it was not budgeted in the Adopted FY25 Budget. There is no negative general fund impact, however, by approving this item, it would positively impact the General Fund by \$5,285.39.

Action:

Approve and authorize supplemental budget transfers of \$413,448.39 from grant funds to CPUC-Local Agency LATA Grant Transfer in 2003044-44036 and \$408,163 from CPUC-Local Agency LATA Grant Transfer in 2003044-44036 to CPUC-Local Agency LATA Grant Transfer out 2003052-521335 to cover the over-budget costs as reimbursement was planned for later date; No Negative General Fund Impact; approved by Auditor/Controller. **Four/Fifths roll call vote**

Fiscal Impact:

There is no negative general fund impact, however, by approving this item, it would positively impact the General Fund by \$5,285.39.

Attachments:

1. sup budget req LATA wp3
2. lata Plumas reimbursement wp3
3. back up lata

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: CAO Dept. No: 20030 Date 3/31/2025

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
			LATA Grant funds	413,448.39
0001	203044	44036	CPUC-Local Agency LATA Grant	408,163.00
Total (must equal transfer to total)				821,611.39

☐ **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	2003044	44036	CPUC-Local Agency LATA Grant	413,448.39
0001	2003052	521335	CPUC-Local Agency LATA Grant	408,163.00
Total (must equal transfer to total)				821,611.39

Supplemental budget requests require Auditor/Controller's signature

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

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

A) need to pay invoices

B) grant funded program

C) funds need to be expended this FY and invoice needs to be paid this FY

D) was unknown dollar amount when FY25 Budget was adopted

Approved by Department Signing Authority:



☒

Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:



Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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

[Submit Payment Request](#)

\$413,448.39

Reimbursement Type

Payment Complete

Approved

Arrestation

If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
WP#3 Low Level Design and Engineering	\$395,110.00	\$5,285.39	\$13,053.00	\$0.00	\$413,448.39
Total Requested					\$413,448.39



Board of Supervisors

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

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON NOVEMBER 8, 2022

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. The public may participate as follows:

Live Stream of Meeting

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

ZOOM Participation

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

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

CALL TO ORDER/ ROLL CALL

Roll Call.

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

PLEDGE OF ALLEGIANCE

Roni Towery led the Pledge of Allegiance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Supervisor Engel removed Item 4.E.1. from the agenda.

Supervisor Goss, suggested that it could be brought back for discussion at a later date.

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

Catherine Schwarts , a Clinical Supervisor at the Behavioral Health Department commented regarding the loss of staff due to wages and requested an increase in wages due to the increase in health insurance premiums.

Ava Hagwood , a child welfare social worker with Plumas County Social Services commented regarding the unique challenges the County has been faced with over the last 3 years (the Dixie Fire, Covid 19, inflation, and extreme staff shortages). She requested that the County invest in the employees that provide essential services.

Christy read a letter on behalf of Behavioral Health employees.

Thomas McGowan spoke regarding the upcoming Save Lake Almanor Group presentation listed on the agenda. He also commented regarding county staff and public comment over the last three weeks.

Mike Dianda, of the Operating Engineers business representative for the General and mid-management units , commented regarding the status of current negotiations.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

Willow Vierra, Agricultural Commissioner and Sealer of Weights and Measures, presented the 2021 Agricultural Production report for Plumas County.

Sheriff Todd Johns updated the board regarding another deputy's resignation, and went on to discuss staffing shortages.

Sharon Sousa, Interim Director of Behavioral Health spoke regarding staff shortages and a reduction in services.

ACTION AGENDA

1. UPDATES AND REPORTS

A. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

No members of the Dixie Fire Collaborative were present - no update given.

2. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

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

A. SHERIFF'S DEPARTMENT

- 1) Approve and authorize the Chair to sign and ratify a Memorandum of Understanding between the Plumas County Sheriff's Office and the Butte County Sheriff's Office, for provision of Forensic Services; effective November 1, 2022; not to exceed \$20,000.00; approved as to form by County Counsel.

B. PUBLIC HEALTH AGENCY

- 1) Approve and Authorize the Chair to sign and ratify a Memorandum of Understanding between the Plumas County Public Health Agency and the Plumas County Office of Education to provide school-based Health Education and Prevention Services; effective October 1, 2022; not to exceed \$10,000.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to sign an agreement between Plumas County Public Health Agency and Meghan Hynes, Consultant; for services and guidance to build capacity of the Department of Public Health's Harm Reduction services; effective September 15, 2022; not to exceed \$20,000.00; approved as to form by County Counsel.

C. FACILITY SERVICES

- 1) Approve and authorize the Director of Facility Services & Airports to waive the rental fee for the

Quincy Parent Cooperative Organization's youth fundraiser, to be held on November 18, 2022 from 4pm to 9pm at the Quincy Memorial Hall.

D. BEHAVIORAL HEALTH

- 1) Authorize the Interim Director of Behavioral Health to recruit and fill, funded and allocated; 1.0 FTE Behavioral Health Site Coordinator position.

E. SOCIAL SERVICES

- 1) Authorize the Director of Social Services to recruit and fill, funded and allocated; 1.0 FTE Social Worker I/II/III Position in the Child Protective Services Program; discussion and possible action.

3. PRESENTATION

Save Lake Almanor - Mike Wilhoite and Wendy Durkin

The Save Lake Almanor Group spoke on the background regarding the License and the control measures report and requested that the Board of Supervisors approve and authorize the Chair to sign a letter supporting the PG&E draft for additional reasonable water control measures report. Discussion ensued.

4. DEPARTMENTAL MATTERS

A. PUBLIC HEALTH AGENCY - Dana Loomis

- 1) Adopt **RESOLUTION** to Amend the FY 2022-2023 County Personnel Allocation to add a 0.5 FTE to the Physician Assistant/Nurse Practitioner position in Budget Unit 70560 and authorize Human Resources to recruit and fill the position; discussion and possible action. **Roll call vote**

Motion: Approve Adopt **RESOLUTION No. 22-8740** to Amend the FY 2022-2023 County Personnel Allocation to add a 0.5 FTE to the Physician Assistant/Nurse Practitioner position in Budget Unit 70560 and authorize Human Resources to recruit and fill the position.

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

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

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

- 2) Authorize the Director of Public Health to recruit and fill (1) one Extra-Help Driver position for the

Senior Services program in the Chester division; discussion and possible action.

Motion: Approve Authorize the Director of Public Health to recruit and fill (1) one Extra-Help Driver position for the Senior Services program in the Chester division.

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

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

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

B. PLANNING DEPARTMENT - Tracey Ferguson

- 1) Approve and authorize Chair to sign letter of support to the Sierra Valley Groundwater Management District (SVGMD) for the grant application to the Department of Water Resources (DWR) for the Sustainable Groundwater Management (SMG) Grant Program's Sustainable Groundwater Management Act (SGMA) Implementation Round 2; discussion and possible action

Motion: Approve Approve and authorize the Chair to sign a letter of support to the Sierra Valley Groundwater Management District (SVGMD) for the grant application to the Department of Water Resources (DWR) for the Sustainable Groundwater Management (SMG) Grant Program's Sustainable Groundwater Management Act (SGMA) Implementation Round 2.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

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

- 2) Approve and authorize the Chair to sign a comment letter to Pacific Gas & Electric (PG&E) Company concerning the Rock Creek-Cresta Project, FERC No. 1962, License Condition No. 4.D Additional Reasonable Water Temperature Control Measures Report; discussion and possible action

Motion: Approve as amended per Board direction and authorize the Chair to sign an amended comment letter to Pacific Gas & Electric (PG&E) Company concerning the Rock Creek-Cresta Project, FERC No. 1962, License Condition No. 4.D Additional Reasonable Water Temperature Control Measures Report.

