



### **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  
JULY 8, 2025, TO BE HELD AT 10:00 AM  
520 MAIN STREET, ROOM 308, QUINCY, CALIFORNIA**

**[www.countyofplumas.com](http://www.countyofplumas.com)**

### **AGENDA**

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

**CONSENT AGENDA:** These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

### **Live Stream of Meeting**

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

## **ZOOM Participation**

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

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

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

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

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

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

## **PUBLIC COMMENT OPPORTUNITY**

Matters under the jurisdiction of the Board, and 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.

### **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. HUMAN RESOURCES**

- 1) Approve and authorize chair to sign amendment no. one to agreement between Plumas County Human Resources and UBEO to include a document that was inadvertently left out of the original agreement; (No General Fund Impact); approved as to form by County Counsel.

#### **B. DISTRICT ATTORNEY**

- 1) Approve and authorize District Attorney's Office to recruit and fill, funded and allocated, vacant 1.0 FTE Legal Secretary; due to retirement (No General Fund Impact) as approved in the FY 24/25 adopted budget.

**C. SHERIFF'S OFFICE**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Got Power, Inc., to provide generator backup maintenance; effective June 1, 2025; not to exceed \$9,999.00; (General Fund Impact) as approved in FY24/25 and FY25/26 recommended budgets 70331 / 520907 (AB443 / EQUIPMENT MAINTENANCE); approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Berry Enterprises D.B.A., Sierra Electronics; effective 01/01/2025; not to exceed \$350,000.00; No General Fund Impact as approved in FY 25/26, AB443, Rural and Small County Law Enforcement funding (70331 / 520907); approved as to form by County Counsel.

**D. PUBLIC WORKS/ROAD**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Public Works and Cascade Software Systems, Inc for Maintenance and Systems Services Cost Accounting System; effective July 1, 2025; not to exceed \$40,000; (No General Fund Impact) Road funds; approved as to form by County Counsel.

**E. PROBATION**

- 1) Approve and authorize the Chair to ratify and sign an agreement between Plumas County Probation Department and Shasta Treatment Associates to provide a Sex Offender Management Program for juveniles and adults; effective July 1, 2025; not to exceed \$8,000.00; No General Fund Impact, agreement to be paid for out of several Probation state grants; approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Probation and BI Incorporated, a Colorado Subsidiary of the GEO Group Inc (GEO), DBA in California as BI Correctional Services Incorporated, a Colorado Corporation for electronic monitoring services; effective July 1, 2025; not to exceed \$49,000.00; No General Fund Impact, agreement will be paid out of State funded Probation grants; approved as to form by County Counsel.

**F. BEHAVIORAL HEALTH**

- 1) Approve and authorize Chair to sign first amendment to the agreement between Plumas County Behavioral Health and Joseph Schad, DO, for a business name change to Peak Medical, a professional corporation; Federal and State Funding; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Behavioral Health and County of Butte Department of Behavioral Health for a DUI program; effective date of execution; MOU is non-financial. This MOU has not been approved by County Counsel; discussion and possible action.

**G. CLERK OF THE BOARD**

- 1) Approve the Meeting Minutes for all meetings held in June 2025, as submitted.

**3. SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Plumas County Flood Control and Water Conservation District; Beckwourth County Service Area, Quincy Lighting District; and Crescent Mills Lighting District.

**A. ADJOURN AS THE BOARD OF SUPERVISORS**

**B. CONVENE AS THE BECKWOURTH COUNTY SERVICE AREA**

- 1) Approve and authorize Beckwourth CSA to pay Automation Electric, Inc. a non-contract invoice in the amount of \$1,177.53; (No General Fund Impact); discussion and possible action.

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

**4. DEPARTMENTAL MATTERS**

**A. ELECTIONS** - Marcy DeMartile

- 1) Adopt a **RESOLUTION** of the Plumas County Board of Supervisors approving Agreement 24G27132 between the County of Plumas and the Secretary of State under the terms of the Help America Vote Act (HAVA) and approve and ratify the Board Chair's signature on Agreement 24G27132; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**
- 2) Adopt **RESOLUTION** Authorizing the Plumas County Clerk, Registrar of Voters to conduct a special vote by mail election on November 4, 2025, to fill the unexpired term created by resignation of Trustee Area #5 to the Governing Boards of Plumas Office of Education and Plumas Unified School District; (General Fund Impact) as approved in FY25/26 recommended budget (20100 / various sub accounts); approved as to form by County Counsel; discussion and possible action. **Roll call vote**
- 3) Approve and authorize Chair to sign and ratify an agreement between Plumas County Elections and election printer Pro Document Solutions, Inc.; effective June 1, 2025; not to exceed One Hundred Thousand Dollars (\$100,000.00); (General Fund Impact) as approved in FY25/26 recommended budget (20100 / 520233); approved as to form by County Counsel; discussion and possible action.

**B. HUMAN RESOURCES DEPARTMENT** - Sara James

- 1) Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; General Fund impact as approved in FY 2025/2026 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**
- 2) A) Adopt **RESOLUTION** ratifying the Memorandum of Understanding between Plumas County and the International Union of Operating Engineers, Local #3 - General Unit; (General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**  
  
B) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the International Union of Operating Engineers, Local #3 - General Unit; effective January 1, 2025, through December 31, 2026; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.
- 3) Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas to approve Industrial Disability Retirement of Mr. Michael Grant (Section 21156, Government Code); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**C. PLANNING** - Tracey Ferguson

- 1) Pursuant to Government Code Section 51179, authorize and direct the Planning Director to submit the Plumas County Board-Adopted Ordinance No. 2025-1159 and official hazard map entitled "Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as identified by the State Fire Marshal" dated January 22, 2025 with an accompanying letter to Daniel Berlant, State Fire Marshal of the State of California – Natural Resources Agency, Department of Forestry and Fire Protection (CAL FIRE), Office of the State Fire Marshal; discussion and possible action.



**D. AGRICULTURE/WEIGHTS & MEASURES - Willo Vieira**

- 1) Adopt **RESOLUTION** of the Plumas County Board of Supervisors authorizing the Plumas County Agricultural Commissioner to Contract with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Service-Wildlife Services (APHIS-WS) to maintain an Integrated Wildlife Damage Management Program (IWDM) and to Designate the Agricultural Commissioner as the Authorized Representative; (General Fund Impact) as requested in the FY25/26 preliminary budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

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

- 1) Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas authorizing Plumas County Sheriff's Office Hiring Bonus Incentive for Correctional Officers retroactive from May 1, 2025, to June 30, 2026; (General Fund Impact); approved as to form by County Counsel. **Roll call vote**

**5. BOARD OF SUPERVISORS**

- A. **Informational Item Only:** The Board of Supervisors is in receipt of the 2024-2025 Plumas County Civil Grand Jury Report.
- B. Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**C. APPOINTMENTS**

- 1) **Notice of Vacancy:** This is to announce that a vacancy has occurred on the Airport Land Use Commission. If any member of the public is interested in serving on a County Board, Commission or Committee, please contact the Clerk of the Board at 530-283-6170 or email: [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com). **MADDY ACT:** In compliance with the requirements of the Maddy Act, Government Code §54970
- 2) Re-appointments of Airport Land Use Commission (ALUC) Commissioners (note, the expiration date of the term of office of each ALUC member shall be the first Monday in May in the year in which that member's term is to expire):
  - Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Matthew Samuelson with Expertise in Aviation as a reappointment through May 1, 2028; discussion and possible action.
  - Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Brendan Herbert with Expertise in Aviation as a reappointment through May 7, 2029, discussion and possible action.

**D. CORRESPONDENCE AND WEEKLY REPORTS BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED BOARDS AND ASSOCIATIONS**

**6. CLOSED SESSION**

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

- A. 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. Personnel: Public Employee Performance Evaluation: Planning Director (Board Only)
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- D. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (1 case)
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(2) of Government Code Section 54956.9

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

**7. ADJOURNMENT**

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



## PLUMAS COUNTY

### MEMORANDUM

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

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**Recommendation:**

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**Background and Discussion:**

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**Action:**

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**Fiscal Impact:**

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**Attachments:**

1. BOS Report July 8, 2025

# **BOS Report July 8, 2025**

## **Business & Economic Report**

### **Indian Valley Innovation HUB**

**Lots to report this week:**

- **It's no surprise that the CA Fair Plan rates are still increasing this year. The LA Fires have fueled rate increases from 5% to 21%, depending upon where you live. The Fair Plan is one of the major factors that is limiting home construction starts in much of CA, and in particular, in Plumas County. It is one of two major obstacles in solving our housing crisis in our County. More on that later in this report.**
- **Real Estate Sales continue to be slow through last month.**
  - **Active listings are at 860**
  - **New listings = 154, which is higher than normal**
  - **Total properties sold were only 60, of which:**
    - **37 were residential**
    - **21 were lots/land**
    - **2 were commercial properties. These have been very slow for a year or more.**
    - **Median residential list prices rose to \$519,990 as opposed to \$425,000 in September 2024. This is a factor limiting people moving into the County. Couple this with rising Fair Plan rates, rising costs in gas, utilities, construction, labor, food, and it's easy to see why housing starts are at a minimum. A low annual Median Family Income in a high-cost state is the other major nail in the coffin that is preventing growth or keeping it at a minimum.**
    - **Median sold prices for lots and land fell from \$45,000 last September to just \$25,000 last month.**
    - **Commercial sales are too small to get an accurate fluctuation.**
- **Single Family Home loan rates have remained about the same at 4.75% from the USDA.**
- **New Fictitious Business Name certificates were slow in June, as in May with:**
  - **2 new starts in Portola**
  - **1 new start in Taylorsville**
  - **2 new starts in Chester**
  - **3 new starts in Quincy**
  - **No new starts in District 4**
  - **All names and information were sent to all Four Chambers in Plumas County.**

- There are many exciting business things happening that are a bit under the radar currently:
- Quincy:
  - PDH (Plumas District Hospital) is planning on hiring 40 nurses in the next several months for its long-term care facility. This will put a strain on housing in an already tight housing crunch. PDH will be competing for housing with FRC which is looking for housing for several hundred more students than they can find currently, due to a rising enrollment.
  - While the Paint Store closed recently, Mountain Building Supply opened a paint center in their East Quincy location to keep those services local. Kudos!
  - The Rite Aid Pharmacy closed on Wednesday, July 2<sup>nd</sup>, a loss of 3 employees; the main part of the store will close on Sunday, July 20<sup>th</sup>, another loss of 3 employees. At one time there were 15 full-time and part-time people working at Rite Aid.
  - There are currently 5 – 6 spaces open at that shopping center that holds Rite Aid; some have been open for 4 years. No replacement has been named yet to take over the Rite Aid space.
  - According to the people at the High Sierra Music Festival, there were 4 times as many local tickets sold this year through the Chamber and the Innovation HUB than were sold last year. We sold over 1200 tickets at The Quincy HUB for the High Sierra Music Festival alone!
  - The Quincy Chamber is interviewing this week to hire a Chamber Assistant that will be working at The Quincy HUB.
- Indian Valley:
  - Crescent Country, a mainstay gift shop in Crescent Mills has added a hairdresser from Portola on weekends within space to provide services to Indian Valley.
  - Mat Fogarty from Crescent Mills, is working on three new businesses to build and open soon in Crescent Mills:
    - The Crescent Store with a coffee shop. This would be the first business to open, and he will employee 6 full-time people, and several part-time people seven days per week.
    - Hotel – this will be the next business to open, which will employee several more people.
    - Dispensary – will be the last business to open and again, Mat will hire several people.
    - Everybody will be making \$18 to \$25 per hour.
    - Mat was successful in getting Caltrans to put in a crosswalk between his businesses and Crescent Country across the street, to encourage more shopping and promote safety.

- Mat's businesses have public bathrooms and ADA facilities, which will make stopping more convenient.
- Mat's businesses across the street from Crescent County will create a HUB of activity, especially on Saturday mornings when Crescent County has its Farmers Markets.
- The Indian Valley Innovation HUB has been asked by several people to provide a location in Indian Valley, and we are looking into that. We will be looking at the same model as The Quincy HUB.
- There was a recent ground-breaking for the Way Station in Greenville, which will be the first brick and mortar restaurant in Greenville since the Dixie Fire.
- **Chester:**
  - Last month was the debut of the Main Street Markets, an after-hours event much like the First Fridays in Quincy. For its debut, there were 8 participating vendors, and the Chamber hopes to build on the opening success.
  - Lake Almanor: Saw three restaurants close down since last fall, although one has opened under new management.
  - Seneca Hospital Update: Final slab (concrete) pour will be in about 10 days; this week the vertical structure will start.
  - The new hospital is still on track to get a Certificate of Occupancy by late 2026 and a soft opening in early 2027.
  - Traffic on Hwy 36 east of Chester has impacted businesses in both Chester and Lake Almanor. For several months. Construction has moved east of the Round-a-Bout on Hwy 36 which eases the pressure for businesses in both places.
- **Portola:**
  - As of May 2025, Portola had 54 active business licenses. Since May, the City has added an additional 12 new businesses.
  - This is a slight uptick over last year.
  - As an Advisor for the Sierra SBDC (Small Business Development Center), I have had an increase in new clients seeking business assistance in the Portola area. Interesting that several of them are artists and my plan is to integrate them with Plumas Arts asap.
- **Indian Valley Innovation HUB at The Quincy HUB:**
  - We now have 56 product makers from across Plumas County: 11 from Indian Valley.
    - June sales were over \$6,000.00.
    - Starting this month, we are charging a 20% consignment fee to fall into line with other vendors; however, we will continue to not charge fees from burn scar businesses.

- So far, we have had visitors from 18 foreign countries and 36 states stop in at the Visitors Center at The Quincy HUB. We get a lot of people from the Pacific Coast Trail, people wanting to print their hiking or backpacking permits etc. and a lot of people traveling through wanting information.
- We are changing our mission to “We recruit, start, and help businesses in Plumas County”. It’s easy to remember, and it reflects what we do. We are putting more emphasis in relocating businesses, which is parallel to our efforts with the Move In relocation package and the support for the Down Payment Assistant/First-Time Homebuyers program.
- We collected between \$1,000 and \$2,000 for the Move In relocation package, and we will be making a big effort towards that. We are also raising funds for the Down Payment Assistance Program and for a Business Development Fund to grant monies to assist businesses, much like the 2021 Dixie Fire Economic Development grant that Tracey is administering. I cannot tell you effective and impactful that grant has been. Business have expanded, purchased new equipment to be more efficient and produce things faster, and to provide additional services.
- We are also soliciting people for a new and more Board Members: We are looking for proactive candidates that can provide vision and leadership and focusing more on what we accomplish than on what we do.
- We are also working with Mark Pecotich to keep carrying the torch for Goal # 4 from the RERC (Recreation Economies for Rural Communities) that we want to integrate into our RCAC Grant Program for Quincy and Chester. Goal #4 is the Business and Economic Development function of the RERC for Plumas County. Goal #4.3 is to promote packages of events, activities, and local business offerings; we are struggling with getting coordination for community events and we will meet next week to iron that out. This the type of coordination to cross market activities in various communities such as First Fridays and Main Street Markets.
- The HUB is considering a booth at Gold Diggers on July 19<sup>th</sup>, and we will have a booth at the Plumas Sierra County Fair, which is coming up soon on July 24<sup>th</sup> through the 27<sup>th</sup>.
- I encourage the Board to include the CEDS framework into your new Strategic Plan for Plumas County. The CEDS has a lot of data in it and includes CEDS surveys from over 500 people in Plumas County. It is the largest survey of any type since the Dixie

**Fire, making it extremely relevant and helpful. I suggest reading the SWOT analysis for moving forward.**

- **I want to diverse for a moment and give you some thoughts about our economic future in Plumas County:**
  - **Yes, we have a housing crisis in our County. Hopefully, our Move In program and the Down Payment Assistance programs can help alleviate that crisis. But it's not just the cost of housing and homeowner policies that are threatening the future of housing in Plumas County.**
  - **The reality in my mind, is that we live in a low-wage County in a high-cost state where our costs will continue to increase if anything. It's almost unrealistic to think that we can reduce costs.**
  - **It is our low Median Family Household income of \$64,946 that is so low that it causes:**
    - **Young college graduates, entrepreneurs, and families from moving here. There are more financial opportunities elsewhere.**
    - **That's why you had a brain drain in the County where you lost 19 Department Heads in two years to seek more money elsewhere.**
    - **That's why you couldn't find personnel to hire to staff your jail and Deputy positions.**
    - **That's why your school enrollment has decreased so much; ask the School District and they will tell you about declining school enrollment and how that affects revenue. We've lost almost 1400 students from our peak student enrollment in 2000. At \$10,500 per student, almost \$15,000,000 in today's school subsidy dollars.**
    - **That's why we are aging out, because young people and young families can't afford to live here. We don't have the demographics to raise babies when our Median Age in Plumas County is 54 and over 58 in Quincy!**
    - **There are other counties and communities in CA where they are still building lots of houses, even when they cost more than they do here. Why is that? Their Median Family Household Income is much higher, almost \$25,000 a year higher. That's a lot of money to put down on a mortgage and have money left over for groceries, insurance, car payments, and childcare.**
    - **I'm not complaining about the low wages here, I'm just telling you I think that's the reality we had better face in our strategic planning. Can we simply raise wages overnight? Not in a million years, especially in a low paying seasonal industry of tourism and recreation that we are dependent upon.**
    - **What will it take?**



- Investments like the Move In relocation package, Down Payment Assistance/First Time Homebuyer's programs, and business assistance programs.
- Industry recruitment. The Lost Sierra Chamber and the Innovation HUB are pursuing this.
- Industry diversification that will bring in higher paying jobs with benefits. We need light manufacturing, tech companies, and production industries to move here. We are going after them and we want to incentivize them. If we don't, someone else will. We need people with skills and resources to move here.
- With the right combination of incentives to relocate people here and to make housing more affordable, coupled with recruiting diverse industries, we can change our demographics and dynamics. The sooner we realize and commit to those strategies, the sooner we will be on a path to reverse our depopulation and breathe life back into our communities.

Thank you for your consideration.

Clint Koble: Indian Valley Innovation HUB: [clint.koble@gmail.com](mailto:clint.koble@gmail.com); (530) 375-0126.



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

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

**FROM:** Sara James, Deputy County Counsel III/Interim Human Resources Director

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize chair to sign amendment no. one to agreement between Plumas County Human Resources and UBEO to include a document that was inadvertently left out of the original agreement; (No General Fund Impact); approved as to form by County Counsel.

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**Recommendation:**

Approve and authorize agreement amendment between Plumas County Human Resources and UBEO; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Background and Discussion:**

Amend printer contract as vendor excluded language from the original agreement.

**Action:**

Approve and authorize agreement amendment between Plumas County Human Resources and UBEO; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Fiscal Impact:**

General Fund Impact

**Attachments:**

1. 5706 FINAL

**FIRST AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND UBEO WEST, LLC**

This First Amendment to Agreement (“Amendment”) is made on May 20, 2025, between PLUMAS COUNTY, a political subdivision of the State of California (“COUNTY”), and UBEO WEST, LLC (“CONTRACTOR”) who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and UBEO WEST, LLC have entered into a written Agreement dated January 7, 2025, (the “Agreement”), in which UBEO WEST, LLC agreed to provide a copier and maintenance services to Plumas County.
  - b. Because a document was inadvertently left out of the original agreement the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Paragraph 2 is amended to read as follows:

Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, C, D, E, and F attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty thousand and 00/100 Dollars (\$22,000.00).
  - b. Exhibit F is incorporated by this reference and attached hereto.

The addendum attached as Exhibit F “Addendum to Agreement for application #2037461” amends section 14. Defaults and Remedies of Exhibit B “Value Rental Agreement” of the January 7, 2025 Agreement.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated January 7, 2025, shall remain unchanged and in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

**CONTRACTOR:**

UBEO WEST, LLC

By: \_\_\_\_\_

Name: John Fortino

Title: Chief Financial Officer

Date signed:

**COUNTY:**

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

By: \_\_\_\_\_

Name: Kevin Goss

Title: Chair, Board of Supervisors

Date signed:


By: \_\_\_\_\_

Name: Allen Hiskey

Title: Clerk of the Board

Date signed:

Approved as to form:

  
\_\_\_\_\_  
Joshua Brechtel, Attorney  
County Counsel's Office

## Addendum to Agreement for application # 2037461

WHEREAS, UBEO West, LLC ("Dealer") and County of Plumas, California ("Customer") have determined that it is for their mutual benefit to enter into this Addendum ("Addendum") to the Lease Agreement (whether designated a Lease, Rental Agreement, Master Lease, or otherwise) ("Agreement") for the lease or rental of certain equipment ("Equipment").

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound, the parties hereto hereby agree as follows:


Capitalized terms used herein but not otherwise defined herein shall have the respective meanings given to such terms in the Agreement. It is expressly agreed by the parties that this Addendum is supplemental to the Agreement and that the provisions thereof, unless specifically modified herein, shall remain in full force and effect and shall apply to this Addendum as though they were expressly set forth herein.

In the event of any conflict or inconsistency between the provisions of this Addendum and any provisions of the Agreement, the provisions of this Addendum shall in all respect govern and control.

The terms and conditions paragraph(s) in the Agreement (Rev: 5/1/2022) are changed as follows:

**14. Default and Remedies:** Paragraph 14 is amended by deleting "The Customer promises to pay Owner's" and replacing with "The prevailing party" in the third sentence.

Customer agrees that Dealer may accept a facsimile copy of this Addendum as an original, and that such facsimile copy will be treated as an original for all purposes. THIS ADDENDUM SHALL BE EFFECTIVE WHEN IT HAS BEEN SIGNED BY CUSTOMER AND ACCEPTED BY DEALER.

<p><b>UBEO West, LLC</b> <small>DocuSigned by:</small></p> <p>By: <u>John Fortino</u> Title: <u>CFO</u> Date: <u>3/28/2025</u></p>	<p><b>County of Plumas, California</b></p> <p>By: _____ Printed Name: _____ Title: _____</p>
	<p>By: _____ Printed Name: _____ Title: _____</p>



**PLUMAS COUNTY  
DISTRICT ATTORNEY  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** David Hollister, District Attorney  
**MEETING DATE:** July 8, 2025  
**SUBJECT:** Approve and authorize District Attorney's Office to recruit and fill, funded and allocated, vacant 1.0 FTE Legal Secretary; due to retirement (No General Fund Impact) as approved in the FY 24/25 adopted budget.

---

**Recommendation:**

Approve and authorize District Attorney's Office to recruit and fill, funded and allocated, vacant 1.0 FTE Legal Secretary; due to retirement (No General Fund Impact) as approved in the FY 24/25 adopted budget.

**Background and Discussion:**

Due to a pending retirement in our office, it is necessary to fill position that will be vacant on July 31, 2025. This position provides administrative support to the three Attorney's in the District Attorney's Office. I would like to recruit and fill, the funded and allocated, vacant 1.0 FTE Legal Assistant Position; (No General Fund Impact).

**Action:**

Approve and authorize District Attorney's Office to recruit and fill, funded and allocated, vacant 1.0 FTE Legal Secretary; due to retirement (No General Fund Impact) as approved in the FY 24/25 adopted budget.

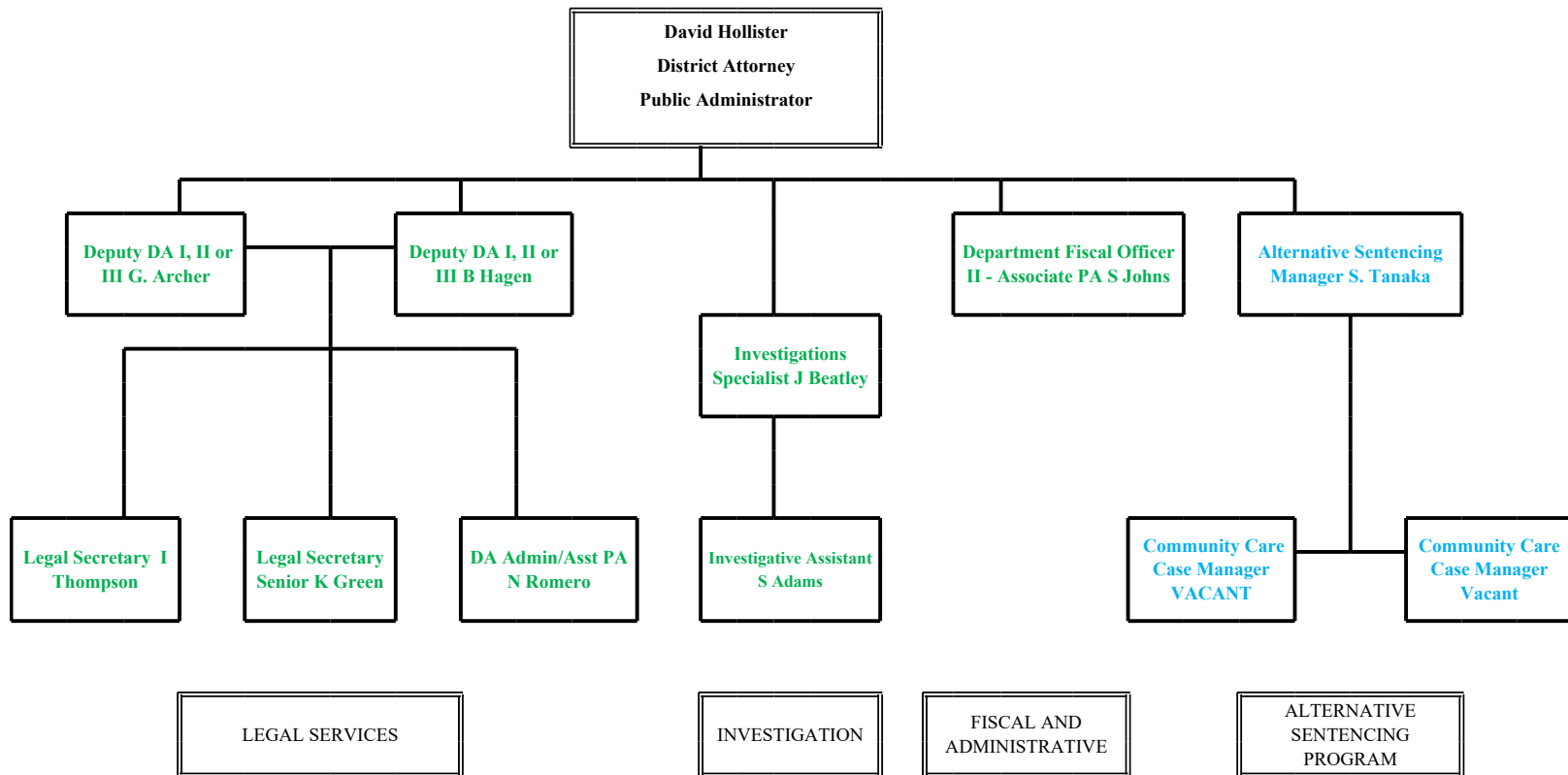
**Fiscal Impact:**

(No General Fund Impact) approved in the FY 24/25 adopted budget.

**Attachments:**

1. DA - ASP Org Chart 24-25
2. Legal Secretary - NS 10 2019

**Plumas County District Attorney's Office  
Organizational Chart  
2024-2025**



## **LEGAL SECRETARY**

### **DEFINITION**

Under general supervision, to perform a variety of specialized secretarial and administrative support duties for one or more attorneys; to compose, prepare and process a wide variety of legal documents; to answer public and staff contacts and concerns; and to do related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class in the Legal Secretary series. This class differs from the class of Legal Secretary Trainee by increased responsibility for performing a wide variety of legal secretarial work.

Incumbent should expect frequent contact with attorneys, other departments, agencies and the public, which requires knowledge of the courts and other county departments. Incumbents are required to exercise independent judgment and discretion, safeguard the confidentiality of information and demonstrate tact and diplomacy. Accurate word processing and knowledge of legal terminology and legal processes are essential to the satisfactory performance of work for the legal secretary class series.

### **REPORTS TO**

District Attorney and Deputy District Attorneys

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None



## LEGAL SECRETARY - 2

### **EXAMPLES OF DUTIES**

- Serve as Legal Secretary to attorneys, relieving them of a variety of administrative work.
- Take and transcribes, prepares and proofreads a wide variety of legal notes, correspondence, and documents including briefs, orders, affidavits, petitions, motions, warrants, complaints, subpoenas, abstracts of judgments, etc.
- Process legal documents, records and reports within the department, through the courts or with other agencies.
- Obtain a variety of records and reports required for cases, i.e. drug and alcohol analyses, DMV reports, criminal history.
- Prepare files for attorneys, pulls files for cases scheduled for court and ensures required documents are included.
- Record court events and disposition on the case file and in computerized case tracking system.
- Monitor the progress of documents through the judicial process to ensure their timely and proper processing.
- Schedule appointments and meetings for attorneys.
- Compile data and completes reports required by other government agencies.
- Organize and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Interpret and explains County and department policies, rules, and regulations in response to inquiries; refers inquiries as appropriate.
- Screen telephone calls and mail, provides information requested, takes messages, refers inquiry or request to appropriate staff or other agency, and resolves matters which do not require legal advice.
- Operate word processing equipment and computer terminals to input, access and print data.
- Calendar court appearances and maintain case logs of proceedings.
- Receive case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Set up materials for meetings and conferences.
- Perform a wide variety of general clerical duties to support departmental operations including typing, copying, filing, entering computer data, faxing, retrieving files, preparing records and monthly reports, maintaining calendars, and ordering and maintaining office supplies and program material.
- Provide backup for other Legal Secretaries in the department.
- Perform other duties as assigned and needed.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Thorough knowledge of office procedures and practices, including preparation of correspondence and reports and filing
- Correct English usage, spelling, grammar and punctuation
- Thorough knowledge of standard formats for business correspondence and reports
- Personal computers and software applications related to office and administrative support work
- Working knowledge of legal terminology forms, documents, court protocol, practices and procedures
- Working knowledge of the forms and formatting for legal documents
- Some knowledge of the organization, services, programs and functions of the legal system

**Ability to:**

- Work well independently
- Orient and train new employees
- Learn to perform routine legal research
- Perform a wide variety of legal clerical work requiring independent judgment, accuracy and speed; take notes rapidly and accurately transcribe own note
- File materials alphabetically, chronologically, and numerically
- Prepare final legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts
- Communicate effectively in both oral and written form
- Understand, interpret, explain and apply laws, regulations, policies and procedures
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities
- Establish and maintain effective working relationships
- Understand and follow oral and written directives
- Maintain records and prepare reports
- Adjust to workload changes, react calmly and professionally in emergency, emotional, and/or stressful situations, and meet deadlines under pressure of legal deadlines
- Screen and prioritize correspondence and phone call
- Exercise sound judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy
- Operate word processing equipment and computer terminals to input and access data;
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the department and County
- Type legal documents rapidly and accurately at a rate sufficient to perform duties satisfactorily

## LEGAL SECRETARY - 4

### **Ability to – continued:**

- Operate standard office equipment.

### **Training and Experience:**

Qualifications needed for this position:

Two years of responsible legal secretarial experience comparable to a Legal Secretary Trainee with Plumas County or two years of experience which demonstrates possession of the knowledge and abilities listed in this job description,

**OR**

An AA degree in a related field such as Administration of Justice or paralegal. Course work in legal research, records, management, legal technology, business law, legal writing, business communications, word processing and law terminology is highly desirable.

### **Special Requirements:**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California 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  
SHERIFFS DEPARTMENT  
MEMORANDUM**

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

**FROM:** Sarah Novak, Sheriff's Fiscal Officer

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Got Power, Inc., to provide generator backup maintenance; effective June 1, 2025; not to exceed \$9,999.00; (General Fund Impact) as approved in FY24/25 and FY25/26 recommended budgets 70331 / 520907 (AB443 / EQUIPMENT MAINTENANCE); approved as to form by County Counsel.

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**Recommendation:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Got Power, Inc., to provide generator backup maintenance; effective June 1, 2025; not to exceed \$9,999.00; (General Fund Impact) as approved in FY24/25 and FY25/26 recommended budgets 70331 / 520907 (AB443 / EQUIPMENT MAINTENANCE); approved as to form by County Counsel.

**Background and Discussion:**

Contract to provide generator backup maintenance at Sheriff's Office.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Got Power, Inc., to provide generator backup maintenance; effective June 1, 2025; not to exceed \$9,999.00; (General Fund Impact) as approved in FY24/25 and FY25/26 recommended budgets 70331 / 520907 (AB443 / EQUIPMENT MAINTENANCE); approved as to form by County Counsel.

**Fiscal Impact:**

(General Fund Impact) as approved in FY24/25 and FY25/26 recommended budgets 70331 / 520907 (AB443 / EQUIPMENT MAINTENANCE)

**Attachments:**

1. Got Power 2025 FINAL

## 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 **Sheriff's Office** (hereinafter referred to as "County"), and Got Power, Inc., a California Corporation, DBA California Diesel and Power, DBA CD & Power (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Nine Thousand, Nine Hundred and Ninety-Nine and 00/100 Dollars (\$9,999.00).
3. Term. The term of this agreement shall be from June 1, 2025, through May 31, 2026, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from June 1, 2025, to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

\_\_\_\_ COUNTY INITIALS

- 1 -

CONTRACTOR INITIALS \_\_\_\_

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

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

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

d. Workers Compensation insurance in accordance with California state law.

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

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

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

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Business-to-Business Relationship. Contractor represents and warrants that Contractor is an individual acting as a sole proprietor, or a business entity formed as a partnership, limited liability company, limited liability partnership, or corporation ("business service provider") that customarily provides services of the same nature as the services provided for County under this Agreement. Contractor represents and warrants that Contractor advertises these services to and contracts with entities other than County. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance of, 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 Contractor's performance of the services. Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than the County without restriction. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance that Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.



16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. 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:

Sheriff's Office  
County of Plumas  
1400 E. Main Street  
Quincy, CA 95971  
Attention: Sarah Novak, Fiscal Officer

Contractor:

Got Power, Inc.  
150 Nardi Lane  
Martinez, CA 94553  
Attention: Bill Lawson, Reno Branch Manager

23. 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.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
26. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

27. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
28. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

**CONTRACTOR:**

Got Power, Inc., a California Corporation,  
DBA California Diesel and Power, DBA CD &  
Power

By: \_\_\_\_\_  
Name: Jill Collaro  
Title: CEO, CFO, Secretary  
Date signed:

**COUNTY:**

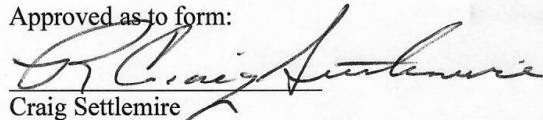
County of Plumas, a political subdivision of  
the State of California

By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chair, Board of Supervisors  
Date signed:

**ATTEST:**

By: \_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk, Board of Supervisors  
Date signed:

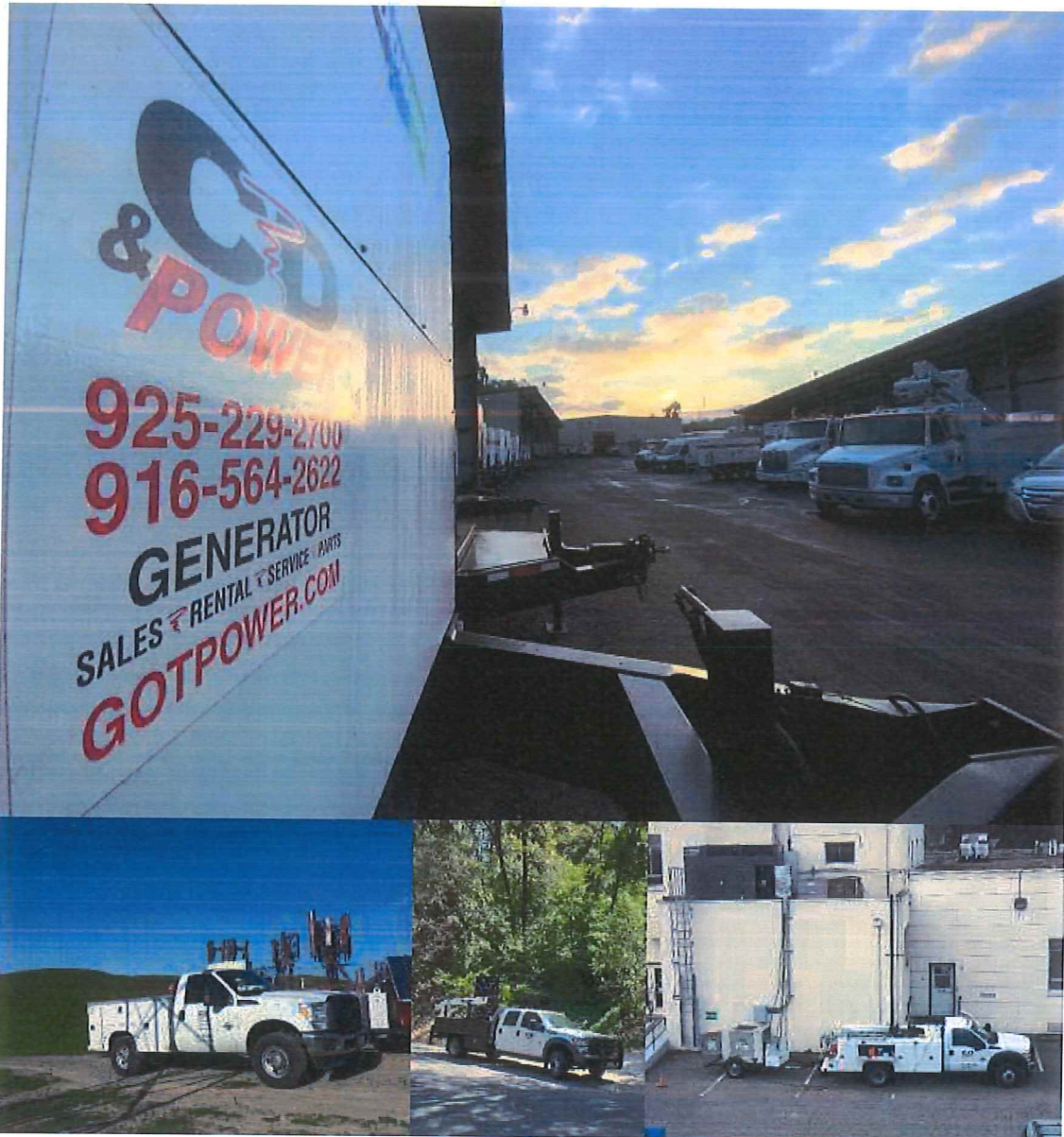
Approved as to form:

  
Craig Settemire  
Counsel

**EXHIBIT A**

**Scope of Work**

**See Attached.**



**PLUMAS COUNTY SHERIFF'S OFFICE**  
**Attention: CHANDLER PEAY**  
**Annual Inspection UPS**  
**May 20, 2025**

**Sacramento Branch:**  
4372 Pinell Street  
Sacramento, California 95838  
Phone 916.564.2622

**Headquarters:**  
150 Nardi Lane  
Martinez, California 94553  
Phone 925.229.2700  
Fax 925.229.2702

**Reno Branch:**  
1395 Spice Islands Drive  
Sparks, Nevada 89431  
Phone 775.331.4151

Contractor License #757162

GotPower.com

May 20, 2025

QUOTE#**PLMSHER05192025**

**PLUMAS COUNTY SHERIFF**

**1400 E Main St.**

**Quincy, Ca. 95971**

**Attn: Chandler Peay**

**Phone: (530) 283-6397**

**Email: [chandlerpeay@countyofplumas.com](mailto:chandlerpeay@countyofplumas.com)**

**Re: Generator Maintenance**

**Chandler,**

We are pleased to offer the services listed below. CD & Power has been in business since 1985 and specializes in engine and generator service, rental, sales, and installation.

Our company is the largest independent generator service organization in Northern California & Western Nevada with 28+ factory trained generator technicians equipped with field service trucks stocked with parts and supplies.

CD & Power is a certified woman-owned business; and registered with the Department of Industrial Relations for public works projects.

Throughout our 40 years in business, our company culture has been based on outstanding service, safe work practices, continuous learning and training, and customer service. We strive to build long-term relationships with our customers built on trust and integrity.

Should you have any questions about anything in this proposal, I welcome your call.

Sincerely,

**Bill Lawson**

**Branch Manager**



## Pricing:

### UPS Systems annual preventative maintenance and service

> (1) – UPS 1400 E Main St	
Preventative Maintenance/Inspection	\$ 750.00
> (1) – UPS	
Preventative Maintenance/inspection	\$750.00

#### IMPORTANT NOTE:

Quoted price assumes typical inspection of UPS system and batteries and does not include time and materials for repair. All consumables and disposal of hazardous waste are extra and will be itemized on invoice.

\*\*\*\*\* Compliance Services \*\*\*\*\*  
(Pricing Available Upon Request)

- Remote Monitoring
- Transfer Switch Inspection & Testing
- 4 Hour Load Bank Testing
- Fuel Polishing
- E-Stop Switch
- Rental Equipment
- UPS Preventative Maintenance and Service

Thank you for the opportunity to supply you with pricing. We want to make sure we do what's most important to you folks that keep our communities safe.

Bill Lawson Reno Branch Mgr  
Office: (775) 331-4151  
Cell: (775) 378-7602  
Email: [blawson@gotpower.com](mailto:blawson@gotpower.com)

Lisa Scheneman, Admin Assistant  
Office: 1(775) 331-4151 ext. 137  
Cell: (775) 470-2743  
Email: [lscheneman@gotpower.com](mailto:lscheneman@gotpower.com)

1/ CD & Power shall provide 24-hour emergency service billed as set forth below. A representative of COMPANY that is empowered to authorize payment must place calls for service by COMPANY to CD & Power.

2/ Calls by customer for service / repairs shall be billed at \$165.00/hr portal to portal plus mileage (\$3.00 per mile). Monday through Friday, 8:00 AM to 4:30 PM, constitute normal time. Calls requesting service after normal time will be billed hourly, plus mileage, supplies and fees. Charges as follows:

4:31 PM to 12:00 AM billed at \$231.00/hr. 12:01 AM to 7:59 AM billed at \$297.00/hr.

Saturdays 8:00 AM to 12:00 AM = \$231.00/hr. Saturdays more than 8 hours worked, Sundays & Holidays billed at \$297.00/hr. 4 Hour minimum for call outs

3/ CD & Power warranties parts and service for 90 days from date of purchase to be free from defects in workmanship under normal use and service. CD & Power's obligation under this warranty is limited to repair or replacement at CD & Power's option of any parts damaged due to faulty workmanship. CD & Power shall in no event be liable for failures resulting from owner or operator abuse or neglect such as but not limited to: operation without adequate fluids, over fueling, over speeding, lack of maintenance, improper storage, starting, warm-up, run-in or shutdown practices. CD & Power shall in no event be liable for towing charges, maintenance items, communications expenses, overtime expenses, and cargo expenses and all business cost and losses of revenue resulting from a warrantable failure.

4/ CD & Power shall advise COMPANY of any changes made to equipment.

5/ CD & Power, at its own expense, shall obtain and maintain in full force and affects the following insurance with sound and reputable insurers during the term of this agreement. 1. Worker's Compensation insurance in accordance with the statutory requirements of the state of California: 2. Automobile Liability insurance on all motor vehicles for highway use, both

owned and non-owned and, 3. Comprehensive Liability insurance for bodily injury and property damage.

6/ Customer will be responsible for any additional premiums that occur due to requests for special endorsements or forms that are not a part of CD & Power's standard insurance policy.

7/ Neither COMPANY nor CD & Power may assign this agreement or any of its rights hereunder or delegate any of its duties hereunder without prior written consent of the other.

8/ Service and hourly rates are reviewed and potentially increased at the end of each calendar year based on CPI Index cost of living.

9/ Load Bank pricing is for one two-hour load bank during normal business hours at time of inspection/service only, unless otherwise noted. If generator experienced failure during load bank testing additional charges to return at a later date and complete load bank will apply. To perform any Load Bank Test. An appropriate breaker must be affixed **at the generator** for energy isolation and surge protection of the equipment as well as the safety for all personnel. If a generator set does not have an appropriate breaker, then the load bank test will not be completed. Quotes can be provided for additions of breakers. CD & Power will not be responsible for damaged equipment.

10/ CD & Power is not responsible for parts delay, additional cost for delay in parts for repair is at customer's expense. Material cost increases incurred during contract period of more than 3% will be added to the cost of the project



11/ Costs for 3<sup>rd</sup> party submittal or customer portal registration/ membership will be at an additional charge.

CD&Power is updating customers on cost adjustments due to government trade actions (tariffs, duties, etc.). These adjustments will be implemented when trade actions impact production costs, starting on the effective date of the government orders. CD&Power will notify customers about specific adjustments and provide relevant tariff classifications, while protecting third-party confidentiality and trade secrets. Business unit representatives will communicate specific adjustments as needed.

## Fire Pump Liability Disclaimer and Acknowledgment Form

### 1. Scope of Services

CD & Power specializes in the sale, rental, and maintenance of power generation equipment, including generators and related systems. Our expertise is strictly limited to maintaining and servicing the **engine components** of fire pump systems.

We do **not** operate, test, or perform flow testing on fire pumps. These tasks require certified professionals.

### 2. Certification and Licensing Limitations

- **CD & Power** does **not** hold the certifications or licenses required to operate or test fire pumps as mandated by safety standards (e.g., NFPA 20).
- Customers are responsible for ensuring that all fire pump operations are conducted by qualified personnel, such as licensed engineers or inspectors.

### 3. Customer Responsibilities

By engaging our services, the customer agrees to:

- Supply certified professionals for any fire pump operations beyond engine maintenance.
- Ensure compliance with all applicable safety standards and regulations.

### 4. Limitations of Liability

Our services are limited exclusively to engine maintenance for fire pump systems. Any work beyond this scope must be performed under the supervision of a certified professional.

We disclaim liability for:

- The operation or testing of fire pumps.
- Damages, injuries, or system failures caused by improper use of fire pump systems.
- Non-compliance with safety regulations related to fire pump operations.

### 5. Acknowledgment

The customer acknowledges and agrees that:

- They have been informed that **CD & Power** is **not** certified to operate or test fire pumps.
- They accept full responsibility for ensuring licensed professionals handle all fire pump operations.
- They release **CD & Power** from any liability related to the operation or misuse of fire pump systems outside the scope of our services.

Quotes are good for 30 days

Customer acknowledges and agrees that they have been advised as follows:

1. CD & Power may not be able to get parts for their generator.
2. This could be due to age or availability.
3. Any attempt to have a part rebuilt/refurbished is at the sole cost and discretion of the customer.
4. To get an older/obsolete/unavailable part refurbished, CD & Power may utilize un-vetted vendors. Normal warranty does not apply.
5. Customer is liable for all labor time spent regardless of outcome.
6. Additional charges may be incurred in some circumstances for proprietary software requiring OEM support.
7. Rental generator charges are not included in any repair quote unless specified.
8. Rental charges are quotes at T & M and rental period could extend based on availability of parts.
9. Assuming generators are at ground floor and reasonable access for a service truck within 25' of the generator.

I have read and understand the above terms, conditions and description of the services provided.

Customer:

CD & Power

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Heffernan Insurance Brokers 101 Second Street, Suite 120 Petaluma CA 94952	<b>CONTACT</b> NAME: Maria Hill PHONE (A/C No. Ext): 707-789-3069 E-MAIL ADDRESS: MariaH@heffins.com	<b>FAX</b> (A/C, No): 707-781-0800
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A : Travelers Property Casualty Company of America		25674
INSURER B : The Travelers Indemnity Company of Connecticut		25682
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER: 1009375121

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: \$0 Deductible			P-630-5790C67A-TIL-24	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			810-7N349896-24-36-G	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP-0K91553A-24-43	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 XS over GL, AL, EL \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	UB-8K461791-24-14-G	8/5/2024	8/5/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: As Per Contract or Agreement on File with Insured.