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

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

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

- 3) Approve and authorize the Chair to sign consent form acknowledging and accepting the terms of the California Public Utilities Commission (CPUC) Local Agency Technical Assistance (LATA) Program; discussion and possible action

Motion: Approve and authorize the Chair to sign a consent form acknowledging and accepting the terms of the California Public Utilities Commission (CPUC) Local Agency Technical Assistance (LATA) Program; **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

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

C. AUDITOR-CONTROLLER - Martee Nieman (Graham)

- 1) Approve and authorize the Auditor / Controller to complete budget transfers for fiscal year 2021/2022; transferring to/ from 51XXX accounts to clear up negative wages and benefits in various departments; discussion and possible action. **Four/ fifths roll call vote**

Motion: Approve and authorize the Auditor / Controller to complete budget transfers for fiscal year 2021/2022; transferring to/ from 51XXX accounts to clear up negative wages and benefits in various departments, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

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

D. SHERIFFS DEPARTMENT -

- 1) Approve and authorize the Sheriff, at his discretion , to authorize cell phone allowances for the staff under his command, and approve supplemental budget transfer of \$15,000.00 from Custodial Services Acct. # 520404, \$6,000.00 from Fuel Expenses Acct. # 52102, \$3,000.00 from Special Dept. Expense Acct. 524400, and \$2,880.00 from Medical Service Acct. # 521980 into Cell Phone Allowance Acct. #51120 to fund proposed cell phone allowances; discussion and possible action. **Four/ fifths roll call vote**

Motion: Approve and authorize the Sheriff, at his discretion , to authorize cell phone allowances for the staff under his command, and approve supplemental budget transfer of \$15,000.00 from Custodial Services Acct. # 520404, \$6,000.00 from Fuel Expenses Acct. # 52102, \$3,000.00 from Special Dept. Expense Acct. 524400, and \$2,880.00 from Medical Service Acct. # 521980 into Cell Phone Allowance Acct. #51120 to fund proposed cell phone allowances; **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

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

E. COUNTY COUNSEL - Gretchen Stuhr

- 1) Approve and authorize County Counsel to move forward with minor remodel and carpet cleaning of 1446 E. Main Street Building; discussion and possible action.

This matter was removed from the agenda as requested by Supervisor Engel. Supervisor Goss stated that this matter would be discussed and brought back before the Board at a later date.

5. BOARD OF SUPERVISORS

- A. Review, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on December 6, 2022

Motion: Approve to continue pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on December 6, 2022,

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

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

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

B. CORRESPONDENCE

Supervisor Hagwood received correspondence regarding cemetery district business, traffic safety on Quincy Junction Roads and correspondence regarding the Chinese Cemetery on Cemetery Hill.

Supervisor Thrall received the usual correspondence, and reported that there was nothing out of the ordinary to report.

Supervisor Engel received correspondence regarding Lake Almanor; 5102; business webinars, and workshops; correspondence regarding Dixie Fire Home Rebuilds.

Supervisor Ceresola received correspondence regarding fire control; work on the consolidation of the fire department districts;

Supervisor Goss received correspondence regarding the Crescent Mill Cemetery; rebuilding and fire sprinkler, and solar panel building code requirements; and the usual correspondence around the community.

C. INFORMATIONAL ANNOUNCEMENTS

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

Reported by Supervisor Hagwood regarding matters related to County Government, and include local business interests regarding Dame Shirley Plaza; attended the Community Development, and reported on his Radio program.

Reported by Supervisor Thrall regarding matters related to County Government, there were no meetings scheduled. ("quiet")

Reported by Supervisor Engel regarding matters related to County Government, and include the RSF Working Group Meeting.

Reported by Supervisor Ceresola regarding matters related to County Government, nothing to report ("quiet")

Reported by Supervisor Goss regarding matters related to County Government and include the RSF meeting with the infrastructure folks, attended a check-in with long term recovery group; and the Plumas County Partners Zoom Meeting.

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

A. Personnel: Public employee performance evaluation – Museum Director (Board Only)

B. Conference with real property negotiator, regarding facilities: Dame Shirley Plaza, APN 115-053-001

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

Unit; Probation; Unrepresented Employees and Appointed Department Heads

- D. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600185)
- E. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (2 cases)
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (3 cases)
- G. Conference with Legal Counsel: Existing litigation County of Plumas, et al v. AmerisourceBergen Drug Corp., et al., United State District Court, Eastern District of California, Case No. 2:18-at-669, consolidated into In Re: National Prescription Opiate Litigation, United State District Court for the Northern District of Ohio, Eastern Division, Case No. 1:17-MD-2804, pursuant to Subdivision (d)(1) of Government Code Section 54956.9
- H. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Plumas County v. Pacific Gas and Electric Company, et al, Superior Court of the State of California, County of San Francisco, Original Case No. CGC-21-596070

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Supervisor Goss reported that no reportable action was taken in the Closed Session.

ADJOURNMENT

Adjourn meeting to Tuesday, November 29, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California

Adjourned meeting to Tuesday, November 29, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California



PLUMAS COUNTY PLANNING DEPARTMENT MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Tracey Ferguson, Director of Planning

MEETING DATE: November 8, 2022

SUBJECT: Approve and authorize the Chair to sign consent form acknowledging and accepting the terms of the California Public Utilities Commission (CPUC) Local Agency Technical Assistance (LATA) Program; discussion and possible action

Recommendation

Authorize the Chair to sign a consent form acknowledging and accepting the terms of the California Public Utilities Commission (CPUC) Local Agency Technical Assistance (LATA) Program

Background and Discussion

With the enactment of Senate Bill (SB) 156 in July 2021, six billion dollars (\$6,000,000,000) was allocated to CPUC for broadband deployment across four program areas, including the Local Agency Technical Assistance (LATA) Fund (\$50 Million) provided to eligible local agencies (including counties).

By direction of the Board of Supervisors on August 16, 2022, Plumas applied for \$500,000 in LATA grant funding. No local match was required.

The scope of work for the Plumas LATA planning application is to cover 100% of pre-deployment project costs that advance the deployment of open access public broadband infrastructure via construction-ready high- and low-level network designs, including a feasibility study for broadband service 'gaps' to identify the unserved and underserved areas of the County currently not covered or partially covered by existing broadband service providers.

On October 17, 2022, the California Public Utilities Commission (CPUC) sent Plumas an award letter (see attachment) stating: Congratulations! The California Public Utilities Commission is pleased to inform you that the County of Plumas's application for Local Agency Technical Assistance grant funding for County of Plumas Broadband Network Design in the amount of up to \$500,000.00 has been approved.

Once approved, Plumas has 30 days to accept the grant. If not accepted within 30 days, it is deemed not approved and the award is void.

A Consent Form (see attachment) binds Plumas County to the terms of the LATA grant funding and a State of California Government Agency Tax Payer ID Form for tax reporting purposes must be submitted. The Consent Form is approved as to form by County Counsel and ready to execute. Planning Department staff will prepare and submit the State of California Government Agency Tax Payer ID Form with the grant acceptance transmittal.

The next step is to execute a Memorandum of Understanding (MOU) with the Golden State Connect Authority (GSCA) for the management of the grant and project development. GSCA will then contract with two professional firms (Tilson Technology and UTOPIA Fiber) for the development of the individual Plumas County network designs, oversee the development of work product, manage the grant cash flow, and provide required grant reports to Plumas for timely submittal to and reimbursement from CPUC. Planning Department staff will be back before the Board of Supervisors in December 2022 with the GSCA MOU and associated contractual

documents for consideration and execution.

Action:

Approve and authorize Chair to sign consent form acknowledging and accepting the terms of the CPUC LATA Program

Attachments:

1. County of Plumas LATA Award Letter 10.17.22
2. County of Plumas LATA Consent Form 11.8.22



PUBLIC UTILITIES COMMISSION
STATE OF CALIFORNIA
505 VAN NESS AVENUE | SAN FRANCISCO, CALIFORNIA 94102
300 CAPITOL MALL | SACRAMENTO, CALIFORNIA 95814

October 17, 2022

Tracey Ferguson
traceyferguson@countyofplumas.com
County of Plumas Broadband Network Design

Dear Tracey Ferguson,

Congratulations! The California Public Utilities Commission is pleased to inform you that the County of Plumas's application for Local Agency Technical Assistance grant funding for County of Plumas Broadband Network Design in the amount of up to \$500,000.00 has been approved.

Pursuant to Decision (D.) 22-02-026, Staff is authorized to approve applications that meet all the criteria for Ministerial Review. Your application was received in our August 2022 application window and was posted on the CPUC's Local Agency Technical Assistance webpage. Staff reviewed your application and determined that your application is eligible for a grant and meets eligibility criteria for Ministerial Review.

The award is predicated on the County of Plumas' agreement to provide technical assistance as detailed in its application. In its application, the County of Plumas agreed to comply with the specified Ministerial Review criteria as well as to fulfill all requirements, guidelines, and conditions associated with a grant of Local Agency Technical Assistance funds as specified in D.22-02-026 including but not limited to execution and performance, payment, reporting and award acceptance requirements listed in Attachments 1 and 2 of this letter. Please sign and submit the following: 1. A [Consent Form](#) binding your organization to the terms of the grant and 2. A State of California [Government Agency Tax Payer ID Form](#) for tax reporting purposes. **You must submit these documents within 30 days of the date of this letter. If you do not, this award is void.**

Thank you for your application and please direct any questions to **John Baker** (john.baker@cpuc.ca.gov) and/or refer to the Grantee Administrative Manual, available at <https://bit.ly/CPUCLATA>.

We appreciate your efforts to provide service to our fellow Californians.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Osborn".

Robert Osborn
Director
Communications Division

ATTACHMENT 1

Requirements

The grant award is predicated on the County of Plumas's agreement to provide technical assistance as detailed in its application. In its application, the County of Plumas agreed and attested to comply with the specified Ministerial Review criteria as well as fulfilling all requirements guidelines, and conditions associated with a grant of Local Agency Technical Assistance funds as specified in D.22-02-026, including but not limited to execution and performance, payment, reporting and award acceptance requirements. Key requirements of Local Agency Technical grant include, among others:

- All costs are related to the development of broadband network deployment projects to benefit unserved or underserved Californians. These projects may include, but are not limited to, the costs of joint powers authority formation, environmental studies, network design, and engineering study expenses.
- Grant may not exceed \$500,000 per local agency, per fiscal year
- A signed affidavit agreeing to comply with the terms, conditions and requirements of the grant and submits to the jurisdiction of the Commission with respect to the disbursement and administration of the grant as well as applicable state and federal rules concerning broadband services.
- Grantee must sign a Consent Form agreeing to the terms stated in the award letter as well as all Local Agency Technical Assistance Rules and Requirements, Guidelines and Application Materials in D.22-06-026.
- Grantee must complete the reimbursable work product within 24 months.
- Grantee must provide Staff a copy of the final reimbursable work product.

Reporting

The grant award is contingent upon fulfilling the reporting requirements per D.22-06-026, Attachment 1.

SB 156 requires grantees to fulfill the monthly reporting requirements set forth in Public Utilities Code section 281(l)(1) if they are using a licensed contractor or subcontractor* to undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000). The Commission is required to post that information on its website. Specifically, SB 156 requires the following to be reported to the Commission on a monthly basis:

- The name and contractor's license number of each licensed contractor and subcontractor undertaking a contract or subcontract in excess of twenty-five thousand dollars (\$25,000) to perform work on a project funded or financed pursuant to this section.

- The location where a contractor or subcontractor described in subparagraph (A) will be performing that work.
- The anticipated dates when that work will be performed.

*Licensed contractor or subcontractor means any contractor that holds a California state license through the contractor's state license board (<https://www.cslb.ca.gov/>).

Post-completion

Upon completion of the reimbursable work product and before final payment, Grantees must:

- Provide a signed completion form stating the technical assistance work has been completed suitable to be posted on the Commission's webpage. The signed completion form must be provided prior to final payment and must include and a short summary of the reimbursable work product(s) performed under the contract, including demonstration that the reimbursable work product(s) identify broadband infrastructure deployment projects that will help achieve the CASF deployment goal, and identification of the area(s) where the applicant intends to deploy broadband based on the reimbursable work product(s).

Provide a copy of each reimbursable work product's final report(s), plans, studies, etc. produced under the contract.

Payment

Payment will be made directly to the local agency as the grant recipient. Local agency grantees may request partial reimbursement if they complete one or more of the approved reimbursable work products prior to completion of other reimbursable work products approved in the same grant authorization. Payment will be based upon receipt and approval of an invoice(s) submitted by the local agency showing the expenditures incurred for the reimbursable work product, along with the reimbursable work product final report/study/joint powers agreement, etc., and the completion reporting required above. The invoice(s) must be supported by documentation including but not limited to the actual cost of labor and any other expense that will be recovered by the grant.

To the extent that any portion of an award was used to reimburse a local agency for administrative costs associated with securing or completing a reimbursable work product, the local agency must submit an itemized accounting of such costs, demonstrating the total requested for reimbursement does not exceed 15 percent of the total authorized award. If any portion of reimbursement is found to be out of compliance, grantees will be responsible for refunding any disallowed amount along with appropriate interest rates determined in accordance with applicable Commission decisions. Grantees are required to maintain records such as files, invoices, and other related documentation for five years after final payment. Grantees shall make these records and invoices available to the Commission upon

request and agree that these records are subject to a financial audit by the Commission at any time within five years after the final payment made to a grantee.

Execution and Performance

The County of Plumas must complete the project within the 24-month timeframe in accordance with the terms of approval granted by the Commission. If the Grantee is unable to complete project within the 24-month timeframe, it must notify the Commission or Director of Communications Division as soon as it becomes aware of this prospect. The Commission may reduce or withhold payment for failure to satisfy this requirement. In the event that the Grantee or contractor fails to complete the work in accordance with the approval granted by the Commission, and as described in its application and contract, the Grantee must reimburse some or all of the funds it has received.

The County of Plumas must sign and submit the linked [Consent Form](#) agreeing to the terms of the award **within 30 calendar days from the date of this letter**. Failure to submit the Consent Form within the timeframe required, the CPUC will deem the grant or award null and void.

The County of Plumas must communicate in writing to the Communications Division's Director regarding any changes to the substantive terms and conditions underlying the Commission's approval of the grant (such as changes to a reimbursable work product contract, work plan or budget) at least 30 days before the anticipated. Substantive changes may require approval by either the Communications Division Director or by Commission Resolution before becoming effective.