**CERTIFICATE HOLDER****CANCELLATION**

California Diesel & Power  
150 Hardi Lane  
Martinez, CA 94553

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Chad Hermann, Undersheriff

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Berry Enterprises D.B.A., Sierra Electronics; effective 01/01/2025; not to exceed \$350,000.00; No General Fund Impact as approved in FY 25/26, AB443, Rural and Small County Law Enforcement funding (70331 / 520907); 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 Berry Enterprises D.B.A., Sierra Electronics; effective 01/01/2025; not to exceed \$350,000.00; No General Fund Impact as approved in FY 25/26, AB443, Rural and Small County Law Enforcement funding (70331 / 520907); approved as to form by County Counsel.

**Background and Discussion:**

Sierra Electronics provides maintenance, replacement and repairs to the Sheriff's Office portable, base and mountain top communication sites and has done so for roughly the past twenty years. With the retirement of the Sheriff's in-house I.T., they are our primary vendor for these types of repairs.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Berry Enterprises D.B.A., Sierra Electronics; effective 01/01/2025; not to exceed \$350,000.00; No General Fund Impact as approved in FY 25/26, AB443, Rural and Small County Law Enforcement funding (70331 / 520907); approved as to form by County Counsel.

**Fiscal Impact:**

No General Fund impact. This contract is paid for through AB 443, Rural and Small County Law Enforcement funds, (70331 / 520907).

**Attachments:**

1. Sole Source, Sierra Electronics
2. 5984 FINAL



# OFFICE OF THE SHERIFF

1400 E Main St. Quincy, California – (530) 283-6375 – Fax 283-6344

**Todd Johns**  
SHERIFF/CORONER

DATE: May 28, 2025

TO: Kevin Goss, Plumas County Chair of the Board of Supervisors

FROM: Chad Hermann, Plumas County Undersheriff

RE: Sole Source Request for Berry Enterprises, DBA Sierra Electronics  
for Sheriff's Office and Office of Emergency Services


Sir,

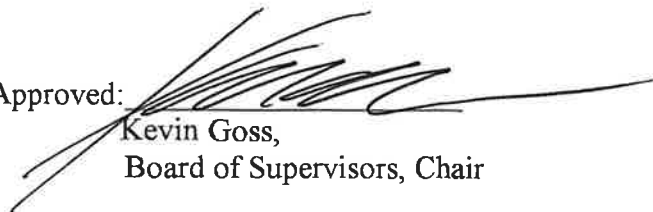
I am requesting your support and authorization to move forward with a contract between Plumas County and Berry Enterprises, DBA "Sierra Electronics" from Reno, Nevada. For over 20 years, Sierra Electronics has provided technical and maintenance support to the county's communication sites, I.T. support, along with vehicle and handheld communication devices serving all of the County's First Responders and EMS.

The necessity for this contract being moved forward through sole source procurement rather than going to bid is simply, Sierra Electronics has vast insight into our current communication issues, historical knowledge of the communication sites and the ability to respond even during inclement weather. Having to go to bid every few years would certainly cause more expense to the county as all communication vendors do not use the same products and should not be mismatched. Additionally, the building of the communications infrastructure and maintaining the towers resiliency takes years to plan and complete along with paying for the services rendered.

Thank you for your consideration.

Respectfully,

  
Chad Hermann  
Undersheriff  
Plumas County Sheriff's Office  
(530) 283-6361  
chermann@pcso.net

Approved:   
Kevin Goss,  
Board of Supervisors, Chair

## 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 Plumas County Sheriff's Office (hereinafter referred to as "County"), and Berry Enterprises Inc., a Nevada Corporation DBA Sierra Electronics, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed three hundred and fifty thousand and 00/100 Dollars (\$350,000.00).
3. Term. The term of this agreement shall be from January 1, 2025, through December 31, 2026, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from January 1, 2025, to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

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



- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

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

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Business-to-Business Relationship. Contractor represents and warrants that Contractor is an individual acting as a sole proprietor, or a business entity formed as a partnership, limited liability company, limited liability partnership, or corporation ("business service provider") that customarily provides services of the same nature as the services provided for County under this Agreement. Contractor represents and warrants that Contractor advertises these services to and contracts with entities other than County. Contractor represents and warrants that Contractor maintains a separate business location and has



all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance of, 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 Contractor's performance of the services. Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than the County without restriction. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance that Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.

13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by

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

22. 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:

Plumas County Sheriff's Office  
County of Plumas  
1400 East Main Street  
Quincy, CA. 95971  
Attention: Undersheriff Chad Hermann

Contractor:

Berry Enterprises, Inc., DBA Sierra Electronics  
690 East Glendale Ave., Suite 98  
Sparks, NV., 89431  
Attention: Jarry Walton

23. 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.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
26. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
27. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
28. 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.

[SIGNATURES ON FOLLOWING PAGE]

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

**CONTRACTOR:**

Berry Enterprises, Inc., Nevada Corporation  
DBA Sierra Electronics

By: \_\_\_\_\_  
Name: Jarrell Walton  
Title: President  
Date signed:

By: \_\_\_\_\_  
Name: Donna Walton  
Title: Secretary  
Date signed:

**COUNTY:**

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


By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chair of the Board  
Date signed:

By: \_\_\_\_\_  
Name: Todd Johns  
Title: Sheriff  
Date signed:

**ATTEST:**

By: \_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk of the Board  
Date signed:

Approved as to form:

  
\_\_\_\_\_  
Joshua Breehtel, Attorney  
County Counsel's Office

## **EXHIBIT A**

### **Scope of Work**

Berry Enterprises, Inc. DBA as Sierra Electronics will provide monthly service as needed to the listed equipment in Schedule "B" as well as maintain, repair or replace Plumas County Sheriff's Office communications equipment on mountain radio sites and communication base stations throughout Plumas County as needed.

## **EXHIBIT B**

### **Fee Schedule for January 2025 – June 2025**

Equipment Description	Model#	Serial#	Place of Service	Per unit	Total
AstraDigital Base Station			Hough	46.00	46.00
XTLDigitalBaseStation			Quincy/Portola	46.00	92.00
MSF 5000UHF RF Link			Dispatch/Huff	138.00	138.00
MSF 5000Repeater		Huff/Red	Black	69.00	69.00
Quantar Repeaters			HIRed/Beck/Dyer	69.00	276.00
QuantarBase			Quincy	57.50	115.00
3Position Dispatch Console			Quincy	258.75	258.75
IP Link From Quincy ToPortola			Quincy/Portola	28.75	28.75
XTS2500PortableRadios			Sierra Shop	7.20	432.00
HT1000 Portable Radios			Sierra Shop	7.20	43.20
MT2000PortableRadios			Sierra Shop	7.20	1440
XTL5000Mobile Radios			Quincy	7.20	2,3040
MCS2000 MobileRadios			Quincy	7.20	72.00
Vehicular Repeaters			Quincy	4.00	176.00
Spectra Mobile Radios			Quincy	7.20	1440
FederalTM4SirenControlModules			Quincy	4.60	128.80
Undercover Siren & Light Controllers			Quincy	4.60	1840
XTL5000BoatRadios			Quincy	2.30	11.50
MCS2000Boat Radio			Quincy	2.30	2.30
Kenwood TKR8400	MedConEquipment		0Beck/Fiea/Hough/Rr	69.00	276.00
Quantar Repeater	MedCon Equipment		ODyer	69.00	69.00
				Monthly Total	2,511.90

#### Scope of Work and Fee Schedule

For all labor work on equipment that is not covered under the attached Equipment List, Contractor's labor rates are:

For in-shop or field installation: \$65.00 per

hour For bench repairs: \$96.00 per hour

For field repairs: \$110.00 per hour

For high technical labor: \$125.00 per hour

The labor rates listed in this Agreement shall not be applicable to project-based work awarded following the solicitation of bid requests from the County. The labor rates for such project-based work shall be the amounts quoted in Contractor's responses to such bid requests.

**EXHIBIT B****Fee Schedule for July 1, 2025 – December 31, 2026**

## Sheriff's Office

Equipment type	Quantity	Price each	Total
Avtec radio console	3	\$ 100.00	\$ 300.00
GTRs Repeaters/Base	5	\$ 75.00	\$ 375.00
Quantar repeater or base stations	3	\$ 75.00	\$ 225.00
MTR2000	1	\$ 75.00	\$ 75.00
XTL Astro consolettes	2	\$ 50.00	\$ 100.00
XTL	35	\$ 7.50	\$ 262.50
APX converted to a base station	1	\$ 50.00	\$ 50.00
APX 4000	55	\$ 7.50	\$ 412.50
XTS	14	\$ 7.50	\$ 105.00
Microwave-1-1+1 link	1	\$ 75.00	\$ 75.00
Microwave- 2+0 links	2	\$ 75.00	\$ 150.00
Microwave-1+0 links	6	\$ 75.00	\$ 450.00
Microwave- 4.9 links	2	\$ 75.00	\$ 150.00
Microwave- PTP-250 links	2	\$ 75.00	\$ 150.00
Microwave- Ubiquity links	2	\$ 75.00	\$ 150.00
MLC for the SO	4	\$ 20.00	\$ 80.00
MLC for Public Works	3	\$ 20.00	\$ 60.00
MLC for Fire	2	\$ 20.00	\$ 40.00
IP-224s	2	\$ 20.00	\$ 40.00
Kenwood Base for PWs	1	\$ 50.00	\$ 50.00
Quantar Med Com Repeaters	3	\$ 75.00	\$ 225.00
Kenwood Medcom repeaters	2	\$ 75.00	\$ 150.00
Pyramid repeaters	35	\$ 5.00	\$ 175.00
MCS 2000	1	\$ 7.50	\$ 7.50
Spectra Mobiles	0	\$ -	\$ -
Siren Control Module	35	\$ 5.00	\$ 175.00
Light bars	35	\$ 5.00	\$ 175.00
Boat patrol mobiles	6	\$ 3.75	\$ 22.50

Search and Rescue

Equipment type	Quantity	Price each	Total
Motorola XTL- Search and Rescue	6	\$ 3.75	\$ 22.50
Motorola APX - Search and Rescue	2	\$ 3.75	\$ 7.50
MCS 2000 - Search and Rescue	2	\$ 3.75	\$ 7.50
Pyramid repeater - Search and Rescue	5	\$ 2.50	\$ 12.50
Kenwood NX-210 - Search and Rescue	18	\$ 3.75	\$ 67.50
Kenwood NX-5200 - Search and Rescue	4	\$ 3.75	\$ 15.00
Minitor V pagers -		T&M	\$ -

**Monthly Total**

**\$ 4,362.50**

For all labor work on equipment that is not covered under the attached Equipment List, Contractor's labor rates are:

For in-shop or field installation: \$65.00 per

hour For bench repairs: \$96.00 per hour

For field repairs: \$110.00 per hour

For high technical labor: \$125.00 per hour

The labor rates listed in this Agreement shall not be applicable to project-based work awarded following the solicitation of bid requests from the County. The labor rates for such project-based work shall be the amounts quoted in Contractor's responses to such bid requests.

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CONTRACTOR INITIALS \_\_\_\_





**PLUMAS COUNTY  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

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

**FROM:** Rob Thorman, Director of Public Works

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Chair to sign an agreement between Plumas County Public Works and Cascade Software Systems, Inc for Maintenance and Systems Services Cost Accounting System; effective July 1, 2025; not to exceed \$40,000; (No General Fund Impact) Road funds; approved as to form by County Counsel.

---

**Recommendation:**

The Department of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute a Professional Services Agreement for Maintenance and Systems Services for Public Works Cost Accounting System with Cascade Software Systems, in an amount not to exceed Forty Thousand Dollars (\$40,000.00) retroactive to July 1, 2025.

**Background and Discussion:**

The Plumas County Department of Public Works utilizes a specialized cost accounting software system for its in-house accounting needs.

As the contract with the vendor has expired, a new contract is necessary in order for the vendor to continue to provide maintenance and systems support for this software.

The attached Contractor Services Agreement has been reviewed and approved as to form by County Counsel.

Funding for this Services Agreement is included in the Budget to be adopted by the Board of Supervisors on September 30, 2025.

**Action:**

Approve and authorize Chair to sign an agreement between Plumas County Public Works and Cascade Software Systems, Inc for Maintenance and Systems Services Cost Accounting System; effective July 1, 2025; not to exceed \$40,000; (No General Fund Impact) Road funds; approved as to form by County Counsel.

**Fiscal Impact:**

No impact to General Fund. Road fund.

**Attachments:**

1. Service Agmt CAMS 2025-2028

## Contractor 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 Works Department (hereinafter referred to as "County"), and Cascade Software Systems, LLC, a Delaware Corporation hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Scope of Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty Thousand Dollars and No/100 (\$40,000) over the term of this Agreement.
3. Term. The term of this agreement shall be from July 1, 2025, through June 30, 2028. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2025, to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to

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perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
8. 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.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and

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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 insured's. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
  - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
  - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
  - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of the Agreement; and
  - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representative and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
  - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsement necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision

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stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement and Contractor shall verify subcontractor's compliance.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. 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.
17. 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.
18. 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.

19. 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.
20. 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.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. 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:

Plumas County Department of Public Works  
1834 E. Main St  
Quincy, CA 95971  
Attention: Administrative Services Officer

CONTRACTOR:

Cascade Software Systems, LLC  
132 E Broadway, Suite 800 Eugene, OR 97401  
Attention: Ayren Spinner

23. 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.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.

\_\_\_\_ COUNTY INITIALS

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26. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
27. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
28. 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.Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the

\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS NQ

services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

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

CONTRACTOR:

Cascade Software Systems, LLC

COUNTY:

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

By: Nathan Quinn  
Name: Nathan Quinn  
Title: Managing Member  
Date signed: 6/25/25

By: \_\_\_\_\_  
Name: Robert Thorman  
Title: Director of Public Works  
Date signed: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chair, Board of Supervisors  
Date Signed: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Allen Hiskey  
Clerk of the Board

Approved as to form:

Craig Settemire  
Craig Settemire  
Counsel

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## **EXHIBIT A**

### **Scope of Work**

CAMS is an in-house cost accounting system program that Public Works uses in order to track project costs in a detail that the County financial system is unable to do. This allows the Department to accurately report to the State the use of the Gas Tax funds that they supply to us as per their requirements. This program is essential to the Department.

The program is housed in a server in the Public Works Administration office, and is installed on certain PC's here in the office. The maintenance services that the Contractor provides includes software upgrades and program fixes that arise from time to time. The majority of the maintenance service is performed remotely, though they try to visit clients from time to time to make sure that all of their (our) needs are being met.

Provide Plumas County Department of Public Works maintenance and systems services for the Cost Accounting Management System (CAMS) as set forth in the attached Exhibit A-1.

**EXHIBIT B**

**Fee Schedule**

Fees for FY 25/26 shall be as stated on Exhibit A-1.

Fees for FY 26/27 and FY 27/28 shall be proposed by Contractor via written notice given at least thirty (30) days prior to the beginning of those fiscal years (7/1/2026 and 7/1/2027, respectively), and the County may elect to accept such fees or terminate the contract effective at the beginning of the new fiscal year. Total compensation paid by County to Contractor shall not exceed \$14,000 for each fiscal year, and shall not exceed \$40,000 for the entire term of the contract.

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CONTRACTOR INITIALS NQ



# CASCADE

## SOFTWARE SYSTEMS

### BUDGET MEMO

Date: May 1, 2025

**Bill To:**

County of Plumas  
 Department of Public Works  
 1834 E. Main Street  
 Quincy, CA  
 95971  
 damienfrank@countyofplumas.com

**SUBSCRIPTION MESSAGE**

This is not a bill.

Please review the Bill To information above and notify us of any changes.

The below represents your WinCAMS Maintenance and Support pricing for the 07/01/25 – 06/30/26 period, and will include any change orders or new products added during the previous contract year (if any): N/A

DESCRIPTION	FY25 PRICING
WinCAMS Annual Maintenance Fee	\$10,931.72

**MESSAGE**

Please make sure your billing records are up to date with the information below!

**For payment by check, mail to:**

**Check Payable to:**  
 Cascade Software Systems

**Mailing Address:**  
 Black Mountain Software  
 110 Main St. Suite 3  
 Polson, MT, 59860

**For Wire or ACH Payment:**

Cascade Software Systems LLC  
 Acct #: 8234673076  
 Routing #: 121143260  
 Bank: Western Alliance Bank – Bridge  
 Bank



## PLUMAS COUNTY PROBATION MEMORANDUM

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

**FROM:** Keevin Allred, Chief Probation Officer

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize the Chair to ratify and sign an agreement between Plumas County Probation Department and Shasta Treatment Associates to provide a Sex Offender Management Program for juveniles and adults; effective July 1, 2025; not to exceed \$8,000.00; No General Fund Impact, agreement to be paid for out of several Probation state grants; approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize the Chair to ratify and sign an agreement between Plumas County Probation Department and Shasta Treatment Associates to provide a Sex Offender Management Program for juveniles and adults for Fiscal Year 2025-2026.

**Background and Discussion:**

The Probation Department has previously contracted with Shasta Treatment Associates, who offers a highly reputable service, and can provide these services to both juvenile and adult probation clients. This contract will not have an impact on the General fund, as expenses related to juvenile clients will be paid for out of the Youthful Offender Block Grant, and should an adult client default entirely on their payments, SB678 or AB109 Professional Services funds would be used.

**Action:**

It is respectfully requested that the Chair ratify and sign the service agreement between Plumas County Probation Department and Shasta Treatment Associates in Fiscal Year 2025-2026.

**Fiscal Impact:**

No General Fund impact. An amount not to exceed \$8,000.00 would be paid out of department 20415-YOBG for Juvenile clients, and 20409-SB678 & 20418-AB109 for Adult clients.

**Attachments:**

1. 5824\_Shasta Treatment Signed

## 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 **Probation Department** (hereinafter referred to as “County”), and Shasta Treatment Associates, a general partnership, (hereinafter referred to as “Contractor”).

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Eight Thousand and 00/000 Dollars (\$8000.00).
3. Term. The term of this agreement shall be from July 1, 2025, through June 30, 2026, unless terminated earlier as provided herein. County’s Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2025 to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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- 1 -

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CONTRACTOR INITIALS

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

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

d. Workers Compensation insurance in accordance with California state law.

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

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

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

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

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

County:

Probation Department  
County of Plumas  
270 County Hospital Rd., Ste.128  
Quincy, CA 95971  
Attention: Keevin Allred, Chief Probation Officer

Contractor:

Shasta Treatment Associates  
804 East Cypress Avenue, Suite 100  
Redding, CA 96002  
Attention: Barbara Gephart M.A., General Partner

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined

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at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.
28. Counterparts and Facsimile Signatures. This Agreement and any and all other documents or instruments referred to herein may be executed with counterpart signatures all of which taken together shall constitute an original without the necessity of all parties signing each document. This Agreement may also be executed by facsimile or other electronic signature, and such facsimile or electronic copies shall constitute enforceable original documents.

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

**CONTRACTOR:**

Shasta Treatment Associates, a general partnership

Signed by:  
By: Barbara Gephart  
Name: Barbara Gephart, M.A.  
Title: General Partner  
Date signed: 6/23/2025

Signed by:  
By: Sylvia Holochwost  
Name: Sylvia Holochwost  
Title: General Partner  
Date signed: 6/23/2025

**COUNTY:**

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

DocuSigned by:  
By: Kevin Allred  
Name: Keevin Allred  
Title: Chief Probation Officer  
Date signed: 6/26/2025

By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chairperson, Board of Supervisors  
Date signed:

Attest:

By: \_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk of the Board  
Date signed:

Approved as to form:

Craig Settemire  
Craig Settemire  
Counsel

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## **EXHIBIT A**

### **Scope of Work**

1. The CONTRACTOR shall provide for the direct administration of an approved Sex Offender Management Program for persons supervised by and referred by the Plumas County Probation Department pursuant to California Penal Code Sections 1203.067(b)(1), 1203.067(b)(2), 9003 and 290.09.
  - a. The CONTRACTOR will submit to the Plumas County Superior Court and/or Plumas County Probation Department and all relevant reports including, but not limited to, proof of enrollment, fees charged to each defendant, fee collection efforts, progress reports, and final evaluation.
  - b. The CONTRACTOR shall submit to Plumas County Probation Department updated continued education information to verify legislative compliance of program.
  - c. Sessions will be held in Redding, CA. If road and weather conditions are such that the CONTRACTOR is unable to travel to the session location in Redding, a make-up session will be scheduled at the earliest possible date that changing conditions allow for.
  - d. The COUNTY will provide an assigned Probation Officer to provide ongoing liaison to the CONTRACTOR.
2. It is the intent of the parties to create an independent contractor relationship. CONTRACTOR acknowledges and agrees that the Probation Department will not be responsible for the withholding or payment of federal or state income taxes, Social Security, Workers Compensation coverage, unemployment insurance, nor disability insurance. It is understood that CONTRACTOR works as an independent contractor and does not hereby become an employee of the county or the court.

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**EXHIBIT B****Fee Schedule****Compensation shall be as follows:**

CONTRACTOR and COUNTY both agree that CONTRACTOR will directly bill Probation supervised persons who are mandated to be placed in a Sex Offender Management Program for any and all fees related to the program and evaluations pursuant to California Penal Code Sections 1203.067 and 290.09.

CONTRACTOR and COUNTY both agree that COUNTY will pay any and all fees for Probation supervised persons who are mandated to be placed in a Sex Offender Management Program, but who are determined by the Court to be unable to pay for such required program and evaluations pursuant to California Penal Code Sections 1203.067(c) and 290.09.

CONTRACTOR and COUNTY both agree that COUNTY will pay any unpaid fees for Probation supervised persons who are mandated to be placed in a Sex Offender Management Program and consequently do not pay after a period of six (6) months following continued and increasing efforts by CONTRACTOR to collect such unpaid fees pursuant to California Penal Code Sections 1203.067(c) and 290.09.

1. Adult Sex Offender Management Group and Individual Sessions: CONTRACTOR will charge the client the following:
  - a. \$200 each month for the following services:
    - i. Intake applications and risk assessments
    - ii. Up to 3 group/individual sessions
    - iii. Quarterly reports
    - iv. Supplemental reports if applicable
    - v. Discharge and exit applications
  - b. \$50 for each missed session
  - c. \$75 for requested family sessions
  - d. \$75 for high-risk offenders additional sessions
  - e. \$200 per hour (door-to-door) for court appearances/therapist/expert witness and travel expenses
  - f. \$350 for each polygraph (includes review)
2. Juvenile Sex Offender Management Group and Individual Sessions: CONTRACTOR will charge the Department of Probation the following:
  - a. \$200 each month for the following services:
    - i. Intake applications and risk assessments
    - ii. Up to 3 group/individual sessions per week
    - iii. Quarterly reports
    - iv. Supplemental reports if applicable
    - v. Discharge and exit applications
  - b. \$50 each missed session
  - c. \$75 for requested family sessions

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- d. \$75 for high-risk offenders additional sessions
  - g. \$200 per hour (door-to-door) for court appearances/therapist/expert witness and travel expenses
  - e. \$350 for each polygraph (includes review)
3. Any auxiliary compensation (special training, travel, cost of meals, unusual expenses encountered during evaluation, etc.), must have prior approval of the Chief Probation Officer.

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## PLUMAS COUNTY PROBATION MEMORANDUM

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

**FROM:** Keevin Allred, Chief Probation Officer

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Probation and BI Incorporated, a Colorado Subsidiary of the GEO Group Inc (GEO), DBA in California as BI Correctional Services Incorporated, a Colorado Corporation for electronic monitoring services; effective July 1, 2025; not to exceed \$49,000.00; No General Fund Impact, agreement will be paid out of State funded Probation grants; approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Probation and BI Incorporated, a Colorado Subsidiary of the GEO Group Inc (GEO), DBA in California as BI Correctional Services Incorporated, a Colorado Corporation for a full continuum of monitoring technologies and services for juveniles, parolees, probationers, pretrial defenders, and undocumented persons involved in the U.S. immigration court process;

**Background and Discussion:**

The Plumas County Probation Department has partnered with BI Correctional Services Incorporated for monitoring products and services since 2015. This agreement will extend support, resources, collaborative relationships, monitoring products (including GPS and alcohol monitoring systems), SmartLink and a Total Access software program for Probation, in order to serve clients placed on electronic monitoring.