The Commission has the right to conduct any necessary audit, verification, and discovery for work proposed or completed under the technical assistance to ensure that funds are spent in accordance with Commission rules and with the terms of approval by the Commission.

Attachment 2

Local Agency Broadband Technical Assistance Reporting Requirements and Guidelines

Version October 2022

The Local Agency Technical Assistance program provides grants for eligible pre-construction work which facilitates the construction of broadband network projects. When the California Public Utilities Commission (CPUC) established the technical assistance grant program, the program was funded with American Rescue Plan Act monies administered by the U.S. Treasury. The source of technical assistance funding has changed. This guidance outlines grantee reporting.

The Commission issued [Decision \(D.\) 22-02-026](#) establishing program requirements for the Local Agency Technical Assistance Grant Program.

Grantees must file **quarterly** progress reports to the Commission with the below information.

Narrative Project Information

- 1.1 The counties, cities and census designated places where households, businesses, and community anchor institutions are planned to be served by the broadband project.
- 1.2 Confirmation that the technical assistance is designed to support projects that, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.
- 1.3 Statement of intention about the pricing plans for projects that the technical assistance will support, such as offering of affordable plan or low-income plan subsidized with other funding (ACP).
- 1.4 Information on broadband need in the project area.
- 1.5 Statement describing the community benefits of broadband technical assistance.

Detailed Project Information

- 2.1 Individual work products granted by the program.
 - o Dollars/hours expended per task/work product.
- 2.2 Estimated construction start date (month/year).
- 2.3 Estimated construction completion date (month/year).
- 2.4 Estimated initiation of operations date (month/year).
- 2.5 Planned project technology type(s):
 - o Fiber
 - o Coaxial Cable
 - o Terrestrial Fixed Wireless
 - o Other (specify)
- 2.6 Estimated total miles of fiber to be deployed.

2.7 Planned number of locations to be served, broken out by type:

- Residential locations
- Business connections
- Community anchor institutions

2.8 Planned non-promotional prices including associated fees, speed tiers, and data allowance for each speed tier.

2.9 Other data on broadband need, by location.

Submission

To assist grantees with the filing of quarterly progress reports to the Commission, a sample of the reporting requirements is found in Attachment A of this document.

Planned project information listed in Attachment A should be submitted on a quarterly basis to the Commission's email at StatewideBroadband@cpuc.ca.gov. Grantees need to include in the email subject line:

1. Application Name
2. Project Name
3. The Reporting Quarter/Month

Updated quarterly project submissions are required to be sent by the due dates shown below. Grantees are responsible for contacting the Commission at StatewideBroadband@cpuc.ca.gov, if the information cannot be submitted on time.

Reporting Period	Project Information Due to CPUC
October 1 – December 31, 2022	January 2, 2023
January 1 – March 31, 2023	April 1, 2023
April 1 – June 30, 2023	July 1, 2023
July 1 – September 30, 2023	October 1, 2023
October 1 – December 31, 2023	January 2, 2024
January 1 – March 31, 2024	April 1, 2024
April 1 – June 30, 2024	July 1, 2024
July 1 – September 30, 2024	October 1, 2024
October 1 – December 31, 2024	January 2, 2025
January 1 – March 31, 2025	April 1, 2025
April 1 – June 30, 2025	July 1, 2025
July 1 – September 30, 2025	October 1, 2025
October 1 – December 31, 2025	January 2, 2026
January 1 – March 31, 2026	April 1, 2026

CALIFORNIA PUBLIC UTILITIES COMMISSION

April 1 – June 30, 2026	July 1, 2026
July 1 – September 30, 2026	October 1, 2026
October 1 – December 31, 2026	February 1, 2027

Additional Information

Reporting requirements and guidelines are subject to change, and CPUC or the Commission may define additional requirements on CPUC's [website](#).

These requirements, in spreadsheet format, are available at: <https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/communications-division/documents/broadband-implementation-for-california/technical-assistance-reporting-requirements-oct-2022.pdf>

**California Public Utilities Commission
Local Agency Technical Assistance Program**

**CONSENT FORM
Acknowledgement and Acceptance of Terms**

Applicant Name: County of Plumas

Key Project Contact: Tracey Ferguson, Planning Director

Telephone Number: 530-283-6214

Email Address: traceyferguson@countyofplumas.com

The Grantee identified above acknowledges receipt of the California Public Utilities Commission Award Letter Dated October 17, 2022 and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter including those in the Local Agency Technical Assistance Rules.

Undersigned representative of the County of Plumas is duly authorized to execute this Consent Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth in California Public Utilities Commission Award Letter.

Dated this **8th day of NOVEMBER, 2022.**

Signature of Local Agency:

Title: Chair of the Board of Supervisors

Printed Name: Kevin Goss

Organization or Name of Local Agency: County of Plumas

Business Address (include street address, suite/apt. number, city, state, and ZIP Code):

Plumas County Board of Supervisors

c/o Clerk of the Board

520 Main Street, Room 309

Quincy, CA 95971

Telephone Number: 530-283-6170

Email Address: kevin.goss4district2@gmail.com



**PLUMAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Gregory Ellingson, Director of Information Technology

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Plumas County Information Technology to pay ArchiveSocial, LLC a non-contract invoice of \$7547.40 for continued archiving of all County-owned social media posts, messages, and associated metadata for regulatory compliance; (General Fund Impact) as approved in the FY24/25 IT Budget; discussion and possible action.

Recommendation:

Approve and authorize Plumas County Information Technology to pay ArchiveSocial, LLC a non-contract invoice of \$7547.40 for continued archiving of all County-owned social media posts, messages, and associated metadata for regulatory compliance; (General Fund Impact) as approved in the FY24/25 IT Budget; discussion and possible action.

Background and Discussion:

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom-written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that is not custom-written. These packages have no specific contract and are considered "shrink-wrapped" or off-the-shelf systems. In order to pay these support fees we ask the Board to approve payment of these claims without a signed service contract.

Action:

Approve and authorize Plumas County Information Technology to pay ArchiveSocial, LLC a non-contract invoice of \$7547.40 for continued archiving of all County-owned social media posts, messages, and associated metadata for regulatory compliance; (General Fund Impact) as approved in the FY24/25 IT Budget; discussion and possible action.

Fiscal Impact:

Budgeted in the FY24/25 I.T. Budget.

Attachments:

1. Invoice_327786

Updated Remittance Address:
 (FOR PAYMENTS ONLY)
 ArchiveSocial, LLC
 P.O. Box 737311
 Dallas TX 75373-7311

#327786

3/2/2025

Bill To

Melodie Bennett
 Plumas County, CA
 520 Main Street
 Room 102
 Quincy California 95971

TOTAL DUE

\$7,547.40

Due Date: 4/1/2025

Terms	Customer	Approving Authority
Net 30	Plumas County, CA	

Qty	Item	Start Date	End Date
1	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots	3/2/2025	3/1/2026

Total \$7,547.40

Due **\$7,547.40**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Number	Routing Number
JPMorgan Chase	910320636	021000021



**PLUMAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Gregory Ellingson, Director of Information Technology

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Plumas County Information Technology Department to pay CivicPlus a non-contract invoice in the amount of \$5,390.10 for continued website accessibility, content quality, SEO, and compliance monitoring; (No General Fund Impact) approved in FY 24/25 recommended budget; discussion and possible action.

Recommendation:

Authorize no contract payment of \$5,390.10 to CivicPlus for continued website accessibility, content quality, SEO, and compliance monitoring.

Background and Discussion:

Monsido is a platform designed to help organizations manage and improve their websites. We have used Monsido for the plumascountry.us website for the last 3 years. This is the first year the price has gone over the \$5000 Department Head signing amount.

Action:

Approve the agenda item.

Fiscal Impact:

Budgeted in the FY24/25 I.T. Budget.

Attachments:

1. Plumas County CA - Accessibility SOW - 5390

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-94144-1

Date:

3/4/2025 1:45 PM

Customer:PLUMAS COUNTY,
CALIFORNIA

QTY	Product Name	DESCRIPTION
1.00	MO Platform - Legacy Renewal	Monsido Platform - Legacy
Annual Recurring Services - Initial Term		USD 5,390.10
Annual Recurring Services - (Subject to Uplift)		USD 5,390.10

1. This renewal Statement of Work ("SOW") is between Plumas County, CA ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 5/6/2025 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-94144-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Printed Name:

Printed Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

3/12/2025

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



**PLUMAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Gregory Ellingson, Director of Information Technology
MEETING DATE: April 8, 2025
SUBJECT: Approve and authorize Plumas County IT Department to pay Four J's Development Tools a non-contract invoice in the amount of \$8,512.00 for annual software maintenance and support; (General Fund Impact) approved in FY 24/25 recommended budget; discussion and possible action.

Recommendation:

Approve and authorize Plumas County IT Department to pay Four J's Development Tools a non-contract invoice in the amount of \$8,512.00 for annual software maintenance and support; (General Fund Impact) approved in FY 24/25 recommended budget; discussion and possible action.

Background and Discussion:

Four J's is a key piece of our -n-house program called HAL.

Action:

Approve and authorize Plumas County IT Department to pay Four J's Development Tools a non-contract invoice in the amount of \$8,512.00 for annual software maintenance and support; (General Fund Impact) approved in FY 24/25 recommended budget; discussion and possible action.

Fiscal Impact:

Budgeted in the FY24/25 I.T. budget.

Attachments:

1. County of Plumas 34642

Four J's Development Tools, Inc.

1625 The Alameda
Suite 302
San Jose, CA 95126

Invoice

Date	Invoice #
3/26/2025	34947

Bill To
County of Plumas Accounts Payable 520 Main Street Rm. 205 Quincy, CA. 95971

Ship To
County of Plumas Greg Ellingson Director of IT 520 Main Street Rm. 205 Quincy, CA. 95971

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Maintenance	net 30	SO	3/26/2025	email		
Quantity	Item Code	Description			Price Each	Amount
1	ARMC00XVR	Renewal of Compiler maintenance (5/1/25 - 4/30/26) License: TAB#AAB01BTS (K) - End User: Internal			1,112.00	1,112.00
50	ARMR00XVR	Renewal of runtime maintenance (5/1/25 - 4/30/26) License: TAB#CBQ01BTU (4) - End User: Internal			148.00	7,400.00
					Total	\$8,512.00



**PLUMAS COUNTY
BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Mimi Hall, Supervisor - District 4, Vice-Chair
MEETING DATE: April 8, 2025
SUBJECT: CONTINUED DISCUSSION FROM APRIL 1, 2025: ENGIE Project Update: Receive a brief project update; discussion and possible direction to staff.

Recommendation:

CONTINUED DISCUSSION FROM APRIL 1, 2025: ENGIE Project Update: Receive a brief project update; discussion and possible direction to staff.

Background and Discussion:

CONTINUED DISCUSSION FROM APRIL 1, 2025: ENGIE Project Update: Receive a brief project update; discussion and possible direction to staff.

Action:

CONTINUED DISCUSSION FROM APRIL 1, 2025: ENGIE Project Update: Receive a brief project update; discussion and possible direction to staff.

Fiscal Impact:

CONTINUED DISCUSSION FROM APRIL 1, 2025: ENGIE Project Update: Receive a brief project update; discussion and possible direction to staff.

Attachments:

None



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

TO: Honorable Chair and Board of Supervisors

FROM: Kevin Goss, Supervisor - District 2, Chair
Dwight Ceresola, Supervisor - District 1

MEETING DATE: April 8, 2025

SUBJECT: Approve and authorize Chair to sign a Letter of Support to Director Bonham regarding the Urgent Need for Local Public Safety Response Options in Gray Wolf Management; discussion and possible action.

Recommendation:

Approve and authorize Chair to sign a Letter of Support to Director Bonham regarding the Urgent Need for Local Public Safety Response Options in Gray Wolf Management; discussion and possible action.

Background and Discussion:

Approve and authorize Chair to sign a Letter of Support to Director Bonham regarding the Urgent Need for Local Public Safety Response Options in Gray Wolf Management; discussion and possible action.

Action:

Approve and authorize Chair to sign a Letter of Support to Director Bonham regarding the Urgent Need for Local Public Safety Response Options in Gray Wolf Management; discussion and possible action.

Fiscal Impact:

No General Fund Impact, Letter of Support only.

Attachments:

1. Bonham, Chuck Gray Wolf 040825



OFFICE OF THE
**BOARD OF
SUPERVISORS**
COUNTY OF PLUMAS

Plumas County Courthouse
520 Main Street, Room 309
Quincy, California 95971-9115
Phone: (530) 283-6170

pcbs@countyofplumas.com

DWIGHT CERESOLA
DISTRICT 1 SUPERVISOR

KEVIN GOSS
DISTRICT 2 SUPERVISOR, CHAIR

THOMAS MCGOWAN
DISTRICT 3 SUPERVISOR

MIMI HALL
DISTRICT 4 SUPERVISOR, VICE-CHAIR

JEFF ENGEL
DISTRICT 5 SUPERVISOR

ALLEN HISKEY
CLERK OF THE BOARD

April 8, 2025

Director Chuck Bonham
California Department of Fish and Wildlife
P.O. Box 944209
Sacramento, CA 94244-2090

RE: Urgent Need for Local Public Safety Response Options in Gray Wolf Management

Dear Director Bonham,

On behalf of Plumas County, we are writing to express our deep concerns about the ongoing and escalating impacts of gray wolves on rural communities and livestock producers in Northern California. While we understand and support the importance of wildlife conservation, the unchecked expansion of gray wolf populations into working ranch lands has created a growing public safety issue that must be addressed with practical, local solutions.

In counties like Modoc, Lassen, and Plumas, ranchers are dealing with direct losses of livestock due to wolf depredation, and in many cases, the stress, fear, and financial harm extend well beyond the pastures. Wolves have been reported approaching ranch homes, outbuildings, and corrals. Ranchers checking on cattle at night now hesitate to leave their trucks, fearing wolf encounters. These predators are losing their natural fear of humans, which poses a serious safety risk to rural families, workers, and visitors.

It is deeply concerning that the reintroduced gray wolf currently enjoys more legal protection than people when it comes to the destruction of private property, specifically, livestock. Ranchers and rural families face financial and emotional hardship when wolves kill or maim their animals, yet they are prohibited from taking reasonable action

to defend their property and livestock without facing criminal or civil penalties. While the gray wolf is fully protected under both state and federal law, there is little to no recourse for the individuals suffering the consequences of its presence. This imbalance sends a troubling message: that the life of a predator holds more legal value than the livelihood and safety of the people who live and work on the land.