**Action:**

It is respectfully requested the Board of Supervisors approve and authorize the Chair to sign the service agreement between Plumas County Probation and BI Correctional Services Incorporated.

**Fiscal Impact:**

No General Fund Impact. Electronic Monitoring costs are paid out of several Probation grants based on client designation. The grants include 20405-Pretrial, 20409-SB678, 20145-YOBG, and 20418-AB109.

**Attachments:**

1. BI 6041 signed

## 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 **Probation Department** (hereinafter referred to as “County”), and BI Incorporated, a Colorado Subsidiary of The GEO Group Inc (GEO), DBA in California as BI Correctional Services Incorporated, a Colorado Corporation (hereinafter referred to as “Contractor”).

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty-Nine Thousand and 00/000 Dollars (\$49,000.00).
3. Term. The term of this agreement shall be from July 1, 2025, through June 30, 2026, unless terminated earlier as provided herein. County’s Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2025, to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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

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

d. Workers Compensation insurance in accordance with California state law.

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

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

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

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

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

County:

Probation Department  
County of Plumas  
270 County Hospital Road, Ste. 128  
Quincy, CA 95971  
Attention: Keevin Allred, Chief Probation Officer  
Telephone: (530)283-6200

Contractor:

BI Incorporated  
6265 Gunbarrel Ave, Suite B  
Boulder, CO 80301  
Attention: Contracts Department  
Telephone: (303) 218-1000

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.

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- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
  27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.
  28. Counterparts and Facsimile Signatures. This Agreement and any and all other documents or instruments referred to herein may be executed with counterpart signatures all of which taken together shall constitute an original without the necessity of all parties signing each document. This Agreement may also be executed by facsimile or other electronic signature, and such facsimile or electronic copies shall constitute enforceable original documents.

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

**CONTRACTOR:**

BI Incorporated, a Colorado Subsidiary of  
The GEO Group, Inc. (GEO) DBA In  
California as BI Correctional Services  
Inc.

Signed by:  
By: Isabel Yang  
Name: Isabel Yang  
Title: Executive Vice President  
Date signed: 6/25/2025

Signed by:  
By: Daniel Friend  
Name: Daniel Friend  
Title: Vice President/Chief Financial Officer  
Date signed: 6/26/2025

**COUNTY:**

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

Signed by:  
By: Kevin Allred  
Name: Keevin Allred  
Title: Chief Probation Officer  
Date signed: 6/26/2025

By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chairperson, Board of Supervisors  
Date signed:

Attest:

By: \_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk of the Board  
Date signed:

Approved as to form:

Craig Settlemire  
Craig Settlemire  
Counsel

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## **EXHIBIT A**

### **Scope of Work**

BI Incorporated can provide a full continuum of monitoring technologies and services for juveniles, parolees, probationers and pretrial defenders. For the Plumas County Probation Department, BI Incorporated will extend support, resources, and collaborative relationships with other nearby counties by providing monitoring products, including GPS and alcohol monitoring systems, customer support, TotalAccess software platform and SmartLINK application.

 COUNTY INITIALS

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## **EXHIBIT B**

### **Fee Schedule**

#### **Service – Standard Automated**

##### **A. BI HOMEGUARD® 200 UNIT**

<b>HomeGuard 200 Unit Rental Charge:</b>	\$1.35 per day per Unit from BI inventory.
<b>HomeGuard 200 Monitoring Service Charge:</b>	\$0.90 per Unit per Active Day.
<b>Total HomeGuard 200 Unit Charges:</b>	\$2.25 per Unit per day.

#### **ADDITIONAL SERVICES:**

- 1. HomeGuard 200 Unit No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of HomeGuard 200 Units equal to, but not to exceed, thirty percent (30%) of that month's average number of active HomeGuard 200 Units per day in its possession at no charge (not subject to the Unit Rental Charge while not in use). For any inactive HomeGuard 200 Units in excess of the thirty percent (30%) allowance, County will incur a \$1.35 charge per unit per day.
- 2. Unlimited HomeGuard 200 Unit Loss or Damage:** During each year of this Agreement, BI will pay for the cost associated with replacing lost, stolen, or damaged HomeGuard 200 Units.

##### **B. BI HG20|20® HOMEGUARD CELL**

<b>HG20 20 HomeGuard Cell Unit Rental Charge:</b>	\$2.45 per day per Unit from BI inventory.
<b>HG20 20 HomeGuard Cell Monitoring Service Charge:</b>	\$0.90 per Unit per Active Day.
<b>Total HG20 20 HomeGuard Cell Unit Charges:</b>	\$3.35 per Unit per day.

#### **ADDITIONAL SERVICES:**

- 1. HG20|20 HomeGuard Cell Unit No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of HG20|20 HomeGuard Cell Units equal to, but not to exceed, thirty percent (30%) of that month's average number of active HG20|20 HomeGuard Cell Units per day in its possession at no charge (not subject to the Unit Rental Charge while not in use). For any inactive HG20|20 HomeGuard Cell Units in excess of the thirty percent (30%) allowance, County will incur a \$2.45 charge per unit per day.
- 2. Unlimited HG20|20 HomeGuard Cell Unit Loss or Damage:** During each year of this Agreement, BI will pay for the cost associated with replacing lost, stolen, or damaged HG20|20 HomeGuard Cell Units.

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C. BI TAD® UNIT AND TAD PLUS CELLULAR

TAD ALCOHOL ONLY CHARGES:

TAD Monitoring Unit Rental Charge:	\$5.54 per Unit per day from BI inventory.
TAD Alcohol Only Monitoring Service Charge:	\$2.00 per Unit per Active Day.
Total TAD Alcohol Only Charges:	\$7.54 per Unit per day.

TAD WITH RF CHARGES:

TAD Monitoring Unit Rental Charge:	\$5.54 per Unit per day from BI inventory.
TAD with RF Monitoring Service Charge:	\$2.00 per Unit per Active Day.
Total TAD with RF Charges:	\$7.54 per Unit per day.

TAD PLUS CELLULAR – ALCOHOL ONLY CHARGES:

TAD Monitoring Unit Rental Charge:	\$5.54 per Unit per day from BI inventory.
TAD Cellular HomeBase Unit Rental Surcharge:	\$1.58 per Unit per day from BI inventory.
TAD Alcohol Only Monitoring Service Charge:	\$2.00 per Unit per Active Day.
Total TAD Plus Cellular – Alcohol Only Charges:	\$9.12 per Unit per day.

TAD PLUS CELLULAR – WITH RF MONITORING CHARGES:

TAD Monitoring Unit Rental Charge:	\$5.54 per Unit per day from BI inventory.
TAD Cellular HomeBase Unit Rental Surcharge:	\$1.58 per Unit per day from BI inventory.
TAD with RF Monitoring Service Charge:	\$2.00 per Unit per Active Day.
Total TAD Plus Cellular – with RF Monitoring Charges:	\$9.12 per Unit per day.

ADDITIONAL SERVICES:

1. **TAD Unit No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of TAD units equal to, but not to exceed, thirty percent (30%) of that month’s average number of active Units per day in its possession at no charge (not subject to the Unit Rental Charge while

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not in use). For any inactive TAD units in excess of the thirty percent (30%) allowance, County will incur a \$5.54 charge per unit per day.

2. **Unlimited TAD Unit Loss or Damage:** BI will be responsible for all costs related to lost, stolen or damaged TAD Equipment.

**TAD Ankle Unit and HomeBase (non-cellular) = TAD Complete Unit.**

3. **TAD Cellular HomeBase No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of TAD Cellular HomeBases equal to, but not to exceed, thirty percent (30%) of that month's average number of active TAD Cellular Homebases per day in its possession at no charge (not subject to the Unit Rental Charge while not in use). For any inactive TAD Cellular HomeBases in excess of the thirty percent (30%) allowance, County will incur a \$1.58 charge per unit per day.
4. **Unlimited Cellular HomeBase Loss or Damage:** BI will be responsible for all costs related to lost, stolen or damaged TAD Cellular HomeBase Equipment.

#### D. BI SL3® UNIT

**SL3 Unit Rental Charge:** \$3.90 per day per Unit from BI inventory.

**SL3 Unit Monitoring Service Charge:** \$2.60 per Unit per Active Day.

**Total SL3 Unit Charges:** \$6.50 per Unit per day.

#### ADDITIONAL SERVICES:

1. **SL3 Unit No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of inactive SL3 Units equal to, but not to exceed, thirty percent (30%) of that month's average number of active Units per day in its possession at no charge (not subject to the Unit Rental Charge while not in use). For any inactive SL3 Units in excess of the thirty percent (30%) spares allowance, County will incur a \$3.90 charge per unit per day.
2. **Unlimited SL3 Unit Loss or Damage:** BI will be responsible for all costs related to lost, stolen or damaged SL3 Units.
3. **SL3 Telco Service Charge:** SL3 Units that are inactive continue to incur telecom fees. BI reserves the right to discontinue (turn off) the telecommunications plan for purchased SL3 units which have not incurred data usage fees for at least 180 consecutive days.

#### E. BI LOC8® XT UNIT

**LOC8 XT Component Rental Charge:** \$2.90 per day per Unit from BI inventory.

#### OPTION A: LOC8 XT WITH 1.30.W5.C30 ZX SERVICE:

GPS Collection Rate once (1) per minute, Data Transmission every 30 minutes, Wi-Fi Locate every 5 minutes (If GPS not found), Cell Tower Locate every 30 minutes (If GPS not found), with Data Transmission at Zone Crossing.

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**LOC8 XT Monitoring Service Charge:** \$1.35 per Unit per Active Day.

**Total LOC8 XT Charges:** \$4.25 per Unit per day.

**OPTION B: LOC8 XT WITH 1.240.W5.C30 ZX SERVICE:**

GPS Collection Rate once (1) per minute, Data Transmission every 240 minutes, Wi-Fi Locate every 5 minutes (If GPS not found), Cell Tower Locate every 30 minutes (If GPS not found), with Data Transmission at Zone Crossing.

**LOC8 XT Monitoring Service Charge:** \$1.35 per Unit per Active Day.

**Total LOC8 XT Charges:** \$4.25 per Unit per day.

**OPTION C: LOC8 XT WITH 1.720.W5.C30 ZX SERVICE:**

GPS Collection Rate once (1) per minute, Data Transmission every 720 minutes, Wi-Fi Locate every 5 minutes (If GPS not found), Cell Tower Locate every 30 minutes (If GPS not found), with Data Transmission at Zone Crossing.

**LOC8 XT Monitoring Service Charge:** \$1.35 per Unit per Active Day.

**Total LOC8 XT Charges:** \$4.25 per Unit per day.

**OPTION D: LOC8 XT WITH 3.240.W5.C30 ZX SERVICE:**

GPS Collection Rate once (1) per every 3 minutes, Data Transmission every 240 minutes, Wi-Fi Locate every 5 minutes (If GPS not found), Cell Tower Locate every 30 minutes (If GPS not found), with Data Transmission at Zone Crossing.

**LOC8 XT Monitoring Service Charge:** \$1.35 per Unit per Active Day.

**Total LOC8 XT Charges:** \$4.25 per Unit per day.

**ADDITIONAL SERVICES:**

1. **LOC8 XT Unit No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of inactive LOC8 XT Units equal to, but not to exceed, thirty percent (30%) of that month's average number of active Units per day in its possession at no charge (not subject to the Unit Rental Charge while not in use). For any inactive LOC8 XT Units in excess of the thirty percent (30%) spares allowance, County will incur a \$2.90 charge per unit per day.
2. **Unlimited LOC8 XT Unit Loss or Damage:** BI will be responsible for all costs related to lost, stolen or damaged LOC8 XT Units.

**F. BI VERIWATCH® UNIT**

**BI VeriWatch Component Rental Charge:** \$3.15 per day per Unit from BI inventory.

**BI VeriWatch Monitoring Service Charge:** \$1.50 per Unit per Active Day.

**Total BI VeriWatch Charges:** \$4.65 per Unit per day.

**ADDITIONAL SERVICES:**

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1. **BI VeriWatch Unit No-charge Spares:** Each month during the Term, County is entitled to keep a quantity of inactive BI VeriWatch Units equal to, but not to exceed, ten percent (10%) of that month's average number of active Units per day in its possession at no charge (not subject to the Unit Rental Charge while not in use). For any inactive BI VeriWatch Units in excess of the ten percent (10%) spares allowance, County will incur a \$3.15 charge per unit per day.
2. **No BI VeriWatch Unit Loss or Damage:** County is not entitled to a loss or damage allowance. County will be responsible for all costs related to lost, stolen or damaged BI VeriWatch Units.
3. **Replacement Costs:** BI VeriWatch Unit - \$720.00 each; Battery - \$175.00 each.
4. **Additional Supplies:** BI VeriWatch Protective Cover - \$3.00 each; Charger - \$30.00; Y Cable - \$18.00 each; Strap - \$25.00 each; Installation Tool - \$5.00 each; Removal Tool - \$17.00 each; Power Bank - \$17.00 each.

#### G. BI MOBILE® UNIT

**BI Mobile Unit Rental Charge:** \$4.00 per day per Unit from BI inventory.

**Continuous Tracking:** Yes No charge.

#### ADDITIONAL SERVICES:

1. **No BI Mobile Unit Spares:** County is not entitled to spares. For any inactive BI Mobile Units, County will incur a \$4.00 charge per unit per day.
2. **No BI Mobile Unit Loss or Damage:** County is not entitled to a loss or damage allowance. County will be responsible for all costs related to lost, stolen or damaged BI Mobile Units.
3. **Replacement Cost:** BI Mobile Unit - \$600.00 each.
4. **Additional Supplies:** BI Mobile Phone Case - \$26.00 each; BI Mobile Charging Cord - \$10.00 each; BI Mobile Wall Charger - \$15.00 each.

**Service includes reasonable disposable field supplies as required by County.**

#### H. BI SMARTLINK®

BI SmartLINK is a Software Application designed to be installed on a Client's mobile device. It provides clients with supervision-related tools such as a calendar and access to community resource information. Clients can also be required to use the application's check-in capability to verify identity and location through fixed or random check-ins using biometric technology. The application's self report module allows clients to periodically report their status. The application's modular design allows officers to control what functionality and information is delivered to the Client's mobile device from within BI TotalAccess®.

**Requirements:** Apple iOS or Android (Operating System powered) smartphone.

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***Pricing table for BI SmartLINK with or without an EM Device on the following page.***

**BI SmartLINK with or without an EM Device:**

	<b>BI SmartLINK with a BI EM Device</b>	<b>BI SmartLINK without a BI EM Device</b>
<b>Number of Clients</b>	<b>Unlimited</b>	<b>1 - 1,000</b>
<b>BI SmartLINK Option - Connect</b>	No charge.	\$0.25
<b>BI SmartLINK Option - Report</b>	\$0.25	\$0.50
<b>BI SmartLINK Option - Verify</b>	\$0.50	\$0.75
<b>Video Conference (streamed) per event</b>	\$0.35	\$0.35

<b>Included Modules in each Option</b>		
<b>Option – Connect</b>	<b>Option – Report</b>	<b>Option – Verify</b>
01. Profile	01. Profile	01. Profile
02. Calendar	02. Calendar	02. Calendar
03. Documents	03. Documents	03. Documents
04. Media	04. Media	04. Media
05. Resources	05. Resources	05. Resources
06. Messaging	06. Messaging	06. Messaging
07. Video Conferencing*	07. Video Conferencing*	07. Video Conferencing*
08. Client Submitted Schedules & Information	08. Client Submitted Schedules & Information	08. Client Submitted Schedules & Information
	09. Self-Report (no biometrics)	09. Facial Biometric Check-in
		10. Self-Report (with biometrics)

**\*Use of Video Conferencing feature will incur an additional charge of \$0.35 per conference, up to 15 minutes.**

**Freight.** BI will pay for the cost to ship Units and other Equipment, Supplies and accessories to County and to ship Units and other Equipment from County pursuant to the RMA policy below. County may request shipping methods other than ground delivery, in which event County will pay for the full cost of such alternative shipping method.

**Return Material Authorization (RMA) Policy.** Freight charges to and from BI's facility for Equipment eligible for return hereunder shall be paid by BI when pre-authorized by a Return Material Authorization (RMA) number issued by BI's Customer Business Services Department and only when BI's pre-printed shipping labels are used. BI's pre-printed shipping labels provide County with ground delivery to BI's facility. Freight charges incurred by BI for Equipment which is returned in a manner which is inconsistent with BI's pre-printed shipping labels, without an RMA number, are not eligible for BI rental maintenance (e.g., Client or County damaged the Equipment) will be charged back to County. BI's Customer Business

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Services Department is available to the County Monday through Friday from 8:00 am to 5:00 PM Mountain Time by calling 1-800-241-5178.

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**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** July 8, 2025  
**SUBJECT:** Approve and authorize Chair to sign first amendment to the agreement between Plumas County Behavioral Health and Joseph Schad, DO, for a business name change to Peak Medical, a professional corporation; Federal and State Funding; approved as to form by County Counsel.

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**Recommendation:**

Approve and authorize Chair to sign first amendment to the agreement between Plumas County Behavioral Health and Joseph Schad, DO, for a business name change to Peak Medical, a professional corporation; Federal and State Funding; approved as to form by County Counsel.

**Background and Discussion:**

Approve and authorize Chair to sign first amendment to the agreement between Plumas County Behavioral Health and Joseph Schad, DO, for a business name change to Peak Medical, a professional corporation; Federal and State Funding; approved as to form by County Counsel.

**Action:**

Approve and authorize Chair to sign first amendment to the agreement between Plumas County Behavioral Health and Joseph Schad, DO, for a business name change to Peak Medical, a professional corporation

**Fiscal Impact:**

No General Funds impact. Federal and State funds

**Attachments:**

1. Dr Schad 24 26
2. Amendment Dr. Schad

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Behavioral Health Department (hereinafter referred to as "County"), and Doctor of Osteopathic Medicine, Joseph Schad, a sole proprietor (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed \$40,000.00
3. Term. The term of this Agreement commences July 1, 2024, and shall remain in effect through June 30, 2026, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2024, to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.



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

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

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

- d. Workers Compensation insurance in accordance with California state law.

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

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

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

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Statement of Occupation. Contractor represents and warrants that Contractor is engaged in a profession described by California Labor Code section 2783 as a Doctor of Osteopathic Medicine. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor 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 Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor 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 Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. 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.

17. 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.
18. 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.
19. 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.
20. 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.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

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

Contractor:

Joseph Schad, Doctor of Osteopathic Medicine  
3730 Chandler Road  
Quincy, CA 95971

23. 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.

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

County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

28. 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.
29. The Business Associate Agreement by and between the parties attached hereto is made a part of this Agreement by this reference.
30. Provisions of Attachment Exhibit C provides General Provisions and Additional Contract Restrictions which is attached hereto is made a part of this Agreement by this reference.

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

**CONTRACTOR:**

Joseph Schad, D.O.

By: 

Name: Joseph Schad, D.O.

Title: Doctor of Osteopathic Medicine

Date signed:

**COUNTY:**

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

By: 

Name: Sharon Sousa LMFT

Title: Behavioral Health Director

Date signed: 10/02/2024

**APPROVED AS TO CONTENT:**

By: 

Name: Greg Hagwood

Title: Chair, Board of Supervisors

Date signed: 10/01/2024

**ATTEST**

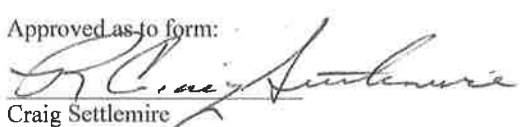
By: 

Name: Allen Hiskey

Title: Clerk of the Board of Supervisors

Date signed: 10/01/2024

Approved as to form:

  
Craig Settemire  
Counsel

## 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"), and, Doctor of Osteopathic Medicine, Joseph Schad a sole proprietor referred to herein as Business Associate ("BA"), dated July 1, 2024.

### 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.

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 is 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 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 subcontractors, 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 subcontractors 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 subcontractors 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 subcontractors 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 subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors 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 subcontractors 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 subcontractors 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 subcontractors, 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 subcontractors) 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 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 subcontractors 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 subcontractors 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.

#### 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 contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors 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 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 subcontractors, 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 subcontractor, 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.

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

**COVERED ENTITY**

Name: Sharon Sousa LMFT  
Title: Behavioral Health Director  
Address: 270 County Hospital Road, Suite 109  
Quincy, California 95971  
Signed: Sharon D. Sousa, LMFT  
Date: 10/02/2024

**BUSINESS ASSOCIATE**

Name: Joseph Schad  
Title: Doctor of Osteopathic Medicine  
Address: 3730 Chandler Road  
Quincy, CA 95971  
Signed: 10-9-24  
Date: [Signature]

## **EXHIBIT A - SCOPE OF WORK**

### **Medical Direction for Substance Use Disorder Treatment and Medication Assisted Treatment (MAT)**

1. Physician licensed by the Medical Board of California or Osteopathic Board of California
2. Conduct health screening reviews based on the documentation gathered by the Substance Use Disorder (SUD) program staff.
3. Participate in the utilization process with SUD treatment staff.
4. Sign treatment plans developed by SUD staff.
5. Provide MAT clinic.



**EXHIBIT B – FEE SCHEDULE**

**INVOICING AND PAYMENT:**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the Contractor \$270.00 per hour for direct and indirect services related to Medical Direction and Medication Assisted Treatment.
- B. Invoice(s) Shall:
  - a) Include backup documentation to support the invoice.
  - b) Bear the Contractors name, exactly as shown on the Agreement.
  - c) Bear the Contractor Agreement Number.
  - d) Identify the expense, billing and/or performance period covered on invoice
  - e) Invoice(s) must be signed by authorized personnel.
- C. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 6.4 Notices.

COUNTY SHALL NOT BE LIABLE FOR PAYMENT OF SERVICES BY SUBCONTRACTOR FOR ANY CLIENTS FOR WHOM THE PLUMAS COUNTY BEHAVIORAL HEALTH DEPARTMENT DIRECTOR OR ADMINISTRATIVE SERVICES OFFICER HAS NOT GIVEN PRIOR WRITTEN AUTHORIZATION.

## **EXHIBIT C General Provisions**

### **1. Additional Contract Restrictions-**

This Contract 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 Contract in any manner.

### **2. Hatch Act-**

County agrees to comply with the provisions of the Hatch Act (USC, Title 5, Part III, Subpart F., Chapter 73, Subchapter III), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

### **3. No Unlawful Use or Unlawful Use Messages Regarding Drugs-**

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County agrees that information produced through these funds, and which pertains to drugs and alcohol-related programs, shall contain a clearly written statement that there shall be no unlawful use of drugs or alcohol associated with the program. Additionally, no aspect of a drug or alcohol-related program shall include any message on the responsible use, if the use is unlawful, of drugs or alcohol (HSC, Division 10.7, Chapter 1429, Sections 11999-11999.3). By signing this Enclosure, County agrees that it will enforce, and will require its subcontractors to enforce, these requirements.

### **4. Limitation on Use of Funds for Promotion of Legalization of Controlled Substances-**

None of the funds made available through this Contract may be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of Section 202 of the Controlled Substances Act (21 USC 812).

### **5. Debarment and Suspension-**

County shall not subcontract with or employ any party listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp. p. 189) and 12689 (3 CFR part 1989., p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The County shall advise all subcontractors of their obligation to comply with applicable federal debarment and suspension regulations, in addition to the requirements set forth in 42 CFR Part 1001. If a County subcontracts or employs an excluded party, DHCS has the right to withhold payments, disallow costs, or issue a CAP, as appropriate, pursuant to HSC Code 11817.8(h).

### **6. Restriction on Distribution of Sterile Needles-**

No SABG funds made available through this Contract shall be used to carry out any program that includes the distribution of sterile needles or syringes for the hypodermic injection of any illegal drug

unless DHCS chooses to implement a demonstration syringe services program for injecting drug users.

## **7. Health Insurance Portability and Accountability Act (HIPAA) of 1996-**

All work performed under this Contract is subject to HIPAA, County shall perform the work in compliance with all applicable provisions of HIPAA. As identified in Exhibit E, DHCS and County shall cooperate to assure mutual agreement as to those transactions between them, to which this provision applies. Refer to Exhibit E for additional information.