Although Plumas County has not yet had a confirmed wolf depredation, we have had confirmed wolf presence, and several documented depredations have occurred within miles of our county line. Now, much of the Plumas County remains wet, and the majority of cattle have not yet arrived for pasture. This situation gives us an opportunity to plan ahead, but it also means we are facing a narrow window before livestock arrive in large numbers, and with cattle comes a heightened risk of wolf interactions.

Our concern is that is a clear, responsible management plan is not established, and if the citizens of Northern California feel their concerns and experiences are not being taken seriously, we may see individuals begin to take matters into their own hands. That path could lead to unregulated actions and significant damage to both wildlife and community trust. Something needs to be done.

I believe that empowering county elected officials, such as Sheriff's who are directly accountable to their constituents and understand local values and economic necessities, is the most appropriate path forward. These officials are best positioned to evaluate public safety risks and take appropriate, measured actions when specific wolves pose a threat to people or property.

Therefore, we respectfully ask you to encourage Secretary Crowfoot and Governor Newsom to work with the California Fish and Game Commission to initiate regulatory changes. Specifically, that California Sheriffs be granted the authority to investigate gray wolf incidents and, when appropriate, declare a specific animal a public safety risk, thereby authorizing its removal, just as is currently allowed for black bears and mountain lions.

Communities and ranchers must be given the tools to defend themselves. A balanced, common-sense approach is not just reasonable, it's necessary.

Sincerely,

Kevin Goss
District 2 Supervisor
Chair, Plumas County Board of Supervisors

Cc: Kevin Kiley, California Congressman, 3rd District
Heather Hadwick, California Assemblywomen, 1st District
Megan Dahle, California Senator, 1st District
Doug LaMalfa, California Congressman, 3rd District



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

TO: Honorable Chair and Board of Supervisors
FROM: Pam Becwar
MEETING DATE: April 8, 2025
SUBJECT: Appoint Ashley Simpson to the First 5 Plumas County Children & Families Commission; as recommended; discussion and possible action.

Recommendation:

Appoint Ashley Simpson to the First 5 Plumas County Children & Families Commission; as recommended; discussion and possible action.

Background and Discussion:

This vacancy is due to a resignation

Action:

Appoint Ashley Simpson to the First 5 Plumas County Children & Families Commission; as recommended; discussion and possible action.

Fiscal Impact:

No General Fund Impact, appointment only.

Attachments:

1. Agenda Request Form
2. PCCFC Packet 2.3.25 (1.31.25)
3. F5 Commission draft minutes 2.3.25

BOARD AGENDA REQUEST FORM

Department: First 5 Plumas (Special Dept)

Authorized Signature: Pamela Becwar

Board Meeting Date: April 8, 2025

Request for _____ minutes for presentation

Consent Agenda: ☒ Yes ☐ No

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

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

A. Approval from the Plumas County Board of Supervisors for First 5 Plumas County Children & Families Commission membership of Ashley Simpson, county-wide representation of child and families at-risk.

B.

C.

Review by Necessary Departments:

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

Membership was approved by the First 5 Plumas County Children & Families Commission on February 3, 2025

If another department or the CAO is opposed to an agenda item, please indicate the objection: None

Attached Documents:

Contracts/Agreements:

Three copies? (Y ☐ / N ☐)

Signed? (Y ☐ / N ☐)

Budget Transfers Sheets:

Signed? (Y ☐ / N ☐)

Other: _____

Publication:

☐ Clerk to publish on _____ ☐ Notice attached and e-mailed to Clerk.

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

☐ Dept. published on _____ (Per Code § _____). ☐ Copy of Affidavit Attached.

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

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

Yes: ☒ No: ☐ Not Applicable: ☐

If Not Applicable, please state reason why: _____

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



Plumas County Children and Families Commission

February 3, 2025

9:30 a.m.-11:30 a.m.

Teams Meeting Link

Meeting ID: 280 707 198 961

Passcode: bBA4sh

**Public Health Conference
Room, 270 Hospital Road,
Quincy, CA**

DRAFT AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Dana Krinsky, Chairperson
2. **APPROVAL OF MINUTES:** December 2, 2024* (5 Minutes) **ACTION**
3. **FISCAL ITEMS*** (10 minutes)
 - a. Commission will take action on the Quarterly Budget Report FY 2024-25 **ACTION**
 - b. Contract with ARS for Strategic Plan, \$16,450 **ACTION**
4. **PUBLIC COMMENT** (5 Minutes)
5. **Commission Membership** (5 minutes)
 - a. Commission will take Action on an appointment for membership for applicant, Ashley Simpson. **ACTION**
6. **REPORTS** (45 Minutes) **DISCUSSION**
 - a. Executive Director's Report
 - b. Commissioner's Reports-Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.
7. **PROGRAM DEVELOPMENT** (45 Minutes)
 - a. Commission will take action to approve the [First 5 Plumas Mid-Year Report](#) **ACTION**
 - b. Home Visiting Program Updates **DISCUSSION**
8. **PUBLIC COMMENT**
9. **NEXT MEETING DATES:**
Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m. ♦ March 3, 2025 ♦ April 7, 2025, ♦ May 5, 2025, ♦ June 2, 2025

10. ADJOURNMENT

Join the meeting now<https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWlwNDE3YmEtZWQ1OS00MjJlLWEwZDctOGNjZmRmMjM5YT Y3%40thread.v2/0?context=%7b%22Tid%22%3a%2232750e83-0771-4386-a973-184872ec568a%22%2c%22Oid%22%3a%2217083bf9-e0ee-46d8-8cb8-4fc2d6beb047%22%7d%7d>

Meeting ID: 280 707 198 961 Passcode: bBA4sh

For more information on the PCCFC agenda, OR disability related accommodations, contact; Pamela Becwar, Executive Director, (503)-924-9140, or at first5plumas@gmail.com. The order in which agenda items are considered may be subject to change. All First 5 Plumas Commission Meeting Agendas are posted online according to open meeting rules (California Brown Act). Public Comment may be made prior to and during any Commission Action items.



December 2, 2024
9:30 a.m.-11:30 a.m.
Public Health,
270 Hospital Road, Quincy, CA

DRAFT MEETING Minutes

Call to order: 9:32 a.m.

- 1. ROLL CALL/INTRODUCTIONS:** Kendrah Fredricksen, Chairperson
Present: Dana Krinsky, Melissa Smith, Kendrah Fredricksen, Dwight Ceresola,
Absent: James Wilson, Courtney Schrammel, Brenda Poteete,
Staff: Pamela Becwar, Alicia Kerr
Public: Laura Adkins, Serena Troupe, Bethany Edholm
- 2. APPROVAL OF MINUTES: November 4, 2024**
Motion to approve: Dwight Ceresola
Second: Melissa Smith
Motion carried.
- 3. COMMISSION MEMBERSHIP**
 - a. Commission will take action on the resignation of Kendrah Fredricksen (letter submitted)
Motion to approve: Dana Krinsky
Second: Melissa Smith
Motion carried.
 - b. Commission will take action on the appointment of a Commission Chairperson, Dana Krinsky
Motion to approve: Dwight Ceresola
Second: Melissa Smith
Motion carried.
- 4. PUBLIC COMMENT**
- 5. REPORTS**
 - a. Executive Director's Report (submitted)
 - b. Employee Performance Evaluation, Executive Director, Available upon request. Email first5plumas@gmail.com
 - c. Commissioner's Reports-Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.
Commissioner Krinsky: Tobacco Reduction Grant is available \$4000
20,000 Parent Services Maps and Gaps activity at the 20,000 Lives Meeting on December 4, 2024.
- 6. PROGRAM DEVELOPMENT**

a. Commission will consider the following service agreement contracts FY 24-25:

i. PCCFC24-25 HMG - \$10,000, Independent Contractor

Motion to approve: Dwight Ceresola

Second: Melissa Smith

Motion carried.

ii. Fine Mountain Consulting - \$3,000 Home Visiting Database updates

Motion to approve: Dwight Ceresola

Second: Melissa Smith

Motion carried.

b. Strategic Planning (2025-2030)

Goals and Outcomes, facilitated by Bethany Edholm, Sierra Cascade Family Opportunities

Revision of First 5 Plumas Strategic Plan Goals

Improve Family Functioning: First 5 Plumas will expand opportunities for all families to access social connections, knowledge, and resources through direct services and/or partnerships and collaboration.