Biennial 2022-24 SABG County Application Enclosure 2 Page 13 of 23

### **A. Trading Partner Requirements-**

1. No Changes. County hereby agrees that for the personal health information (Information), it will not change any definition, data condition or use of a data element or segment as proscribed in the Federal Health and Human Services (HHS) Transaction Standard Regulation (45 CFR 162.915 (a)).
2. No Additions. County hereby agrees that for the Information, it will not add any data elements or segments to the maximum data set as proscribed in the HHS Transaction Standard Regulation (45 CFR 162.915 (b)).
3. No Unauthorized Uses. County hereby agrees that for the Information, it will not use any code or data elements that either are marked "not used" in the HHS Transaction's Implementation specification or are not in the HHS Transaction Standard's implementation specifications (45 CFR 162.915 (c)).
4. No Changes to Meaning or Intent. County hereby agrees that for the Information, it will not change the meaning or intent of any of the HHS Transaction Standard's implementation specification (45 CFR 162.915 (d)).

### **B. Concurrence for Test Modifications to HHS Transaction Standards-**

County agrees and understands that there exists the possibility that DHCS or others may request an extension from the uses of a standard in the HHS Transaction Standards. If this occurs, County agrees that it will participate in such test modifications.

### **C. Adequate Testing-**

County is responsible to adequately test all business rules appropriate to their types and specialties. If the County is acting as a clearinghouse for enrolled providers, County has obligations to adequately test all business rules appropriate to each and every provider type and specialty for which they provide clearinghouse services.

### **D. Deficiencies-**

\_\_\_\_ COUNTY INITIALS

- 20 -

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

County agrees to correct transactions, errors, or deficiencies identified by DHCS, and transactions errors or deficiencies identified by an enrolled provider if the County is acting as a clearinghouse for that provider. When County is a clearinghouse, County agrees to properly communicate deficiencies and other pertinent information regarding electronic transactions to enrolled providers for which they provide clearinghouse services.

#### **E. Code Set Retention-**

Both parties understand and agree to keep open code sets being processed or used in this Contract for at least the current billing period or any appeal period, whichever is longer.

#### **F. Data Transmission Log**

Both parties shall establish and maintain a Data Transmission Log which shall record any and all Data Transmissions taking place between the Parties during the term of this Contract. Each party will take necessary and reasonable steps to ensure that such Data Transmission Logs constitute a current, accurate, complete, and unaltered record of any and all Data Transmissions between the parties, and shall be retained by each Party for no less than twenty-four (24) months following the date of the Data Transmission. The Data Transmission Log may be maintained on computer media or other suitable means provided that, if it is necessary to do so, the information contained in the Data Transmission Log may be retrieved in a timely manner and presented in readable form.

#### **8. Nondiscrimination and Institutional Safeguards for Religious Providers**

County shall establish such processes and procedures as necessary to comply with the provisions of USC, Title 42, Section 300x-65 and CFR, Title 42, Part 54.

#### **9. Counselor Certification**

Any counselor or registrant providing intake, assessment of need for services, treatment or recovery planning, individual or group counseling to participants, patients, or residents in a DHCS licensed or certified program is required to be registered or certified as defined in CCR, Title 9, Division 4, Chapter 8.

#### **10. Cultural and Linguistic Proficiency**

To ensure equal access to quality care by diverse populations, each service provider receiving funds from this Contract shall adopt the Federal Office of Minority Health Culturally and Linguistically Appropriate Service (CLAS) national standards as outlined online at:  
<https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53><https://thinkculturalhealth.hhs.gov/cas/standards>

#### **11. Intravenous Drug Use (IVDU) Treatment**

County shall ensure that individuals in need of IVDU treatment shall be encouraged to undergo AOD treatment (42 USC 300x-23 (45 CFR 96.126(e)).

#### **12. Tuberculosis Treatment**

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_

County shall ensure the following related to Tuberculosis (TB):

A. Routinely make available TB services to individuals receiving treatment.

B. Reduce barriers to patients' accepting TB treatment.

C. Develop strategies to improve follow-up monitoring, particularly after patients leave treatment, by disseminating information through educational bulletins and technical assistance.

### **13. Trafficking Victims Protection Act of 2000**

County and its subcontractors that provide services covered by this Contract shall comply with the Trafficking Victims Protection Act of 2000 (USC, Title 22, Chapter 78, Section 7104) as amended by section 1702 of Pub. L. 112-239.

### **14. Tribal Communities and Organizations**

County shall regularly review population information available through Census, compare to information obtained in the California Outcome Measurement System for Treatment (CalOMS-Tx) to determine whether the population is being reached, and survey Tribal representatives for insight in potential barriers to the substance use service needs of the American Indian/Alaskan Native (AI/AN) population within the County geographic area. Contractor shall also engage in regular and meaningful consultation and collaboration with elected officials of the tribe, Rancheria, or their designee for the purpose of identifying issues/barriers to service delivery and improvement of the quality, effectiveness, and accessibility of services available to AI/AN communities within the County.

### **15. Marijuana Restriction**

Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 CFR. § 75.300(a) (requiring HHS to "ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements."); 21 USC § 812(c) (10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under Federal law.

### **16. Participation of County Behavioral Health Director's Association of California**

The County AOD Program Administrator shall participate and represent the County in meetings of the County Behavioral Health Director's Association of California for the purposes of representing the counties in their relationship with DHCS with respect to policies, standards, and administration for AOD abuse services.

The County AOD Program Administrator shall attend any special meetings called by the Director of DHCS. Participation and representation shall also be provided by the County Behavioral Health Director's Association of California.

### **17. Adolescent Best Practices Guidelines**

County must utilize DHCS guidelines in developing and implementing youth treatment programs funded under this Enclosure The Adolescent Best Practices Guidelines can be found at: [https://www.dhcs.ca.gov/Documents/CSD\\_CMHCS/Adol%20Best%20Practices%20Guide/AdolBestPracGuideOCTOBER2020.pdf](https://www.dhcs.ca.gov/Documents/CSD_CMHCS/Adol%20Best%20Practices%20Guide/AdolBestPracGuideOCTOBER2020.pdf)

### **18. Byrd Anti-Lobbying Amendment (31 USC 1352)**

County certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. County shall also disclose to DHCS any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

### **19. Nondiscrimination in Employment and Services**

County certifies that under the laws of the United States and the State of California, County will not unlawfully discriminate against any person.

### **20. Federal Law Requirements:**

A. Title VI of the Civil Rights Act of 1964, Section 2000d, as amended, prohibiting discrimination based on race, color, or national origin in federally-funded programs.

B. Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.) prohibiting discrimination on the basis of race, color, religion, sex, handicap, familial status or national origin in the sale or rental of housing.

C. Age Discrimination Act of 1975 (45 CFR Part 90), as amended 42 USC Sections 6101 – 6107), which prohibits discrimination on the basis of age.

D. Age Discrimination in Employment Act (29 CFR Part 1625).

E. Title I of the Americans with Disabilities Act (29 CFR Part 1630) prohibiting discrimination against the disabled in employment.

F. Title II of the Americans with Disabilities Act (28 CFR Part 35) prohibiting discrimination against the disabled by public entities.

G. Title III of the Americans with Disabilities Act (28 CFR Part 36) regarding access.

H. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC Section 794), prohibiting discrimination on the basis of individuals with disabilities.

I. Executive Order 11246 (42 USC 2000(e) et seq. and 41 CFR Part 60) regarding nondiscrimination in employment under federal contracts and construction contracts greater than \$10,000 funded by federal financial assistance.

J. Executive Order 13166 (67 FR 41455) to improve access to federal services for those with limited English proficiency.

K. The Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse.

L. Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part 2, Subparts A – E).

**21. State Law Requirements:**

A. Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (2 CCR 7285.0 et seq.).

B. Title 2, Division 3, Article 9.5 of the Government Code, commencing with Section 11135.

C. Title 9, Division 4, Chapter 8 of the CCR, commencing with Section 13000.

D. No federal funds shall be used by the County or its subcontractors for sectarian worship, instruction, or proselytization. No federal funds shall be used by the County or its subcontractors to provide direct, immediate, or substantial support to any religious activity.

**22. Additional Contract Restrictions**

A. Noncompliance with the requirements of nondiscrimination in services shall constitute grounds for DHCS to withhold payments under this Contract or terminate all, or any type, of funding provided hereunder.

B. This Contract is subject to any additional restrictions, limitations, or conditions enacted by the federal or state governments that affect the provisions, terms, or funding of this Contract in any manner.

**23. Information Access for Individuals with Limited English Proficiency**

A. County shall comply with all applicable provisions of the Dymally-Alatorre Bilingual Services Act (Government Code sections 7290-7299.8) regarding access to materials that explain services available to the public as well as providing language interpretation services.

B. County shall comply with the applicable provisions of Section 1557 of the Affordable Care Act (45 CFR Part 92), including, but not limited to, 45 CFR 92.201, when providing access to: (a) materials explaining services available to the public, (b) language assistance, (c) language interpreter and translation services, or (d) video remote language interpreting services.

**24. Subcontract Provisions**

PCBH2426SCHAD

County shall include all of the foregoing Part II general provisions in all of its subcontracts. These requirements must be included verbatim in contracts with subrecipients and not through documents incorporated by reference.

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_



**FIRST AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND JOSEPH SCHAD, DO**

This First Amendment to Agreement is made on July 1, 2025, between PLUMAS COUNTY, a political subdivision of the State of California and Doctor of Osteopathic Medicine, Joseph Schad, a sole proprietor who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and Doctor of Osteopathic Medicine, Joseph Schad, have entered a written Agreement dated, July 1, 2024, in which Doctor of Osteopathic Medicine, Joseph Schad, agreed to provide Medical Direction for Substance Use Disorder Treatment and Medication Assisted Treatment services to Plumas County.
  - b. Because the contractor changed the name of the business the parties wish to amend the agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Any instance where it states "Doctor of Osteopathic Medicine, Joseph Schad, a sole proprietor" be removed and replaced with "Peak Medical, PC, a Professional Corporation."
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement effective on date of execution, shall remain unchanged and in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

**CONTRACTOR:**

Peak Medical, PC, a Professional Corporation

By: \_\_\_\_\_

Name: Joseph Schad, DO

Title: CEO/CFO/Secretary

Date signed: \_\_\_\_\_

**COUNTY:**County of Plumas. A political subdivision  
of the State of California

By: \_\_\_\_\_

Name: Sharon Sousa, LMFT

Title: Director

Date signed: \_\_\_\_\_

**APPROVED AS TO CONTENT:**

By: \_\_\_\_\_

Name: Kevin Goss

Title: Chair, Board of Supervisors

Date signed: \_\_\_\_\_

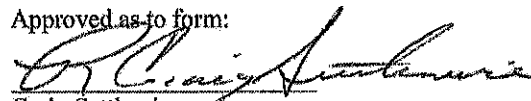
**ATTEST:**

By: \_\_\_\_\_

Allen Hiskey

Clerk of the Board of Supervisors

Approved as to form:

  
\_\_\_\_\_Craig Settemire  
Counsel



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

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

**FROM:** Che Shannon, Management Analyst II

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Behavioral Health and County of Butte Department of Behavioral Health for a DUI program; effective date of execution; MOU is non-financial. This MOU has not been approved by County Counsel; discussion and possible action.

---

**Recommendation:**

Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Behavioral Health and County of Butte Department of Behavioral Health for a DUI program; effective date of execution; MOU is non-financial. This MOU has not been approved by County Counsel; discussion and possible action.

**Background and Discussion:**

Plumas County is tasked with ensuring adequate access to Driving Under the Influence programs for DUI offenders who reside in Plumas County. Due to there not being an active or licensed DUI program in Plumas County, the MOU with Butte County is necessary in continuing to ensure that Plumas County residents have access to DUI programs outside of Butte County. Any lapse in the MOU risks Plumas Residents who are DUI offenders attending to requirements to get their licenses back.

**Action:**

Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Behavioral Health and County of Butte Department of Behavioral Health for a DUI program; effective date of execution; MOU is non-financial. This MOU has not been approved by County Counsel; discussion and possible action.

**Fiscal Impact:**

MOU is non-financial.

**Attachments:**

1. BH.FY25-26.Plumas County DUI Program - FINAL - DOE.updated

**Mutual Aid Memorandum of Understanding  
Between  
County of Butte  
And  
Plumas County Department of Behavioral Health  
FY 2025/26**

**1) INTRODUCTION:**

The purpose of this Memorandum of Understanding (MOU) is to establish a cooperative agreement between Plumas County Department of Behavioral Health, herein after referred to as **PLUMAS**, and the County of Butte, a political subdivision of the State of California, through its Butte County Department of Behavioral Health, hereinafter refer to as **COUNTY**, to allow Out-of-County clients to enroll in a licensed Driving Under the Influence (DUI) Program, and for **PLUMAS** to implement a contract with the DUI Program Provider **COUNTY** is currently utilizing. **PLUMAS** and **COUNTY** may be collectively referred to as "PARTIES" and individually as a "PARTY."

**2) PURPOSE:**

Per Health & Safety Code 11837.2, a person is eligible to participate in a DUI Program if the program is operating in any of the following:

- (A) The county where the person is convicted.
- (B) The county where the person resides.
- (C) A county that has an agreement with the person's county of residence pursuant to Health and Safety Code (HSC), Section 11838.

**PLUMAS** has advised **COUNTY** that **PLUMAS's** DUI clients will be unable to enroll in a local licensed DUI Program due to Program Closures in their county. To be in compliance with court orders and Department of Motor Vehicle (DMV) driver's license requirements, DUI clients are seeking alternative programs to enroll in.

DUI Program Closures create hardships for DUI clients, affecting their ability to apply for a restricted driver's license and extending the period for which their eligibility to receive full license reinstatement post-DUI Program completion.

DUI Program Closures place the public at risk for a higher number of DUI clients' recidivism, and DMV annual reports have validated DUI program attendance as a critical component of reduced recidivism in California.

**COUNTY's** current DUI Program(s) are able to provide services using Live Virtual Services, which opens the opportunity to serve Out-of-County clients.

**3) TERMS AND CONDITIONS:**

**TERM:**

The term of this MOU shall commence from **Date of Execution** through **June 30, 2026**. PARTIES agree that the accommodation of sharing DUI Program providers

shall be for a limited time not to exceed the term of MOU to allow **PLUMAS** opportunity to source a provider to operate a DUI Program for **PLUMAS** clients.

**TERMINATION:**

PARTIES may terminate agreement for any reason with thirty (30) days written notice.

**REIMBURSEMENT:**

MOU is non-financial. **PLUMAS** shall contract directly with DUI Program Provider for services.

**CLIENT PRIORITY:**

**COUNTY's** current DUI Program(s) have the available staff needed to take on additional clients and confirmed any additional DUI clients shall not affect **COUNTY's** DUI clients. Should a shortage of available staffing and services occur, it is agreed that **COUNTY** clients shall have priority. In the event of a shortage of staffing or services arise, **COUNTY** shall request that the DUI program increase staff and services as needed to accommodate the increased number of DUI clients being served.

**NON-ASSIGNMENT:**

Neither PARTY shall assign, transfer or subcontract this MOU nor their rights or responsibilities under this MOU without prior written consent of the other PARTY.

**CONFIDENTIALITY:**

**PLUMAS** shall maintain the confidentiality of all records and information, including, but not limited to, client records, and information, to the extent required by United States Code 42 (USC) 1320d et seq.; the Health Insurance Portability and Accountability Act of 1996 (HIPAA); the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009 (Public Law 111-5, Title XIII); and Code of Federal Regulations 42 (CFR) Part 2, to comply with the applicable requirements of the law(s), including any subsequent amendments thereto relating to protected health information and in accordance with Welfare and Institutions Code (W&I) Sections 5328 through 5330, inclusive; Section 14100.2 of the W&I Code and Title 42 CFR Section 431.300 et seq. regarding the confidentiality of Out-of-County DUI clients protected information, and all other applicable County, State, and Federal laws, ordinances, rules, regulations, manuals, guidelines, and directives, relating to privacy/security, whichever is most restrictive. PARTIES shall require all its officers, employees, and agents providing services hereunder to acknowledge, in writing, understanding of, and agreement to fully comply with, all such confidentiality provisions. **PLUMAS** shall indemnify and hold harmless **COUNTY**, its officers, employees, and agents, from and against any and all loss, damage, liability, and expense arising from any disclosure of such records and information by **PLUMAS**, its officers, employees, or agents.

**INDEMNIFICATION:**

**PLUMAS** agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release **COUNTY**, its officers, agents and

employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including **PLUMAS**, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by **PLUMAS** hereunder, whether or not there is concurrent negligence on the part of **COUNTY**, but excluding liability due to the active negligence or willful misconduct of **COUNTY**. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for **PLUMAS** or its agents under worker's compensation acts, disability benefit acts, or other employee benefits acts. **PLUMAS** shall be liable to **COUNTY** for any loss of or damage to **COUNTY** property arising out of or in connection with **PLUMAS** negligence or willful misconduct.

**NON-DISCRIMINATION:** During the performance of this MOU, PARTIES shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, age or gender, pursuant to all applicable State and Federal statutes and regulations.

**RELATIONSHIP OF PARTIES:** It is understood that this is a MOU by and between two (2) separate public agencies and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

**ENTIRE AGREEMENT AND MODIFICATION:** This MOU contains the entire agreement of PARTIES relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by both PARTIES.

**ENFORCEABILITY AND SEVERABILITY:** The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

**4) NOTICES:**

All notices, correspondence, reports and/or statements authorized or required by this MOU shall be addressed to the liaisons as follows:

**PLUMAS:** Sharon Sousa, LMFT- Director  
Plumas County Behavioral Health  
270 County Hospital Rd #109  
Quincy, CA 95971  
ssousa@pcbh.services  
Phone: 530-283-6307  
Fax: 530-283-6045

**COUNTY:** Melody Robinson- Assistant Director  
3217 Cohasset Road  
Chico, CA 95973  
mrobinson@buttecounty.net  
Phone: 530-891-2850  
Fax: 530-879-3935

5) **VOLUNTARY PARTICIPATION:**

This MOU is a voluntary agreement between **PLUMAS** and **COUNTY**. By signing this MOU, PARTIES are evidencing their intent to abide by the terms of the MOU as described above.

*Signature page follows*







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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Allen Hiskey, Clerk of the Board  
**MEETING DATE:** July 8, 2025  
**SUBJECT:** Approve the Meeting Minutes for all meetings held in June 2025, as submitted.

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**Recommendation:**

Approve the Meeting Minutes for all meetings held in June 2025, as submitted.

**Background and Discussion:**

The Board of Supervisors approves the monthly minutes as presented.

**Action:**

Approve the Meeting Minutes for all meetings held in June 2025, as submitted.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. Minutes 06-03-2025
2. Special Meeting Minutes 06-06-2025
3. Minutes 06-10-2025
4. Minutes 06-17-2025



### **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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON JUNE 3, 2025**

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### **STANDING ORDERS**

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

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

#### **ZOOM Participation**

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

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

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

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

#### **CALL TO ORDER**

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

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

## **PLEDGE OF ALLEGIANCE**

Fire Safe Council led the Pledge of Allegiance.

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

Chair Goss corrects Item No. 5.A should read 54956.9 (d)(2)(e)(1)

## **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.

Linda M. speaks about the Plumas Feral Project, and the Spay-A-Thon. Thanks the Board for their support.

Chris Rousse speaks about the remodel of the Town Hall in Quincy and passes handouts to the Board.

<https://www.plumascounty.us/ArchiveCenter/ViewFile/Item/18822>

Rick F. requests removing item 3.C. from the agenda

Shelly H. speaks about short-term rentals.

Deb H. speaks about the Chinese Cemetery.

## **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

Marcy DeMartile (Clerk Recorder/Registrar of Voters) updates the Board on Special Elections

Nick Collin (Facilities Director) updates the board on some vandalism in Chester and provides photos.

<https://www.plumascounty.us/ArchiveCenter/ViewFile/Item/18823>

Zach Gately (Grants Manager) reminds the Board and public about the upcoming special meeting in Greenville on June 6, 2025, at 10am.

John Steffanic (Fair Manager) updated the Board on recent activities at the Fairgrounds.

Sheriff Johns updates the Board on a Homeland Security letter that was sent to him.

## **ACTION AGENDA**

- A. Receive a presentation from the Fire Safe Council on Plumas County Firewise Community programs and pre-fire activities.

The Board received a presentation from the Fire Safe Council and provided a handout.

<https://www.plumascounty.us/ArchiveCenter/ViewFile/Item/18824>

## **1. UPDATES AND REPORTS**

### **A. ENGIE PROJECT UPDATE**

Brief Update On Project

Facilities Director Nick Collin provides the Board and public with an update on the Engie project.

### **B. US FOREST SERVICE**

Report and update.

Kaitlin with the USFS updates the Board on recent burn activities in the County, and campgrounds are opening as well.

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

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

Martee Nieman (Auditor-Controller) updates the Board that the Munis payroll conversion is going forward. However, they are waiting for support from Tyler. They will extend the full conversion date until October 1, 2025.

**Supervisor Hall comments**

**D. COUNTY TREASURER'S REPORT**

Report and update from County Treasurer regarding the assessing, collecting, safekeeping, management, or disbursement of public funds, including investment reporting and an investment policy.

Julie White (Treasurer-Tax Collector) updated the Board on quarterly interest reports that are up-to-date. She strongly encourages the Board to approve her agenda item, continuing to grant her the authority to invest funds. Discusses the Treasury Oversight Committee.

**Supervisor McGowan comments**

**Supervisor Hall comments**

**Chair Goss comments**

**E. FINANCIAL/AUDIT REPORT**

Report from County Departments regarding the County's Financial and audit status.

Martee Niemann (Auditor-Controller) updates the Board on that the current 22/23 audit is moving rapidly. She is thankful for the collaboration with her office and other County departments.

**F. FAIR**

John Steffanic (Fair Manager) updates the Board and the public on exactly how the Fair operates.

**Supervisor Hall comments**

**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 1 Ceresola.

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

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

**A. SHERIFF'S OFFICE**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Peak Medical, PC, to provide and coordinate medical care services for inmates at Plumas County Jail; effective July 1, 2025; not to exceed \$369,120.00; (General Fund Impact) as requested in recommended FY25/26 budget 70380 / 521900 (JAIL / PROFESSIONAL SERVICES); approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Guardian RFID, to provide software for inmate management, monitoring, and tracking solutions; effective July 1, 2025; not to exceed \$60,000.00; (No General Fund Impact) Funds will be transferred from 7030858 / 58000 (RE-ENTRY GRANT / TRANSFER OUT) to 70380 / 48000 JAIL / TRANSFER IN); approved as to form by County Counsel.

**B. FACILITY SERVICES & AIRPORTS**

- 1) Approve and authorize Board Chair to waive rental fees for the Almanor Rec Center for 6th grade graduation party on Thursday, June 12, 2025.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Facility Services & Airports and Griffin Certified for fuel terminal inspection, maintenance, and repair services at the county's 3 airports; effective July 1, 2025; not to exceed \$15,000; (No General Fund Impact) Funding for this contract is paid with Airport revenue; approved as to form by County Counsel.

**C. COUNTY COUNSEL**

- 1) Approve and authorize County Counsel's Office to recruit and fill, funded and allocated, vacant one (1) FTE Deputy County Counsel I/II/III due to promotion; (General Fund Impact) as approved in (FY24/25) budget.

**D. BEHAVIORAL HEALTH**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Behavioral Health and CalMHSA and the Department of State Hospitals, replacing the current agreement, written explanation of an additional 25 hospital beds for placement procedures and a rate increase; effective July 1, 2025; (No General Fund Impact) State Realignment Funds; approved as to form by County Counsel.

**E. SOCIAL SERVICES**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Department of Social Services and April Bay, PH.D. for psychological evaluations of parents who are in the Child Welfare system; effective July 1, 2025; not to exceed \$ 30,000.00; (No General Fund Impact) Funding for this expense comes from the Department's allocation of 2011 Realignment for Children's Protective Services; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Department of Social Services and Regina Marshall, PH.D. for psychological evaluations of parents who are in the Child Welfare system; effective July 1, 2025; not to exceed \$30,000.00; (No General Fund Impact) Funding for this expense comes from the Department's allocation of 2011 Realignment for Children's Protective Services; approved as to form by County Counsel.
- 3) Approve and authorize Fixed Asset transfer of a 2016 Toyota Highlander from Social Services (70590) to Assessor (20060); approved by Auditor/Controller. **Four/Fifths roll call vote**

- 4) Approve and authorize Social Services to recruit and fill, funded and allocated, vacant 1 FTE Extra Help Program Manager position for more than 90 calendar days; (No General Fund Impact) Funds are state funds, federal pass-thru dollars and county realignment dollars.

#### **F. BOARD OF SUPERVISORS**

- 1) Approve and authorize the Chair to sign a letter to the Department of Transportation (CalTrans) for an encroachment permit for the Annual Graeagle Fourth of July Parade and Fireworks Display on Saturday, July 5th & Sunday, July 6th 2025.
- 2) Approve and authorize Chair to sign the Local Planning Council's (LPCs) Plumas Counties Zip Code Priorities.
- 3) Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckworth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on August 5, 2025

#### **G. PROBATION**

- 1) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Probation Department and Plumas County Library Department for juvenile literacy programs; effective May 1st 2025; not to exceed \$4,900.00; No General Fund Impact, MOU to be paid for out of JJCPA State grant (20402); approved as to form by County Counsel.

#### **H. CLERK OF THE BOARD**

- 1) Approve the Meeting Minutes for all meetings held in May 2025, as submitted.

#### **I. PUBLIC WORKS/ROAD**

- 1) Approve and authorize Public Works to recruit and fill, funded and allocated, vacant One (1) FTE PW Road Maintenance Worker I,II in the Quincy District; No General Fund Impact; Road funds.

## **J. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Public Health agency and Chico State Enterprises for Registered Dietitian services; effective 7/1/2025 and ends 6/30/2029; not to exceed \$42,800.00; (No General Fund Impact) (Senior Nutrition); approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Public Health Agency and Michael Staszal, D.O., P.A., related to Ryan White PartC program; effective April 1, 2025; not to exceed \$22,500.00; (No General Fund Impact) (RWPARTC); approved as to form by County Counsel.
- 3) Approve and authorize Public Health Agency to recruit and fill, funded and allocated, vacant position in the Administrative series, 1.00 FTE Administrative Assistant I/II, Office Assistant I/II/III, Fiscal Technical Services Assistant I/II/III; (No General Fund Impact) (Realignment).

## **3. DEPARTMENTAL MATTERS**

### **A. AUDITOR-CONTROLLER - Martee Nieman**

- 1) Approve and authorize supplemental budget transfer(s) of 1,180,300.00 from 20140/48001 (Transfer-In1) to 20140/529350 (Interest on Loan, 20140/529506 (Principal on Loan), and 20031/583180 (Contributions Transfer Debt Service) to cover the over-budget costs associated with the first debt service payment on solar and HVAC Engie Project; (General Fund Impact); FY2024/2025 budget to pay principal and interest payments weren't established as bond issuance was completed after adopting the budget. A delay in these payments would cause a default on bond issuance, approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of 1,180,300.00 from 20140/48001 (Transfer-In1) to 20140/529350 (Interest on Loan, 20140/529506 (Principal on Loan), and 20031/583180 (Contributions Transfer Debt Service) to cover the over-budget costs associated with the first debt service payment on solar and HVAC Engie Project; (General Fund Impact); FY2024/2025 budget to pay principal and interest payments weren't established as bond issuance was completed after adopting the budget. A delay in these payments would cause a default on bond issuance, approved by Auditor/Controller.

**Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

**Martee Nieman presents**

**Supervisor McGowan comments**

**Supervisor Hall comments**

### **B. FAIR - John Steffanic**

- 1) Review and approve Outdoor Music Festival Permits for Sunset Campout-June 20-23, 2025 and Priceless Festival-July 10-13, 2025 in Belden, CA

**Motion:** Review and approve Outdoor Music Festival Permits for Sunset Campout-June 20-23, 2025 and Priceless Festival-July 10-13, 2025 in Belden, CA, **Action:** Approve, **Moved by** None, **Seconded by** Supervisor - District 1 Ceresola.

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

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

**John Steffanic presents**

**C. TREASURER-TAX COLLECTOR - Julie White**

- 1) Adopt **RESOLUTION** Renewing Delegation of Authority to the Treasurer to invest County funds and funds of other depositors for calendar year 2025; (No General Fund Impact) approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 25-9021](#) Renewing Delegation of Authority to the Treasurer to invest County funds and funds of other depositors for calendar year 2025; (No General Fund Impact) approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

**Julie White presents**

**Supervisor Hall comments**

**Supervisor Engel comments**

**Jane Braxton-Little comments**

**D. 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 \$1,356.70 for labor and parts associated with replacing the batteries for the emergency battery backup for the IT room at the Sheriff's Office; (Non General Fund Impact) use of budget line item 70331 / 524400 (AB443 / SPECIAL DEPT EXPENSE); discussion and possible action.

**Motion:** Approve and authorize Plumas County Sheriff's Office to pay Got Power, a non-contract invoice in the amount of \$1,356.70 for labor and parts associated with replacing the batteries for the emergency battery backup for the IT room at the Sheriff's Office; (Non General Fund Impact) use of budget line item 70331 / 524400 (AB443 / SPECIAL DEPT EXPENSE); discussion and possible action., **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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Johns presents**

**E. PLANNING - Tracey Ferguson**

- 1) **11:00AM PUBLIC HEARING.** Introduce and waive the first reading of an ORDINANCE, adding Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones to Plumas County Code Title 9 Planning and Zoning; approved as to form by County Counsel; **Roll call vote**



**Motion:** 11:00AM PUBLIC HEARING. Introduce and waive the first reading of an **ORDINANCE** with a letter of concerns, adding Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones to Plumas County Code Title 9 Planning and Zoning; approved as to form by County Counsel; **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 4, Vice-Chair Hall, **Seconded by** Supervisor - District 3 McGowan.

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

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

**Tracey Ferguson presents**

**Supervisor Engel comments**

**Linda M. comments**

**Two gentlemen from Cal Fire comment**

**F. PUBLIC WORKS/ROAD – Rob Thorman**

- 1) Adopt **RESOLUTION** Adopting A List of Projects for Fiscal Year 2025-26 Funded by SB 1; (No General Fund Impact); approved as to form by County Counsel. Adopt the Senate Bill 1 Proposed Project List for FY 25/26 allocation of Road Maintenance and Rehabilitation (RMRA) funding, and, authorize the Director of Public Works to submit the project list to the California Transportation Commission (CTC); discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 25-9022](#) Adopting A List of Projects for Fiscal Year 2025-26 Funded by SB 1; (No General Fund Impact); approved as to form by County Counsel. Adopt the Senate Bill 1 Proposed Project List for FY 25/26 allocation of Road Maintenance and Rehabilitation (RMRA) funding, and, authorize the Director of Public Works to submit the project list to the California Transportation Commission (CTC); discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 5 Engel.

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

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

**Rob Thorman presents**

**Supervisor Engel comments**

**Supervisor McGowan comments**

**G. PUBLIC HEALTH AGENCY - Nicole Reinert**

- 1) Approve and authorize a supplemental budget increase of \$84,805.05 for the Public Health Agency budget unit 70566, to receive carryover funds unspent in FY22/23; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize a supplemental budget increase of \$84,805.05 for the Public Health Agency budget unit 70566, to receive carryover funds unspent in FY22/23; approved by Auditor/Controller. **Four/Fifths roll call vote, 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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nicole Reinert presents**

- 2) Approve and authorize a supplemental budget increase of \$31,443.41 for the Public Health Agency budget unit 70561, to receive carryover funds unspent in FY23/24; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize a supplemental budget increase of \$31,443.41 for the Public Health Agency budget unit 70561, to receive carryover funds unspent in FY23/24; approved by Auditor/Controller. **Four/Fifths roll call vote, 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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nicole Reinert presents**

- 3) Approve and authorize Plumas County Public Health Agency to pay Nick's Heating and Refrigeration Inc. a non-contract invoice in the amount of \$2,041.03 for emergency repairs at the Chester Senior Nutrition site; (No General Fund Impact) (Senior Nutrition 20830/520900); discussion and possible action.

**Motion:** Approve and authorize Plumas County Public Health Agency to pay Nick's Heating and Refrigeration Inc. a non-contract invoice in the amount of \$2,041.03 for emergency repairs at the Chester Senior Nutrition site; (No General Fund Impact) (Senior Nutrition 20830/520900); discussion and possible action., **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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nicole Reinert presents**

#### **H. FACILITIES - Nick Collin**

- 1) Approve and authorize Chair to sign amendment no 1 to agreement between Plumas County Facility Services and PacStates Communications of Nevada Inc.; (General Fund Impact) not to exceed \$42,167.91 Capital Improvement Project Funds 2012054/540110; approved as to form by County Counsel.

**Motion:** Approve and authorize Chair to sign amendment no 1 to agreement between Plumas County Facility Services and PacStates Communications of Nevada Inc.; (General Fund Impact) not to exceed \$42,167.91 Capital Improvement Project Funds 2012054/540110; approved as to form by County Counsel., **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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nick Collin presents**

**Supervisor Engel comments**

**Supervisor McGowan comments**

#### **I. HUMAN RESOURCES - Joshua Mizrahi**

- 1) Request to review and approve proposal for County Wide salary study; proposed work to be completed by December 2025; not to exceed \$154,000.00; (General Fund Impact) as requested in (FY25/26) budget (HR 20035 / Professional Services 521900); discussion and possible action.

**Motion: Direction to staff on options** Request to review and approve proposal for County Wide salary study; proposed work to be completed by December 2025; not to exceed \$154,000.00; (General Fund Impact) as requested in (FY25/26) budget (HR 20035 / Professional Services 521900); discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

**Josh Mizrahi presents**

**Josh Brechtel comments**

**Supervisor McGowan comments**

**Sharon R. comments**

**Supervisor Hall comments**

**Nick Collin comments**

#### **4. BOARD OF SUPERVISORS**

##### **A. CORRESPONDENCE AND WEEKLY REPORTS BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED BOARDS AND ASSOCIATIONS**

Reported by Supervisor Hall regarding matters related to County Government and including Rite Aid closures

Reported by Supervisor McGowan regarding matters related to County Government and including attending the Nortec meeting in Chico.

Reported by Supervisor Goss regarding matters related to County Government and including attending the IVCSD and NorCal EMS meetings

Reported by Supervisor Engel regarding matters related to County Government and included the Sheriff's appointment, and PG&E rates, and Grizzly Lake CSD meeting.

#### **5. CLOSED SESSION**

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

**Chair Goss requests a 15-minute lunch break before moving into Closed Session.**

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(2) of Government Code Section 54956.9 (3 cases)
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBY-600203/TIBV-600257)

- D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Section 54956.8  
Property: 527 Bell Lane, Quincy, CA 95971 (APN# 117-021-001)  
Negotiating Party: Plumas District Hospital  
Under negotiation: Instructions Concerning Price

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

Chair Goss reported the following actions were taken during closed session.

Item 5.A No reportable action

Item 5.B No reportable action

Item 5.C The County will have to pay the \$8,700 bill

Item 5.D No reportable action.

**6. ADJOURNMENT**

Adjourned meeting to Friday, June 6, 2025, Greenville High School Library, Greenville, California



### **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

### **MEETING MINUTES**

## **ADJOURNED SPECIAL MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON JUNE 6, 2025**

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### **STANDING ORDERS**

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

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

#### **ZOOM Participation**

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

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

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

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

#### **CALL TO ORDER**

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

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

## **PLEDGE OF ALLEGIANCE**

Clift Ginger led the Pledge of Allegiance.

## **ACTION AGENDA**

- A. Receive a presentation on the implementation of the County of Plumas 2021 Dixie Fire PG&E Settlement Funds Principals and Priorities (Board of Supervisors Resolution No. 25-9015): discussion and possible directions to staff/or action (10:05 AM - 11:00 AM).

### **Zach Gately presents**

- 1) Overview (10:05-10:10 AM)
- 2) Purpose and Goals (10:10-10:15 AM)
- 3) Background (10:15-10:25 AM)
- 4) Financial Status Report (10:25-10:45 AM)

### **Martee Nieman presents**

- 5) Proposed Next Steps (10:45-11:00 AM)

### **Tracey Ferguson presents**

## **PUBLIC COMMENT OPPORTUNITY (11:00 AM-12:00 PM)**

Matters under the jurisdiction of the Board, and listed on this notice of special meeting, may be addressed by the general public at the end of the special meeting agenda. Speakers may be limited in speaking time dependent upon the press of business and the number of persons wishing to address the Board. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

Public comment on Zoom  
L. Wheeler comments  
M. Schrammel comments  
4 anonymous public comments  
T. Schwartz comments  
Dave G. Senator Hadwick's assistant comments  
Planning Director Tracey Ferguson took notes  
M. Bancio comments

**All 5 Supervisors thanked everyone for coming, and to the staff that put this presentation and workshop together.**

## **1. ADJOURNMENT**

Adjourned meeting to Tuesday, June 10, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



### **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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON JUNE 10, 2025**

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### **STANDING ORDERS**

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

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

#### **ZOOM Participation**

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

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

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

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

#### **CALL TO ORDER**

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

**Present:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall

**Excused:** Supervisor - District 1 Ceresola

## **PLEDGE OF ALLEGIANCE**

Josh Mizrahi led the Pledge of Allegiance.

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

There are no additions or deletions to 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.

Ricardo J. speaks to the Board regarding short-term rentals

Rick F. spoke to the Board about wanting to remove an agenda from last week's agenda. He asked what the protocol was. Chair Goss, County Counsel Brechtel responded.

An anonymous Zoom caller speaks about the COVID vaccine.

Clint Koble speaks about short term rentals in the County.

## **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

No Reports Provided

## **ACTION AGENDA**

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

- 1) Presentation of the Budget Calendar to the Board of Supervisors

The Board received and accepted the FY 25/26 budget calendar with one change being June 30, 2025 as the Special meeting.

### **1. 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, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Excused:** Supervisor Ceresola



**A. HUMAN RESOURCES**

- 1) Approve and authorize Human Resources Department to recruit and fill, funded and allocated, vacant 1.0 FTE Human Resources Payroll Specialist I/II; due to resignation; (General Fund Impact) as approved in FY 24/25 adopted budget.

**B. AGRICULTURAL WEIGHTS & MEASURES**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Department of Agriculture/Weights and Measures and Cal Trans for roadside weed abatement; effective July 1, 2025; not to exceed \$60,000.81; (No General Fund Impact) payment from Cal Trans for services rendered by Plumas County Department of Agriculture/Weights and Measures; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to sign amendment no. 1 to revenue agreement 23-0312-000SA between Sierra County Department of Agriculture/Weights and Measures and California Department of Food and Agriculture, extending the expiration date of the contract to December 31, 2027, and increasing the contract amount by \$55,190.30 for a new total of \$97, 487.30; (No General Fund Impact) This agreement is for payment for services rendered by Sierra County Department of Agriculture/Weights and Measures ; approved as to form by County Counsel.
- 3) Approve and authorize the Chair to sign amendment no. 1 to revenue agreement 23-0300-000SA between Plumas County Department of Agriculture/Weights and Measures and California Department of Food and Agriculture, extending the expiration date of the contract to December 31, 2027, and increasing the contract amount by \$55,190.30 for a new total of \$97, 487.30; (No General Fund Impact) This agreement is for payment for services rendered by Plumas County Department of Agriculture/Weights and Measures ; approved as to form by County Counsel.

**C. SHERIFF'S OFFICE**

- 1) Special Use Permit for the Gopher Hill Shooting Range from the United States Forest Service, Department of Agriculture; approved as to form by County Counsel.

**D. PUBLIC WORKS/ROAD**

- 1) Approve and authorize Chair to sign and execute Amendment No. 1 to the Agreement between Plumas County Public Works and the Professional Services Agreement with Bender Rosenthal Inc (total \$18,203.04) for property appraisal, right-of-way management and title / escrow services required for the East Quincy Meadow Lane Project. No general fund impact. Road Funds. Approved as to form by County Counsel.

## **E. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize Public Health Agency to recruit and fill, funded and allocated, vacant (1) extra-help assistant cook position for the Senior Nutrition program at the Portola site; (No General Fund Impact) (Senior Services).
- 2) Approve and authorize Public Health Agency to recruit and fill, funded and allocated, vacant (1) extra-help driver position for the Senior Services program; (No General Fund Impact) (Senior Services).
- 3) Approve and authorize Chair to sign an agreement between Plumas County Public Health Agency and Mark Satterfield, MD to perform the duties of a County Health Officer/Medical Director for the Public Health Agency; effective July 1, 2025; not to exceed \$90,000.00; (No General Fund Impact) (various funding including HIV, IZ, Health Fees); approved as to form by County Counsel.

## **F. BEHAVIORAL HEALTH**

- 1) Approve and authorize Behavioral Health Department to recruit and fill, funded and allocated, vacant one (1) FT BH Continuing Care Coordinator; vacancy due to retirement; (No General Fund Impact) State and Federal Funds.

## **G. PROBATION**

- 1) Approve and authorize Chair to sign amendment no. 1 to the agreement between Plumas County Probation and Sapience Practice, a Limited Liability Company; Amount not to exceed Ten-Thousand and 00/100 Dollars; No General Fund Impact, service agreement is paid for in full by JJCPA, a State-funded Juvenile Probation Grant (2040252-521900); approved as to form by County Counsel.

## **2. DEPARTMENTAL MATTERS**

### **A. PLANNING - Tracey Ferguson**

- 1) **CONTINUED PUBLIC HEARING: 11:00A.M.**
  1. Receive public comment from the continued public hearing of June 3, 2025; and
  2. Adopt **RESOLUTION** to Designate Local Responsibility Area Moderate, High, and Very High Fire Hazard Severity Zones Consistent with State Law with an Associated Official Hazard Map; and

3. Find the approval by **ORDINANCE** not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15060(c)(3) as the activity is not a "Project" as defined in Public Resources Code Sec. 21065 and CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, Sec. 15378 because the Ordinance has no potential for resulting in a direct or indirect physical change in the environment; and

4. Adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on June 3, 2025, adding a Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones to Plumas County Code Title 9 Planning and Zoning; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion: CONTINUED PUBLIC HEARING: 11:00A.M.**

1. Receive public comment from the continued public hearing of June 3, 2025; and
2. Adopt [RESOLUTION No. 25-9023](#) to Designate Local Responsibility Area Moderate, High, and Very High Fire Hazard Severity Zones Consistent with State Law with an Associated Official Hazard Map; and
3. Find the approval by [ORDINANCE No 25-1159](#) not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15060(c)(3) as the activity is not a "Project" as defined in Public Resources Code Sec. 21065 and CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, Sec. 15378 because the Ordinance has no potential for resulting in a direct or indirect physical change in the environment; and
4. Adopt an [ORDINANCE No. 25-1159](#) of the County of Plumas, State of California, first introduced on June 3, 2025, adding a Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones to Plumas County Code Title 9 Planning and Zoning; approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 4, Vice-Chair Hall, **Seconded by** Supervisor - District 3 McGowan.

**Vote:** Motion Passed by split vote (**summary:** Yes = 3 No = 1).

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 4, Vice-Chair Hall.

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

**Excused:** Supervisor Ceresola

**Planning Director Tracey Ferguson presents**

**Supervisor McGowan comments**

**Supervisor Engel comments**

**Chair Goss comments**

**Supervisor Hall comments**

**County Counsel Brechtel comments**

**Jane Braxton-Little comments**

**B. SOLID WASTE - Rob Thorman**

- 1) **PUBLIC HEARING** Adopt a **RESOLUTION** ESTABLISHING A REVISED FEE SCHEDULE FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS SELF-HAULING SOLID WASTE TO PLUMAS COUNTY TRANSFER STATIONS IN FRANCHISE SERVICE AREA NO. 1 (OPERATED BY FEATHER RIVER DISPOSAL); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion: PUBLIC HEARING** Adopt a [RESOLUTION No. 25-9024](#) ESTABLISHING A REVISED FEE SCHEDULE FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS SELF-HAULING SOLID WASTE TO PLUMAS COUNTY TRANSFER STATIONS IN FRANCHISE SERVICE AREA NO. 1 (OPERATED BY FEATHER RIVER DISPOSAL); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sean Graham presents**

Supervisor McGowan comments  
Linda M. comments  
Rick F. comments  
Rob Thorman comments  
Supervisor Hall comments

- 2) **PUBLIC HEARING** Adopt a **RESOLUTION** ESTABLISHING A REVISED FEE SCHEDULE FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS SELF-HAULING SOLID WASTE TO PLUMAS COUNTY TRANSFER STATIONS IN FRANCHISE SERVICE AREA NO. 2 (OPERATED BY INTERMOUNTAIN DISPOSAL); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote.**

**Motion:** **PUBLIC HEARING** Adopt a **RESOLUTION No. 25-9025** ESTABLISHING A REVISED FEE SCHEDULE FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS SELF-HAULING SOLID WASTE TO PLUMAS COUNTY TRANSFER STATIONS IN FRANCHISE SERVICE AREA NO. 2 (OPERATED BY INTERMOUNTAIN DISPOSAL); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote.**, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sean Graham presents**

**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**

**Motion:** Adopt **RESOLUTION No. 25-9026** 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**, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**HR Director Josh Mizrahi presents**

**D. PUBLIC HEALTH AGENCY** - Nicole Reinert

- 1) Approve and authorize supplemental budget increase for the Public Health Agency budget unit 20480 in the amount of \$6,335.00 from the recent auction of surplus county property approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget increase for the Public Health Agency budget unit 20480 in the amount of \$6,335.00 from the recent auction of surplus county property approved by Auditor/Controller. **Four/Fifths roll call vote**, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall

**Public Health Director Nicole Reinert presents**

- 2) Approve and authorize supplemental budget increase for the Public Health budget unit 20830 in the amount of \$48,162 because of receiving carryover funds unspent in FY23/24; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget increase for the Public Health budget unit 20830 in the amount of \$48,162 because of receiving carryover funds unspent in FY23/24; approved by Auditor/Controller. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Public Health Director Nicole Reinert presents**

**E. BEHAVIORAL HEALTH - Sharon Sousa**

- 1) Approve and authorize supplemental budget transfer(s) of (\$550,000.00) from Mental Health #70570 (10100 cash-Balance) to (Professional Services #521900) to cover the over-budget costs; approved by Auditor/Controller. **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, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Kyle Hardee presents**

**Supervisor McGowan comments**

**Supervisor Hall comments**

- 2) Approve and authorize supplemental budget transfer(s) of (\$263,072.91) from Mental Health Services Act #70571 (10100 cash-Balance) to (Special Grant Exp# 524173) to cover the unanticipated costs (MHSA Innovation Fund Reversion); approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of (\$263,072.91) from Mental Health Services Act #70571 (10100 cash-Balance) to (Special Grant Exp# 524173) to cover the unanticipated costs (MHSA Innovation Fund Reversion); approved by Auditor/Controller. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Kyle Hardee presents**

**Supervisor McGowan comments**

**Supervisor Hall comments**

**Rick F. comments**

**Jane Braxton-Little comments**

**F. GRANTS MANAGER - Zachary Gately**

- 1) Approve and authorize supplemental budget transfer(s) of \$196,867.55 from Fund Balance of Fund 0021 (ARPA) to Transfer out 2000358-58000 to cover the over-budget costs due to added ARPA activities in FY25; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of \$196,867.55 from Fund Balance of Fund 0021 (ARPA) to Transfer out 2000358-58000 to cover the over-budget costs due to added ARPA activities in FY25; approved by Auditor/Controller. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Grant Manager Zach Gately presents**

### **3. BOARD OF SUPERVISORS**

A. Closing of Rite Aid; informational discussion item only.

**The Board received discussion from Public Works Director Rob Thorman about parking in front of Quincy Pharmacy.**

**Supervisor Hall comments**

**Chair Goss comments**

**Supervisor McGowan comments**

**The Board decided to have the Public Works Director look into different options to suit parking.**

### **B. APPOINTMENTS**

- 1) Appoint Matthew West to the Feather River Conservation Board representing District 2, as recommended; discussion and possible action.