Improve Child Development: First 5 Plumas will increase access to parent education and knowledge of child development.

Improved Child Health: First 5 Plumas will provide support and advocacy to increase access to whole child health and care.

Improved Systems of Care: First 5 Plumas will facilitate a coordinated effort to connect children and families to resources.

7. PUBLIC COMMENT NONE

8. NEXT MEETING DATES:

Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m.

January 6, 2025

10. ADJOURNMENT 11:27 a.m.

Date of Commission Meeting, Budget Approval: June 24, 2024 **Proposed February 3, 2025**

First 5 Plumas Deptment code 70562

Code	Account Title	Contract	Budget	Q2 Update	Admin	Program	Evaluation
52190	PROFESSIONAL SERVICES	PCCFC24-25PCPHAHV	100,000	38,349		100,000	
52190	PROFESSIONAL SERVICES	PCCFC24-25PCPHADATA	8,500	2,469			8,500
52190	PROFESSIONAL SERVICES	PCCFC24-25RC	30,000	10,870		30,000	
52190	PROFESSIONAL SERVICES	PCCFC24-25PUSDEI	20,000	14,268		20,000	
52190	PROFESSIONAL SERVICES	PCCFC24-25SN (Audit)	6,000	6,000	6,000		
52190	PROFESSIONAL SERVICES	PCCFC24-25PRS Impact	123,300	56,361		91,568	
52190	PROFESSIONAL SERVICES	PCCFC24-25HV-RTA-R. Brothers	20,000	3,650		20,000	
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000	17,200	2,625		17,200	
52191	PROFESSIONAL SERVICES	Dollywood Imagination Library	4,000	1,930			
52190	PROFESSIONAL SERVICES	PCCFC24-25 Consultant/Facilitator	25,000				25,000
		Subtotal Contracts	354,000	136,521	6,000	278,768	33,500
51020	OTHER WAGES	Wages-Emp. #2	40,000	16,800		40,000	
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500	44,534	13,680	60,705	11,115
51080	RETIREMENT	Benefit	12,000	6,000	1,920	8,520	1,560
		Total wages	137,500	67,334	15,600	109,225	12,675
51070	UNEMPLOYMENT INSURANCE	Unemployment	200		200		
51081	OPEB LIABILITY						
51100	FICA/MEDICARE OASDI	FICA	10,000	4,692	10,000		
51110	COMPENSATION INSURANCE	Comp Insurance	1,500		1,500		
52020	COMMUNICATIONS	Communication: Software/subscriptions	3,000	155	3,000		
52050	INSURANCE	Insurance	10,000	10,778	10,000		
52160	MEMBERSHIPS	Memberships	4,075	4,075	4,075		
52180	OFFICE EXPENSE	Office Supplies	500	500	500		
52190	PROFESSIONAL SERVICES	Professional Services	318,268	136,521	6,000	278,768	33,500
52330	EDUCATIONAL NAT/INCENTIVE						
52340	MEDIA/PROMOTIONAL ITEMS						
52370	PUBLICATIONS-LEGAL NOTICE						
52525	SPEC. DEPT. OUTREACH ACT.	Special Dept. Outreach	7,500	5,605		7,500	
52740	TRAVEL ROUTINE	Travel-Routine	2,000	46		2,000	
52750	TRAVEL-SPECIAL	Travel -Special	10,000	285	10,000		
52775	IN-COUNTY HOSTING EVENTS						
52840	CONTINGENCIES						
520419	COVID PPE & CLEANING COST						
525119	LIABILITY SELF-FUND INSURANCE	Liability Self-Fund Insurance	1,500		1,500		
54950	COMPUTER HARDWARE						
58001	TRANSFER-OUT1						
		Subtotal Services & Supplies	368,543		46,775	288,268	33,500
525000	OVERHEAD	Overhead Expenses	14,742	1,403			
		Total Wages	137,500		15,600	109,225	12,675
		Total Budget	520,785	231,395	46,775	397,493	46,175



Goals of the Consultation

Applied Survey Research (ASR) is pleased to present this scope of work to First 5 Plumas to support strategic planning efforts.

Proposed Scope of Work

The table below presents a menu of suggested planning activities. These will be customized according to First 5 Plumas' needs:

Phase/ Task	Timing	Hours	Cost
Planning and design meetings		8	\$ 1,400
Convene the initial meeting to review goals of this project and key planning questions to be answered, First 5 Plumas commission familiarization, data collection strategies, areas to improve data collection methods and metrics, how decisions will be made, end product, and project timeline	February	6	
Based on the above, finalize work plan of planning phases and key steps to address project goals	February	2	
First 5 Plumas Commission Input		38	\$ 6,650
Develop key informant interview (KII) protocol for interview First 5 Plumas commissioners on current strategic planning efforts, data collection methods, prioritization areas, goal setting for priority areas, and priorities for producing an updated strategic plan	March	8	
Complete KIIs with First 5 Plumas commissioners (3 hrs each x6)	March-April	18	
Qualitative and thematic analysis of commissioner KIIs to identify key themes across commissioners related to strategic planning efforts and priorities for future planning	April	12	
Analysis and Reporting		48	\$ 8,400
Prepare PowerPoint and share findings of KIIs with First 5 Plumas Commission to guide future strategic planning endeavors. Agree on three to five strategic planning initiatives (may be a mix of external "impact" and internal "operational"), KPIs, and strategic initiatives; create strategic planning matrix	April	8	
Reconvene with First 5 Plumas Commission to fine tune the strategic initiatives/KPIs/strategies (matrix)	April	8	
Update First 5 Plumas strategic framework in needed	April-May	8	
Draft Strategic Plan in PPT, including background, data collection process, strategic framework, and key goals, strategies and KPIs. Share with workgroup and revise based on feedback	April-May	20	
Share with Commission for review and approval	May	4	
Total		94	\$ 16,450



**Commission Meeting:
February 3, 2025
Agenda Item: VI. a**

DATE: February 3, 2025

TO: Commissioners

FROM: Pamela Becwar

RE: Commission will take action on the membership application of Ashley Simpson

RECOMMENDATION:

Take ACTION to approve the membership of Ashley Simpson, Plumas CASA (Court Appointed Special Advocates) Coordinator who would be an At-Large Parent member. Ashley met with the executive director, Pamela Becwar, to discuss representation of foster youth and children with disabilities.

Please see the Commissioner Membership matrix on the next page (tentative Commission composition based on Commissioner approval and Board of Supervisor appointment of above applicants).

Thank you.

First 5 Plumas County Children and Families Commission

Membership Matrix (**Proposed** 1/27/2025)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
James Wilson 510 230 9442	At-Large	County-wide	H: Healthy Children		6-2026		
¹ Dwight Ceresola 530 251 3537	County BOS Representative	County-wide	LG: Local Government		3-2026	Vice Chair	11-2025
¹ Dana Krinsky 530 283 6358	County Health Dept. Director (Representative)	County-wide	H: Healthy Children	Low income Children & Families	9-2026	Chair	12-2026
Courtney Schrammel	At-Large	Quincy	SF: Strong Families	Children with Sp. Needs and Disabilities	6-2027		
Brenda Poteete 530 257 1206	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	5-2027	Treasurer	5-2025
¹ Melissa Smith	Social Services County Director (Representative)	County-wide	SF: Strong Families	Child and Families at-risk	6-2027		
Ashley Simpson	CASA Coordinator	County-wide	SF: Strong Families	Child and Families at-risk	1-2028		
VACANT							
VACANT							

¹Members mandated by Proposition 10 Legislation

H: Healthy Children
ECE: Early Childhood Education
LG: Local Government
SF: Strong Families

Note: Commissioners serve three-year terms and may be appointed to unlimited subsequent terms

Executive Director's Report

Pamela Becwar

February 3, 2025



Contracts and New Projects:

ARS contract for Strategic Planning

Project Updates:

Early Intervention: Monthly Inclusive Early Education Workgroup meetings that address barriers to inclusion, improving educational materials for Plumas County families who have children ages 0 to 5 who have disabilities.

Help Me Grow: Currently developing resources grid and intake forms.

Oral Health: First 5 Plumas has been working with agencies, schools, and managed care plans to continue to discuss the importance of access to dental care and oral health including participating in the Oral Health Coalition.

Infant/Child Mental Health: April is Child Abuse Prevention month and I will be presenting at the Connect the Dots training with Dana Nowling about the role of community supports in prevention.

Infant/Child and Maternal Health: Mountain Interagency Lactation Coalition meets quarterly to share information and collaborate on outreach events. First 5 Plumas offers a monthly breastfeeding group and MILC is planning a late summer event for Breastfeeding Awareness Month.

Plumas STARS: IMPACT funding will continue at least through 25-26. Liz Welch presented Beginning Together training for the Inclusive Early Education group. There are 21 sites participating in quality improvement through Plumas STARS.

ASQ Incentive Program: To expand the ASQ Online, First 5 Plumas is offering incentives for parents who complete a screening and who have children at a Plumas STARS site.

Imagination Library: 293 enrollments, 136 graduated. Our goal is 350 for this year.

Playgroups: Weekly meetings in Quincy. PRS is starting a playgroup in Portola with support from First 5 Plumas.

Meetings:

December 4, 2024 - 20,000 Lives, Co-facilitated with Dana Krinsky, Maps and Gaps activities to identify Parent Services.

December 5, 2024 – Facilitated Inclusive Early Education Workgroup meeting

December 10, 2024 – Help Me Grow National Forum

December 11, 2024 Plumas STARS Consortium meeting, SCPFA meeting

December 12, 2024 – First 5 Association ED meeting

December 16, 2024 – First 5/PHP MOU stakeholder meeting

December 17, 2024 – QCC hub meeting

December 19, 2024 – New Parent Kit feedback meeting, Mental Health Awareness Workgroup, Strategic Planning meeting

December 20, 2024 – SPCFA stakeholder meeting

January 8, 2025 – SPCFA meeting

January 9, 2025 – County day off

January 10, 2025 – Meeting with Fine Mountain Consulting for database updates, ARS meeting
January 13, 2025 – QCC Region 2 hub meeting
January 15, 2025 - Building Equitable Early Care Systems LLG meeting, Medi-Cal Learning Community meeting, Connect the Dots planning meeting
January 15, 2025 – Facilitated Inclusive Early Education training: Beginning Together at PUSD 11 attendees for training and lunch, VOAD meeting at Quincy Library
January 16, 2025 - Data base meeting with PH (serena Troupe), Butte LPC meeting with coordinator, SELPA Director, Jessica Stone, meeting
January 21, 2025 – Mountain Interagency Lactation Coalition meeting, Medi-Cal TA meeting
January 22, 2025 – Smile California webinar
January 24, 2025 – Quarterly Home Visitor meeting, Jessica Stone follow-up meeting
January 27, 2025 - Child and Family Services Review Stakeholder meeting
January 29, 2025 – Oral Health Coalition, Children’s Council
January 30, 2025 – First 5 California Commission meeting

Upcoming meetings:|

First 5 Summit, San Diego – February 10 – 12, 2025



Plumas County Children and Families Commission

February 3, 2025
9:30 a.m.-11:30 a.m.
Public Health Conference
Room, 270 Hospital Road,
Quincy, CA

DRAFT MEETING Minutes

Call to order: 9:32

1. **ROLL CALL/INTRODUCTIONS:** Dana Krinsky, Chairperson
Present: Dana Krinsky, Melissa Smith, Brenda Poteete, Courtney Schrammel
Absent: James Wilson, Dwight Ceresola
Staff: Pamela Becwar, Alicia Kerr
Public: Ashley Simpson, Jessica Coehlo, Lauren Davis, Tina Venable, Laura Atkins, Serena Troupe, Dorrie Philbeck, Jana McDowell, Aimee Heaney

2. **APPROVAL OF MINUTES:** December 2, 2024

Motion to approve: Courtney Schrammel

Second: Melissa Smith

Motion carried.

3. **FISCAL ITEMS**

- a. Commission took action on the Quarterly Budget Report FY 2024-25

Motion to approve: Brenda Poteete

Second: Melissa Smith

Motion carried.

- b. Contract with ARS for Strategic Plan, \$16,450 (**\$17,000**)

Motion to approve: Melissa Smith

Second: Courtney Schrammel

Motion carried.

4. **PUBLIC COMMENT - none**

5. **Commission Membership**

- a. Commission took Action on an appointment for membership for applicant, **Ashley Simpson.**

Motion to approve: Brenda Poteete

Second: Melissa Smith

Motion carried.

6. **REPORTS**

- a. Executive Director's Report (submitted)
- b. Commissioner's Reports-Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.

Melissa: Struggling with PHP and youth will not allow kids to go to the doctor. Foster children are not getting care.

Notify CPS if the HV are seeing tox-positive cases. Mandated reporters are in the field. AB 2083 is a bill that allows cross agency communication.

Dana: Staff vacancy, MOU with PHD with Oral Health (Medi-Cal and urgent care), HV Coordinator: Jessica,

Brenda: Fully staffed, serving 2 year olds, lots of trainings will be needed and support, more children with special needs, March 15 parent training in Susanville.

Courtney: Children's Words and Music in April (second Words and Music)

Ashley: CASA is always looking for advocates and especially male advocates.

7. PROGRAM DEVELOPMENT

a. Commission will take action to approve the [First 5 Plumas Mid-Year Report](#)

Approved with amendment that includes a statement about additional data will be added to the Year End Report and the "other commission considerations".

Motion to approve: Courtney Schrammel

Second: Melissa Smith

Motion carried.

b. Home Visiting Program Updates –Dorrie shared about expansion HV - diapers, pull-ups, dental screenings, breastfeeding support.

8. PUBLIC COMMENT – Ashley Simpson: Any foster child who may need an extra voice, reach out to CASA.

9. NEXT MEETING DATES:

Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to

11:30 a.m. ♦ March 3, 2025 (canceled) ♦ April 7, 2025, ♦ May 5, 2025, ♦ June 2, 2025

10. ADJOURNMENT 11:27 a.m.