**THIS ITEM WAS TABLED UNTIL 6/17/2025 AT THE REQUEST OF SUPERVISOR MCGOWAN**

### **C. CORRESPONDENCE, WEEKLY REPORTS BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED BOARDS AND ASSOCIATIONS**

### **4. CLOSED SESSION**

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

- A. Personnel: Public Employee Performance Evaluation - Fair Manager (Board Only)
- B. Personnel: Public Employee Performance Evaluation: Museum Director (Board Only)
- 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: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(1) of Government Code Section 54956.9

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

Chair Goss reported there was no reportable action taken during the closed session.

**Item 4.C was not discussed.**

## **5. ADJOURNMENT**

Adjourned meeting in memory of Mike Klimek to Tuesday, June 17, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



### **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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON JUNE 17, 2025**

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### **STANDING ORDERS**

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

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

#### **ZOOM Participation**

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

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

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

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

#### **CALL TO ORDER**

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

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



## **PLEDGE OF ALLEGIANCE**

Clint Koble led the Pledge of Allegiance.

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

Chair Goss has requested that Item 3.B.3 be removed from the agenda.

County Counsel has requested that an urgency Resolution be added to the agenda, in place of item 3.B.3.

Supervisor McGowan comments

Motioned by Supervisor Engel, seconded by Supervisor Hall, motion carried 5-0

## **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.

D. Preston commented on Greenville Rotary Club, and PG&E.

J. Crane commented on the need for public restrooms at Dame Shirley Plaza.

J. Green comments on Argentine Rock.

R. Foster requests that the item of "Fines & Fees" be added to the July 1st meeting. Chair Goss agrees.

Supervisor McGowan comments

D. Hopkins comments on the Chinese Cemetery

## **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

Marcy DeMartile (Clerk Recorder/Registrar of Voters) updates the Board on the last Special District presentation happening on 06-24-2025 at 5:30pm at the Veterans Hall in Quincy, and that this is wedding season in Plumas County.

Sheriff Johns recognizes outgoing Interim HR Director Josh Mizrahi on his outstanding efforts while acting as the Interim Director of HR. He comments on the recent hires that are attending Butte College who will soon join the ranks of the Plumas County Sheriff's office

## **ACTION AGENDA**

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

#### **A. PLUMAS COUNTY BUSINESS AND ECONOMIC DEVELOPMENT**

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

The Board received a presentation from Samantha Bliss and Clint Koble.

**Chair Goss comments**

**Rick Foster comments**

**Janet Crane comments**

**Jane Braxton-Little comments**

**Sharon Roberts comments**

**Supervisor Hall comments**

**Dayne Lewis comments**

**Debbie Hopkins comments**

## **Clint Koble comments**

## **Martee Nieman (Auditor-Controller) comments**

- 1) Receive presentation from Samantha Bliss on the MOVE IN Package; discussion and possible action

## **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 1 Ceresola.

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

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

## **A. SOCIAL SERVICES**

- 1) Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Department of Social Services and Plumas Crisis Intervention Center extending the terms of the agreement from July 1, 2024, through June 30, 2026; (No General Fund Impact) Federal, State funds, and County 2011 Realignment funds; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign amendment no. 3 to agreement between Plumas County Department of Social Services and Plumas Crisis Intervention and Resource Center extending the terms from July 22, 2022, through June 30, 2026; (No General Fund Impact) Federal and State funds; approved as to form by County Counsel.
- 3) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Department of Social Services and Plumas County Probation Department to provide resources and support for Title IV-E; effective 7/1/2025; (No General Fund Impact) ; approved as to form by County Counsel; discussion and possible action.
- 4) Approve a contract between the Department of Social Services and Plumas Crisis Intervention and Resource Center for case management services to children and families in the Child Welfare Services Family Reunification program.; effective July 1, 2025; not to exceed \$30,000.00; (No General Fund Impact) federal and state funds; approved as to form by County Counsel.
- 5) Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Department of Social Services and Plumas Crisis Intervention and Resource Center extending the terms from July 1, 2024, through December 21, 2025; (No General Fund Impact) Federal and State fund; approved as to form by County Counsel.

**B. PROBATION**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Probation and Plumas Rural Services to facilitate The Parent Project Program as part of the Probation Department's Juvenile Justice Plan; effective July 1, 2025; not to exceed \$27,800.00: No General Fund Impact, agreement will be paid in full via the JJCPA juvenile state grant (2040252-52191); approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Probation and the County of Tehama for the placement of juveniles court ordered into a youth detention facility; effective July 1, 2025; not to exceed \$160,000.00 dollars; Potential General Fund Impact of \$15,000.00 under budget item 2040053-530440; approved as to form by County Counsel.

**C. COUNTY COUNSEL**

- 1) Approve and authorize Chair to sign an agreement between Plumas County and Anna M. Samardich Tyner for Public Defender services, due to resignation effective July 6, 2025; effective July 7, 2025, through June 30, 2027; not to exceed \$9,741.85 per month for the first 12 months; (General Fund Impact) as requested in (FY25/26) budget; approved as to form by County Counsel.

**D. PUBLIC WORKS/ROAD**

- 1) Approve and authorize Chair to sign Amendment No. 7 to agreement between Plumas County Department of Public Works and MGE Engineering, Inc. to provide contract document preparation for repair to Greenville sidewalks that were damaged; No General Fund Impact; approved as to form by County Counsel.

**E. FACILITY SERVICES & AIRPORTS**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Facility Services & Airports and DBT Transportation, LLC for AWOS maintenance, upgrades, and repair; effective July 1, 2025; not to exceed \$23,898.00; this contract has no General Fund impact, services for this contract are paid for with Airport revenue; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an Encroachment Permit to Cal Trans for the 78th Annual Plumas-Sierra County Fair Parade, Saturday, July 26th, 2025, from 10:00 am - noon.

## **F. ENVIRONMENTAL HEALTH**

- 1) Approve and authorize Chair to sign an amended agreement between Plumas County and "Cloudpermit" to add the "Licensing and Registration Module", to replace the expiring Accela/Envision software; effective June 17, 2025; not to exceed \$31,583 for year 2 of the existing 3-year contract (\$25,000 for the original software package for year 2, plus \$6,583 to add the "Licensing and Registration Module" for year 2); and not to exceed \$30,000 for year 3 of the existing 3-year contract (\$25,000 for the original software package for year 3, plus \$5,000 for year 3 to the add "Licensing and Registration Module".; General Fund Impact as approved in FY24-25 budget (Environmental Health Professional Services 2055052 / 521900; approved as to form by County Counsel.

## **G. PLANNING**

- 1) Approve and authorize Chair to sign an agreement between Plumas County and Hinman & Associates Consulting, Inc. for services in assisting Plumas County with support and implementation of the Upper Feather River Integrated Regional Water Management (UFR IRWM) Program and other related water resources activities, as directed; effective July 1, 2025; not to exceed \$25,000.00; (General Fund Impact/Planning Department) as proposed in FY 25/26 recommended budget under Professional Services (2049052/521900); approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign amendment no. 2 to agreement between Plumas County and Land Logistics, Inc. not to exceed \$104,000.00 through June 30, 2026 to provide services in assisting Plumas County with Surface Mining and Reclamation Act (SMARA) local agency permit management of mines in Plumas in compliance with SMARA statues and regulations, California Department of Conservation (DOC) Division of Mine Reclamation (DMR), and local SMARA ordinance (Plumas County Code of Ordinances, Title 9, Planning and Zoning, Chapter 5 Permit to Mine and Reclamation); (General Fund Impact/Planning Department) as proposed in FY 25/26 budget under Professional Services (2049052/521900); approved as to form by County Counsel.

## **H. TREASURER-TAX COLLECTOR**

- 1) On April 1, 2025, the Board approved the Tax Collector to sell Tax-Defaulted properties that are at least 5 years tax default and approved the minimum bids. It came to our attention after this Board meeting that one of the parcels, #125-112-009-000, has a Senior Postponement lien. The amount of the lien to re-pay the State Controller's office must be included in the minimum bid. It is requested of the Board to approve the amended minimum bid from \$2,680.00 to \$3,662.00 for parcel #125-112-009-000, Helen M. Baker, 857 Plumas Avenue, Portola.

### 3. DEPARTMENTAL MATTERS

#### A. SHERIFF'S OFFICE - Todd Johns

- 1) Approve and authorize a fixed asset purchase from TruckVault for the fixed asset purchase of a TrunkVault tac command post; total not to exceed \$5,900.00; (No General Fund Impact) Sheriff's Small & Rural Law Enforcement funds department #70331 account #542600 (Equipment); Master Purchase Agreement approved as to form by County Counsel; discussion and possible action.

**Four/Fifths roll call vote**

**Motion:** Approve and authorize a fixed asset purchase from TruckVault for the fixed asset purchase of a TrunkVault tac command post; total not to exceed \$5,900.00; (No General Fund Impact) Sheriff's Small & Rural Law Enforcement funds department #70331 account #542600 (Equipment); Master Purchase Agreement approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

**Sheriff Johns presents**

#### B. HUMAN RESOURCES - Joshua Mizrahi

- 1) Approve and authorize the Chair to sign a Memorandum of Understanding between Plumas County and PRISM Vision Program, as PRISM is transitioning from a fully insured block to a self-funded administered plan; effective July 1st, 2025; (General Fund Impact) as approved in (FY24/25) adopted budget; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize the Chair to sign a Memorandum of Understanding between Plumas County and PRISM Vision Program, as PRISM is transitioning from a fully insured block to a self-funded administered plan; effective July 1st, 2025; (General Fund Impact) as approved in (FY24/25) adopted budget; approved as to form by County Counsel; discussion and possible action.,

**Action:** Approve, **Moved by** Supervisor - District 4, Vice-Chair Hall, **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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**County Counsel Josh Brechtel presents**

- 2) Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1.0 FTE County Administrative Officer; General Fund Impact as approved in the FY24/25 adopted budget.

**Motion:** Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1.0 FTE County Administrative Officer; General Fund Impact as approved in the FY24/25 adopted budget.,

**Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

- 3) Adopt the Appointed Department Head Annual Performance Evaluation/Review Policy; effective January 1, 2025; approved as to form by County Counsel; discussion and possible action.

**THIS ITEM WAS PULLED AT THE REQUEST OF THE CHAIR  
THIS BELOW ITEM WAS TAKING UP AS AN URGENCY ITEM IN ITS PLACE.**

Adopt a **RESOLUTION** authorizing stipend for Deputy County Counsel III position to perform Interim Human Resources Director Duties, approved as to form by County Counsel; discussion and possible action.

**Motion:** Adopt a [\*\*RESOLUTION No. 25-9030\*\*](#) authorizing stipend for Deputy County Counsel III to perform Interim Human Resources Director Duties, approved as to form by County Counsel ; discussion and possible action. **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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**County Counsel Josh Brechtel presents**

- 4) Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1.0 FTE Human Resources Director; General Fund Impact; as approved in the FY 24/25 adopted budget.

**Motion:** Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1.0 FTE Human Resources Director; General Fund Impact; as approved in the FY 24/25 adopted budget.,

**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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Rick Foster comments**

**Supervisor Hall comments**

**C. LIBRARY - Dora Mitchell**

- 1) Adopt **RESOLUTION** to update the established county office hours for Plumas County Library; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [\*\*RESOLUTION No. 25-9027\*\*](#) to update the established county office hours for Plumas County Library; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote, 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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Dora Mitchell (County Librarian) presents via Zoom**

**Janet Crane comments**

**Supervisor Hall comments**

**Public comment via Zoom**

**D. AUDITOR-CONTROLLER - Martee Nieman**

- 1) Adopt **RESOLUTION** Proposition 4 Appropriation Limits (GANN Limit) for Plumas County, Quincy Lighting District, CSA #11 (Ambulance), and Beckwourth CSA for Fiscal Year 2025/2026; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 25-9028](#) Proposition 4 Appropriation Limits (GANN Limit) for Plumas County, Quincy Lighting District, CSA #11 (Ambulance), and Beckwourth CSA for Fiscal Year 2025/2026; approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

**Martee Niemann (Auditor-Controller) presents**

**E. AGRICULTURE - Willo Vieira**

- 1) Adopt **RESOLUTION** of Plumas County Adopting Certain Findings Concerning Impacts and Mitigation Measures, in Accordance with the California Environmental Quality Act for the Wildlife Management Plan for which an Environmental Impact Report has been Prepared; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 25-9029](#) of Plumas County Adopting Certain Findings Concerning Impacts and Mitigation Measures, in Accordance with the California Environmental Quality Act for the Wildlife Management Plan for which an Environmental Impact Report has been Prepared; approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

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

**Willo Vieira (AG Commissioner) presents**

**Supervisor McGowan comments**

**Jane Braxton-Little comments**

**Tracey Ferguson (Planning Director) comments**

**County Counsel comments**

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

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Treasurer-Tax Collector and Cal-Sierra Title Company to provide Condition of Title guarantees for default property tax auction; effective April 1, 2025; not to exceed \$22,440.00; (General Fund Impact) as approved in (FY24-25 adopted budget (20050 / 521900) Professional Services; approved as to form by County Counsel.

**Motion:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Treasurer-Tax Collector and Cal-Sierra Title Company to provide Condition of Title guarantees for default property tax auction; effective April 1, 2025; not to exceed \$22,440.00; (General Fund Impact) as approved in (FY24-25 adopted budget (20050 / 521900) Professional Services; approved as to form by County Counsel., **Action:** Approve, **Moved by** Supervisor - District 4, Vice-Chair Hall, **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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

Julie White (Treasurer-Tax Collector) presents  
Rick Foster comments  
Supervisor McGowan comments

**G. GRANTS MANAGER** - Zachary Gately

- 1) Approve and authorize supplemental budget transfers of \$37,849.14 from LATCF Fund Balance to LATCF TRANSFER-OUT 0026-8002658-58000 account to cover the over-budget insurance costs of the 85 / 15 split for the 4<sup>th</sup> quarter of Fiscal Year 2025; approved by Auditor/Controller.

**Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfers of \$37,849.14 from LATCF Fund Balance to LATCF TRANSFER-OUT 0026-8002658-58000 account to cover the over-budget insurance costs of the 85 / 15 split for the 4<sup>th</sup> quarter of Fiscal Year 2025; approved by Auditor/Controller. **Four/Fifths roll call vote, 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, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Zach Gately (Grants Manager) presents**

**4. BOARD OF SUPERVISORS**

- A. Approve and authorize Chair to sign an agreement between Plumas County and PG & E to grant utility distribution easement to construct electric infrastructure to serve the Town of Greenville and its residents which will impact APN 110-062-008, 110-110-010, and 110-062-117; effective June 17, 2025; approved as to form by County Counsel; discussion and possible action.

**THIS ITEM WAS TABLED UNTIL JULY 1, 2025 AT THE REQUEST OF THE CHAIR**

**B. CORRESPONDENCE AND WEEKLY REPORTS BY BOARD MEMBERS OF MEETINGS  
ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED  
BOARDS AND ASSOCIATIONS**

Supervisor Goss received correspondence regarding attending Feather River CSD, and Indian Valley CSD meetings.

Supervisor Hall received correspondence regarding going on an ATV Tour, and her Town Hall meeting on 6/19/2025 at 6:30pm at the Quincy Library

Supervisor McGowan received correspondence regarding attending the Nevada Air Quality Management District Meeting, and the Transportation Commission meeting.

Supervisor Ceresola received correspondence regarding attending the Nevada Air Quality Management District Meeting, and the Upper Feather River Watershed meeting.

**5. CLOSED SESSION**

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

- A. Personnel: Public Employee Performance Evaluation: Museum Director



B. Personnel: Public Employee Performance Evaluation: Fair Manager

C. Personnel: Public Employee Performance Evaluation - Chief Probation Officer (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

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

Chair Goss reported there was no reportable action taken during closed session.

**6. ADJOURNMENT**

Adjourned meeting to Tuesday, July 1, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
BECKWOURTH COMMUNITY SERVICES  
DISTRICT  
MEMORANDUM**

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

**FROM:** Rob Thorman, Director of Public Works

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Beckwourth CSA to pay Automation Electric, Inc. a non-contract invoice in the amount of \$1,177.53; (No General Fund Impact); discussion and possible action.

---

**Recommendation:**

The Beckwourth CSA Manager respectfully requests that the Governing Board authorize the Manager of the Beckwourth CSA to pay the invoice from Automation Electric, Inc. totaling \$1,177.53 without a contract and to ratify all approved work performed to date.

**Background and Discussion:**

On October 10, 2024 Dave Berg responded to diagnose the sewer pump at the Nervino Airport. Dave was recommended by the City of Portola operator for this kind of specialty work. It was determined through electronic testing that one of the pumps needed service due to a seal leak. The conduit junction box was entered and the control wire pulled for removal of the pump. Upon repair of pump, Dave wired the control wires back into the panel and sealed the conduit as required.

Initially it was planned to pay the invoice through a no contract claim form, but additional scope pushed this over the \$1,000 limit.

This pump station was dedicated to the Beckwourth CSA as agreed to under the agreement between Plumas National Forest and the previous Manager.

**Action:**

Approve and authorize Beckwourth CSA to pay Automation Electric, Inc. a non-contract invoice in the amount of \$1,177.53; (No General Fund Impact); discussion and possible action.

**Fiscal Impact:**

No impact to General Fund. Beckwourth CSA.

**Attachments:**

1. Inv\_2816\_from\_Automation\_Electric\_Inc.\_1448

**Automation Electric, Inc.**

P.O. Box 20145  
Reno, NV 89515-0145

775-828-0222

# INVOICE

INVOICE DATE	INVOICE NUMBER
6/26/2025	2816
TERMS: Net 30	

Bill To:

Plumas County  
520 Main Street  
Room 309  
Quincy, CA 95971

**DUE DATE: 7/26/2025**

>

Project / Job # -		P.O. Number:			
Description		Item	Qty	Rate	Amount
Beckwourth Hot Shots Lift Station					
Met with Rob on location to troubleshoot lift station pump and motors. Found seal leak detection working as normal and pump/motor has a moisture intrusion. Chiseled out EYS explosion-proof fittings to remove the motor cable. Rob and crew will pull and take in for repairs.					
Repaired motor back on location and it was set into place by the County. There is an issue hooking up the controls once into place. Rob asked if i would stop by and verify rotation and make finial connection. Made calls to tech support to get wiring diagram.					
Returned to location to make final connection using epoxy sealing kits. Packed sealant around outgoing conduits to keep gases coming up from wet well. Tested for rotation and pump down rate. Amperage looks good. Took pictures of run time and cycle count.					
		Labor	9	125.00	1,125.00
		Material		52.53	52.53
A finance charge of 1 1/2 % per month will be charged on past due balances or an 18% annual percentage rate. We will charge a \$25.00 fee on all returned checks.			<b>TOTAL</b>		<b>\$1177.53</b>



**PLUMAS COUNTY  
COUNTY CLERK-RECORDER  
MEMORANDUM**

---

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

**FROM:** Marcy DeMartile, Clerk/Recorder

**MEETING DATE:** July 8, 2025

**SUBJECT:** Adopt a RESOLUTION of the Plumas County Board of Supervisors approving Agreement 24G27132 between the County of Plumas and the Secretary of State under the terms of the Help America Vote Act (HAVA) and approve and ratify the Board Chair's signature on Agreement 24G27132; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Adopt and ratify **RESOLUTION Approving Agreement 24G27132 Between the County of Plumas and the Secretary of State Under the Terms of the Help America Vote Act (HAVA)**; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

The federal funds offered through HAVA in the attached Agreement 24G27132 are to be utilized for cybersecurity in regard to the administration of elections. As these funds are administered by the U.S. Elections Administration Commission (EAC), as well as restrictions for complying with requirements for said funds under the Help America Vote Act of 2002 and the California Secretary of State, the use of these funds is restricted and to be used for only those purposes outlined in the Standard Agreement and referenced by the incorporated Resolution.

**Action:**

Adopt and ratify Resolution approving Agreement 24G27132 between the Secretary of State and the County of Plumas under the terms of the Help America Vote Act (HAVA); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. HAVA Agreement 24G27132
2. HAVA Resolution - locked

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24G27132

PURCHASING AUTHORITY NUMBER (If Applicable)

SOS-0890

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Secretary of State

CONTRACTOR NAME

Plumas County

2. The term of this Agreement is:

START DATE

June 01, 2025

THROUGH END DATE

June 30, 2026

3. The maximum amount of this Agreement is:

\$15,789.00; Fifteen Thousand Seven Hundred Eighty-Nine Dollars and Zero Cents

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

Exhibits	Title	Pages
Exhibit A	Scope of Work	4
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C*	General Terms and Conditions	GTC 02/2025
+ - Exhibit D	Special Terms and Conditions	4
+ - Exhibit E	Additional Provisions	3
+ - Exhibit F	Resolution	
+ - Exhibit G	HAVA Activity Report	1

*Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.**These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>***IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.****CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Plumas County

CONTRACTOR BUSINESS ADDRESS

520 Main Street Room 102

CITY

Quincy

STATE

CA

ZIP

95971

PRINTED NAME OF PERSON SIGNING

Marcy Demartile

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
**STANDARD AGREEMENT**  
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 24G27132	PURCHASING AUTHORITY NUMBER (If Applicable) SOS-0890
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME Secretary of State			
CONTRACTING AGENCY ADDRESS 1500 11th Street	CITY Sacramento	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable) SCM Vol 1. 4.04.A.2		

## **EXHIBIT A**

### **Scope of Work**

#### **1. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to provide the County of Plumas with Help America Vote Act (HAVA) Federal funds, CFDA Number 90.404, administered by the U.S. Election Assistance Commission (EAC) "for activities to improve the administration of elections for Federal office, including to enhance election technology and make election security improvements, as authorized under sections 101, 103, 104 of HAVA" subject to the provisions of this Agreement and all requirements of state and federal law, regulations and procedures.

#### **2. APPROPRIATE USES OF HAVA FUNDS**

HAVA funds received pursuant to this contract shall be used for reimbursement for activities to improve the administration of elections for Federal office, including to enhance election technology and make election security improvements, as authorized under sections 101, 103, 104 of HAVA for costs reasonably incurred for:

- A. Cybersecurity: Activities related to the improvement and enhancement of county cybersecurity, which includes:
  - o Penetration testing and any associated remediation
  - o Red team exercises and any associated remediation or mitigation
  - o End point detection
  - o Multi-factor authentication for all devices including
    - o Mobile Device Management
    - o Mobile Threat Defense
  - o Segregating election information technology
  - o Enhancements for network security including
    - o Network Threat Detection
    - o Network Threat Protection
    - o Network Access Control
  - o Identification of public facing vulnerabilities and configuration errors through cyber hygiene scans or other methods and any associated remediation
  - o Patching, patch management, and vulnerability management
  - o Anti-Malware protection
  - o Malicious domain blocking and reporting (MDBR)
    - o Application Security
    - o Application Whitelisting
  - o Distributed Denial of Service (DDoS) protection
  - o Third party software and/or hardware in support of improving the county's cybersecurity capabilities
  - o Software, hardware or consulting services and/or any

associated information technology installation directly related to cybersecurity risks which may include

- Application Development Security
- Software Supply Chain Management
- Identity Lifecycle Management
- Monitoring of systems and applications to prevent and detect data breaches or fraud including interconnected systems which may include
  - Security Continuous Monitoring 24x7
  - Cloud Security Monitoring
  - Insider Threat Detection
  - Log Management
  - Threat Intelligence Platform
  - Application Security
  - Operational Technology Security
- Staff or consultant time associated with implementation of any of the above activities

**B. Physical Security:** Activities related to the improvement and enhancement of county physical security which includes:

- Staff time or consulting services to improve security practices and documentation, including drafting and documenting information security policies and procedures, emergency planning, and continuity of operations
- Crisis response kit
- First aid supplies
- Panic alarms
- Intrusion detection systems
- Restricted access controls
- Security cameras or other surveillance equipment
- Emergency generator
- Physically securing servers hosting county voter registration, election information systems, and voting technology
- Securing storage or offsite locations used for election equipment and supplies
- Additional services that improve security

**C. Security and Privacy Awareness Training:** Creating awareness and educating employees and other users of information systems on the information security risks associated with the activities related to their job roles, as well as their responsibilities in complying with an organization's security policies and procedures designed to reduce these risks. Training for staff that encompass essential knowledge and skills that help maintain the security and integrity of elections, including:

- User awareness training
- Phishing training
- Social engineering training
- Combatting mis/dis/mal information
- De-escalation and conflict resolution
- Emergency drills



- Tabletop exercises
- D. Incident Response: Costs related to responding to an election security incident, including:
- Staff time or consulting services for incident response plan drafting and preparation
  - Staff time or consulting services to identify an attack, minimize its effects, contain damage, and remediate the cause to reduce the risk of future incidents
- E. Items presumed not to be reimbursable:  
The following is a partial list of items presumed to not be reimbursable and not inclusive of all items that are not reimbursable. The list is provided only for the purpose of providing guidance. The Secretary of State shall be the sole determiner if an expenditure is reimbursable.
- Costs not directly related to election infrastructure security.
  - Overhead costs
  - Computers/Laptops/Tablets.
  - Blackberries/Smartphones (handheld computer).
  - Other office equipment, including but not limited to fax machines, copiers and scanners, unless prior approval has been obtained from the granting agency.
  - Office supplies, including but not limited to paper, pens and post-it notes.
  - Travel Costs

### 3. CONDITION FOR RECEIVING FUNDS

The County may seek reimbursement for the activities identified above, provided that the County certifies as part of the reimbursement claim that it has done all of the following:

- A. Utilized the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) no cost Cyber Hygiene Web Application Scanning service, or other equivalent cyber hygiene scanning service (<https://www.cisa.gov/news-events/news/cyber-hygiene-web-application-scanning>). At least one County employee or agent attended one of the regional tabletop training sessions sponsored by the Secretary of State or CISA.
- B. Conducted privacy and security awareness training including cyber security best practices for all elections related staff.
- C. Completed an incident response plan detailing how elections staff detect, respond to, and recover from network security incidents.

In addition, as a condition of receiving reimbursement for the activities

Plumas County

24G27132

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identified above, the County shall certify as a condition of reimbursement that the County has done one or more of the following:

- D. Deployed reliable antivirus software and kept it up to date.
- E. Implemented a firewall and kept it up to date.
- F. Deployed an intrusion detection system and kept it up to date.
- G. Deployed the Elections Infrastructure Information Sharing & Analysis Center (EI-ISAC) Endpoint Detection Response program, or other equivalent end point protection and is kept up to date  
(<https://www.cisecurity.org/insights/spotlight/cybersecurity-spotlight-endpoint-detection-and-response-edr>).
- H. Adopted a .gov Top-Level Domain or are currently in the transition process (<https://get.gov/registration/>) for obtaining a .gov Top-Level Domain.

Invoices must include itemized list of costs prior to reimbursement.

#### 4. PROJECT CONTACTS

- The program representatives during the term of Agreement will be:  
County: Marcy DeMartile (530) 283-6255  
SOS: Mike Darling (916) 695-1151 or Philip Kumsar (916) 279-1729.  
Email: [electioncontracts@sos.ca.gov](mailto:electioncontracts@sos.ca.gov)

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices submitted with supporting documentation, the State agrees to compensate the County for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices shall include the Agreement Number and shall be submitted not more frequently than monthly in arrears:

Preferred Method in electronic format (PDF) via email  
[AccountsPayable@sos.ca.gov](mailto:AccountsPayable@sos.ca.gov).

Hard copies, though not required, may be sent to:

Office of Secretary of State  
Attention: Accounts Payable  
P.O. Box 944260  
Sacramento, CA 94244-2600

- C. Counties will be reimbursed as specified in Exhibit A Section 2, Appropriate Uses of HAVA Funds

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act, or a HAVA Spending Plan or Spending Plan amendment, of the current year and/or subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to County or to furnish any other considerations under this Agreement and County shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act, or by a HAVA Spending Plan or Spending Plan amendment, for purposes of this program, the State shall have the option to either cancel the Agreement with no liability occurring to the State, or offer an agreement amendment to County to reflect the reduced amount.

3. Federal Funds

- A. It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only if the United State Government for the fiscal year 2024/2025, for the purpose of this program makes sufficient funds available to the state. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
- C. The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
- D. The department has the option to invalidate the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

4. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in Government Code Chapter 4.5, commencing with Section 927.

5. Failure to Properly Claim Maximum Amount of HAVA Funds

Notwithstanding any provision of Agreement, County shall be entitled to receive only those amounts for fully supported and appropriate claims which are properly submitted, pursuant to the provisions of Agreement and all applicable state and federal laws, regulations, and procedures.

6. Basis of Claims

Subject to the provisions of Exhibit B Section 8, below related to the applicability of CFR-200, all claims for HAVA funds under this program must be based on invoices submitted by County. All invoices or agreements that are the subject of any claims must relate directly to expenditures authorized pursuant to Exhibit A Section 2 ('Appropriate Uses of HAVA Funds').

## 7. Processing of Claims

The Secretary of State shall establish the criteria and processes for submitting claims under this program. Such criteria shall include requirements that all claims:

- A. Contain a face sheet that summarizes each expenditure made as set forth in Exhibit A 'Scope of Work';
- B. Include the total amount of the claim;
- C. Include the agreement number on the face sheet;
- D. Identify whether additional claims are expected to be submitted;
- E. Include signed County staff HAVA Activity Reports, please see sample which is Exhibit G, for each employee and County's employee for whom reimbursement for time is being claimed. (Vendors who receive payment from HAVA funds are required to submit timesheets for any work paid for as time and materials); or,
- F. Requests for reimbursement for personnel costs, whether regular county employees or temporary staff, should be backed up with HAVA timesheets. However, sensitive personal identifying information (PII) should not be included. If the County uses a computer-based payroll system that is coded to reflect time spent on HAVA and non-HAVA projects, the County does not need to submit time sheets. However, for any request for reimbursement for personnel services, the County must submit a summary that shows the type of staff, numbers of positions claimed and time spent on each type of HAVA-related project, along with the costs of payroll and benefits for those hours. The County must also verify that coded electronic payroll records are kept on file and are available for Secretary of State questions and audit purposes.
- G. Include a copy of the contract with the contractor if the contractor's invoice does not describe the activities undertaken in such a manner that the State can determine whether the activities comply with the provisions of this Agreement.

8. Application of 2CFR200

2CFR – Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2CFR – Part 225 ("Cost Principles for State, Local and Indian Tribal Governments"), incorporated herein by reference, to the extent applicable, shall govern with respect to all aspects of this program.

9. Retroactive Payments

Counties may claim reimbursement for expenses and activities permissible under the terms of this agreement that occur after June 1, 2025, and on or before June 30, 2026.

10. Payments Of Claims

Payments made by the State with respect to any claim shall be sent directly by the State Controller's office to the County.

11. Deadline For Submitting Claims

The deadline for submitting any claim under this program is June 30, 2026.

12. Multiple Claims

County can submit multiple claims for HAVA funds authorized above, within the aggregate limit established for County.

13. Documentation To Be Submitted

Each claim shall include a cover page that identifies the activity or service in Exhibit A and the dollar amount associated with each activity or service for which funds are being sought. Each claim shall also include originals or true copies of all invoices, agreements, or other documentation that support the claim, including all documentation required by Office of Management and Budget.

14. Order Of Processing

Claims shall be processed by the Secretary of State in order of receipt.

Plumas County  
24G27132  
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**Exhibit C**  
**General Terms and Conditions**

PLEASE NOTE: This page will not be included with the final agreement. The General Terms and Conditions will be included in the agreement by reference to Internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language?search=GTC>

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. AUDITING**

- A. Receipt of HAVA funds by a county indicates agreement to establish a dedicated HAVA account for these funds. Therefore, any payment received by County pursuant to this program shall be deposited in a separate, segregated account and any payment made by County related to this program shall be paid from that account whether or not the County has paid the vendors for services rendered before submitting invoices to the State.
- B. Any recipient of federal funds to meet the Help America Vote Act requirements agrees to be audited pursuant to federal and state law. Accordingly, all documents and electronic files must be produced upon request by the auditors. CFDA Number for this contract is 90.401. The audit may include a review of all books, papers, accounts, documents, or other records of County as they relate to any HAVA funds. County shall also provide access to all employees having knowledge of the HAVA funds program to assist the auditor. County shall provide a copy of any document, paper, or electronic record requested by the auditor;
- C. OMB Circular A-133 ("Audits of States, Local Governments, and Non-Profit Organizations"), and OMB Circular A-87, incorporated herein by reference, shall govern with respect to all aspects of this program. The provisions of these circulars may be found at [https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a133\\_compliance/2016/pt1.pdf](https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a133_compliance/2016/pt1.pdf)
- D. County shall maintain records in a manner that:
  - 1. Accurately reflects fiscal transactions with necessary controls and safeguards;
  - 2. Provides complete audit trails, based whenever possible on original documents (purchase orders, receipts, progress payments, invoices, timesheets, cancelled warrants, warrant numbers, etc.);
  - 3. Provides accounting data so the costs can readily be determined throughout Agreement period.
- E. Records shall be maintained for three years after expiration of



Agreement and for at least one year following any audit or final disposition of any disputed audit finding;

- F. If the final disposition of any disputed audit finding is determined to be a disallowed cost that the Secretary of State has paid the County, the County shall return to the Secretary of State an amount equal to the disallowance.
- G. County shall permit periodic site visits by the Secretary of State or the Secretary of State's designee or designees to determine if any HAVA funds are being used or have been used in compliance with Agreement and all applicable laws;
- H. Upon request, county shall report to the Secretary of State at least once every 90 (ninety) days until all funds received have been expended, on the status of HAVA funds received, in a manner determined by the Secretary of State

## 2. GENERAL PROVISIONS

- A. The program is conditioned on State receiving reimbursement from the federal government pursuant to HAVA Section 303(a).
- B. HAVA funds can only be used for the purposes for which the HAVA funds are made;
- C. No portion of any HAVA funds shall be used for partisan political purposes. All County staff providing services are required to sign an agreement, please see Exhibit E Section 1, to abide by the Secretary of States' policy to refrain from engaging in political activities that call into question the impartiality of the Secretary of State's Office. County is to submit agreement signed by each employee of contractor's firm who worked for County pursuant to this Agreement with the County's first invoice.
- D. The provisions of the federal *Hatch Act* shall apply to employees working for state and local entities receiving HAVA funds. The *Hatch Act* may be reviewed at <https://osc.gov/Services/pages/hatchact.aspx>;
- E. Any interest earned by County on money received pursuant to this Agreement must be reported in writing to the Secretary of State within 30 days of expiration of this Agreement. All interest must be used by the County for the purposes of implementing activities allowable under this Agreement;

- F. Failure by any eligible County to execute a contract within 90 days of the date on which this contract is made available shall constitute an express desire to forego funds;
- G. Funds not claimed by County within 90 days of the end date of this contract, or any funds claimed by a county that are not approved for county use by the Secretary of State within 180 days of the end date of this contract, shall be reallocated and may only be used to meet Section 303(a) of HAVA;
- H. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel Agreement with no liability occurring to the State, or offer an Agreement amendment to County to reflect any reduced amount;
- I. Agreement is subject to any restrictions, limitations or conditions enacted or promulgated by the United States Government, or any agency thereof, that may affect the provisions, terms or funding of Agreement in any manner;
- J. Pursuant to federal policy, Agreement may be terminated by the State with 30-day written notice to County;
- K. County warrants by execution of Agreement, that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by County for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee;
- L. Nothing contained in Agreement or otherwise, shall create any contractual relation between the State and any subcontractor or vendor, and no subcontractor shall relieve County of its responsibilities and obligations hereunder. County agrees to be as fully responsible to State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by County. County's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to County. As a result, State shall have no obligation to pay or to enforce the payment of any

moneys to any subcontractor or vendor of County;

- M. Pursuant to federal law, by signing this agreement or execution of this purchase order the Contractor certifies under the penalty of perjury that the contracting entity is not excluded or ineligible from federal assistance programs and thereby is not on the federal government's list of suspended or debarred entities.

Pursuant to federal law, as a component of the procurement process, the Contractor must review the federal government's list of debarred and suspended vendors and ensure no contract award is provided to a vendor on this list. This list may be viewed at SAM.gov. (formerly at [www.epls.gov](http://www.epls.gov)).).

- N. Upon request, county agrees to provide the Secretary of State with a summary report on its activities under this agreement following each election for which funds are expended that includes: the method used to determine the need for funding an eligible activity, including the reliance on an advisory committee or advisory groups, surveys or any other methodology used to assess the need for the eligible activity; the activity performed and funded; the amount of funding expended; the category or categories of need being met; and any performance metric or assessment of the quality of the activity, including unsolicited public comment, advisory committee or advisory group comment, public comment solicited through surveys and on-site assessments conducted by the County, its agents or others.

**Exhibit E**  
**ADDITIONAL PROVISIONS**

1. Secretary Of State Policy Regarding Political Activity in the Workplace

SECRETARY OF STATE POLICY REGARDING POLITICAL ACTIVITY IN THE  
WORKPLACE

The Secretary of State is the state's chief elections officer. It is, therefore, imperative that staff in the Secretary of State's Office, and those who contract with the Secretary of State's Office, refrain from engaging in any political activity that might call into question the office's impartiality with respect to handling election issues. Accordingly, the policy of the Secretary of State's Office with respect to political activity in the workplace, a copy of which will be given to every employee in the Secretary of State's office and incorporated as an attachment to contracts with the Secretary of State's Office, is as follows:

- A. No employee of or contractor with the Secretary of State's Office shall engage in political campaign-related activities on state-compensated or federal-compensated time, except as required by official duties, such as answering inquiries from the public. In those cases where the contractor with the Secretary of State's Office is a county, the term "contractor" shall apply only to county elections office employees, county employees redirected to work temporarily for the county elections office, or any person, firm, company or business that provides reimbursable election-related services to a county elections office in furtherance of a contract. This prohibition shall not apply while an employee is on approved vacation or approved annual leave. This prohibition shall not apply to activities engaged in during the personal time of an employee.
- B. No employee of or contractor with the Secretary of State's Office shall use any state property in connection with political campaign activities. It is strictly prohibited to schedule political campaign-related meetings or to conduct political campaign-related meetings in state office space, even if after normal working hours.
- C. No employee of or contractor with the Secretary of State's Office shall use his or her official status with the Secretary of State's Office to influence political campaign-related activities or to confer support for or indicate opposition to a candidate or measure at any level of government.

- D. No employee of or contractor with the Secretary of State's Office may be involved with political campaign-related telephone calls, letters, meetings or other political campaign-related activities on state-compensated or federal-compensated time. Requests by employees to switch to alternative work

schedules, such as 4-10-40 or 9-8-80 work weeks, or to take vacation in order to accommodate political campaign-related activities or to attend political campaign functions, will be judged in the same manner and on the same basis as any other requests of this nature (i.e., existing needs of the office and discretion of the division chiefs).

- E. The receipt or delivery of political campaign contributions or photocopies thereof on state property is strictly prohibited, as is the use of office time or state resources (e.g., intra-office mail or fax machines) to solicit or transmit political campaign contributions.
- F. No employee of or contractor with the Secretary of State's Office may authorize any person to use his or her affiliation with the Secretary of State's Office in an attempt to suggest that the employee's or contractor's support or opposition to a nomination or an election for office or a ballot measure is of an "official," as distinguished from private, character.
- G. No employee of or contractor with the Secretary of State's Office may display political campaign-related buttons, posters, or similar materials in areas visible to individuals who are in public areas of the Secretary of State's Office; nor may an employee of or contractor with the Secretary of State's Office display political campaign-related posters or other materials on windows facing out of the state office building.
- H. No employee of or contractor with the Secretary of State's Office may use official authority or influence for the purpose of interfering with or attempting to affect the results of an election or a nomination for any public office.
- I. No employee of or contractor with the Secretary of State's Office may directly or indirectly coerce or solicit contributions from subordinates in support of or in opposition to an election or nomination for office or a ballot measure.
- J. An employee who is paid either partially or fully with federal funds, including the Help America Vote Act of 2002 (HAVA), is subject to the provisions of the federal Hatch Act, and is, therefore, prohibited from being a candidate for public office in a partisan election, as defined in the federal Hatch Act. However, any employee who is to be paid

either partially or fully with funds pursuant to HAVA, shall first be consulted about the proposed funding and be informed about the prohibitions of the federal Hatch Act. The employee, whenever possible, shall be given the opportunity to engage in employment that does not involve HAVA funding.

- K. Provisions limiting participation in political campaign-related activities as provided for in this policy statement shall be included in every contract with the Secretary of State's Office.

If you have questions concerning these restrictions, please refer them to the Secretary of State Office contact person listed on the contract in Exhibit A

## 2. Executive Order N-6-22-Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

## Exhibit G Timesheet

STATE OF CALIFORNIA - SECRETARY OF STATE

# CONTRACTOR HAVA ACTIVITY REPORT

CONTRACTOR INFORMATION		COMPANY NAME		Month/Year		HAVA Coordinator's Approval																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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RESOLUTION 2025 - \_\_\_\_\_

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS  
APPROVING AGREEMENT **24G27132** BETWEEN  
THE COUNTY OF PLUMAS AND THE CALIFORNIA SECRETARY OF STATE  
UNDER THE TERMS OF THE HELP AMERICA VOTE ACT

COUNTY OF PLUMAS  
HAVA - Help America Vote Act Funds

WHEREAS, the Help America Vote Act of 2002 has been enacted to improve election administration and;

WHEREAS, the Secretary of State has been delegated the responsibility for the administration of the Help America Vote Act of 2002, and the purpose of this agreement is to provide the County of Plumas with federal funds (HAVA funds), CFDA Number 90.404, administered by the U. S. Election Administration Commission (EAC) to comply with the requirements of HAVA Section 101, 103, 104 for improvement of the administration of elections, including to enhance election technology. The funds are subject to the provisions of the agreement and requirements of state and federal law, regulation and procedures.

WHEREAS, the Secretary of State has established procedures to require the County to certify by resolution the approval of its application before submission of said application to the Secretary of State;

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors

1. Authorizes the County to enter into an Agreement with the California Secretary of State; and
2. Certifies the County understands the assurances and certification in the Application form; and
3. Certifies the County has reviewed and understands the Application and procedures; and
4. Appoints the County Elections Officer to conduct all negotiations, execute and submit all documents including, but not limited to Applications, State of California Standard Agreements, payment requests etc., which may be necessary for the completion of the projects.

I, the undersigned, hereby certify that the foregoing Resolution Number 2025 - \_\_\_\_\_ was duly adopted by the Plumas County Board of Supervisors on 7-8-2025 following a roll call vote:

Ayes:  
Noes:  
Absent:

\_\_\_\_\_  
Allen Hiskey,  
Clerk to the Board of Supervisors

\_\_\_\_\_  
Date:  
KEVIN GOSS,  
Chair of the Board of Supervisors

Approved as to form:

  
Joshua Brechtel, Attorney  
County Counsel's Office



## PLUMAS COUNTY ELECTIONS MEMORANDUM

---

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

**FROM:** Marcy DeMartile, Clerk/Recorder

**MEETING DATE:** July 8, 2025

**SUBJECT:** Adopt **RESOLUTION** Authorizing the Plumas County Clerk, Registrar of Voters to conduct a special vote by mail election on November 4, 2025, to fill the unexpired term created by resignation of Trustee Area #5 to the Governing Boards of Plumas Office of Education and Plumas Unified School District; (General Fund Impact) as approved in FY25/26 recommended budget (20100 / various sub accounts); approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Adopt **RESOLUTION** Authorizing the Plumas County Clerk, Registrar of Voters to conduct a special vote by mail election on November 4, 2025, to fill the unexpired term created by resignation of Trustee Area #5 to the Governing Boards of Plumas Office of Education and Plumas Unified School District; (General Fund Impact) as approved in FY25/26 recommended budget (20100 / various sub accounts); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

The Plumas Unified School District adopted a resolution to conduct an election to fill the vacancy due not being able to have a majority vote for appointment by the current Board of Trustees.

**Action:**

Adopt **RESOLUTION** Authorizing the Plumas County Clerk, Registrar of Voters to conduct a special vote by mail election on November 4, 2025, to fill the unexpired term created by resignation of Trustee Area #5 to the Governing Boards of Plumas Office of Education and Plumas Unified School District; (General Fund Impact) as approved in FY25/26 recommended budget (20100 / various sub accounts); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

General Fund Impact as approved in FY25/26 recommended budget (20100 / various sub accounts); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Attachments:**

1. Item No. 4.A.2
2. PUSD Resolution

RESOLUTION NO. 2025-\_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK,  
REGISTRAR OF VOTERS TO CONDUCT A SPECIAL VOTE BY MAIL ELECTION  
ON NOVEMBER 4, 2025, TO FILL THE UNEXPIRED TERM  
CREATED BY RESIGNATION OF TRUSTEE AREA #5 TO THE GOVERNING  
BOARDS OF PLUMAS OFFICE OF EDUCATION AND  
PLUMAS UNIFIED SCHOOL DISTRICT**

**WHEREAS**, the Plumas Unified School District (hereinafter "District") has adopted and forwarded to the County Clerk Resolution No. 2425-19, a copy attached hereto and made part hereof, requesting that the Plumas County Clerk conduct a special election on Tuesday, November 4, 2025. The Plumas County Board of Supervisors hereby authorizes the following:

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

1. A special Vote by Mail election, to fill the vacancy created by resignation as set forth in the attached Resolution No. 2425-19 and adopted by the Plumas Unified School District and the Plumas County Office of Education, which is incorporated herein by reference in its entirety, is set for November 4, 2025.
2. The Plumas County Clerk is authorized to conduct the Vote By Mail election, pursuant to Elections Code Section 4004, within the boundaries of the Plumas Unified School District, to fill the vacancy created by resignation in Trustee Area # 5, including preparation and publication of all legal notices, preparation of official ballots, provide necessary supplies and equipment, canvass the returns and take all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters, is authorized to recover expenses for any election service performed, by advance payment or reimbursement from the District.

The forgoing resolution was adopted on July 8, 2025, at a regular meeting of the Plumas County Board of Supervisors, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Kevin Goss, Chair of the Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Allen Hiskey, Clerk to the Board

Approved as to form:

  
Joshua Bogdaniel, Attorney  
County Counsel's Office

PLUMAS COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 2425-19

**A Resolution Authorizing the Plumas County Clerk to Conduct a Special Vote by Mail Election on November 4, 2025 Before the Voters in the District to Elect a Governing Board Member from the District 5 Trustee Area to the Governing Boards of Plumas County Office of Education and Plumas Unified School District**

WHEREAS, the Governing Board of Plumas County Office of Education and Plumas Unified School District did not make a provisional appointment due to a 2-2 vote, and

WHEREAS, according to Education Code 5091 of the State of California, the County Superintendent is required to order an election to fill the vacancy,

NOW, THEREFORE, BE IT HEREBY RESOLVED, FOUND, AND ORDERED AS FOLLOWS:

1. that the Superintendent of Plumas County Office of Education requests that a special vote by mail election be held on November 4, 2025 to elect a governing board member to the Plumas County Office of Education and Plumas Unified School District from the District 5 Trustee area; and
2. that the County Office of Education requests that the Plumas County Registrar of Voters take all steps necessary to hold the election by an all-mail ballot pursuant to Division 4 (commencing with section 4000) of the California Elections Code; and
3. that the County Office of Education hereby agrees to reimburse Plumas County for actual costs incurred by it for the election, as set forth in the current election cost allocation procedures of Plumas County.

The foregoing resolution was adopted on June 18, 2025 at a regular meeting of the Governing Board of the Plumas County Office of Education this 18<sup>th</sup> day of June, 2025 by the following vote:

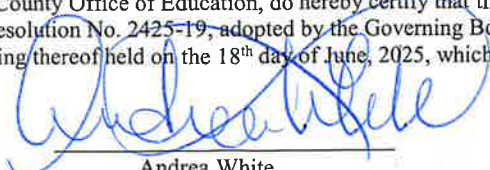
Ayes: Cline, Crim, Harrison


Noes: \_\_\_\_\_

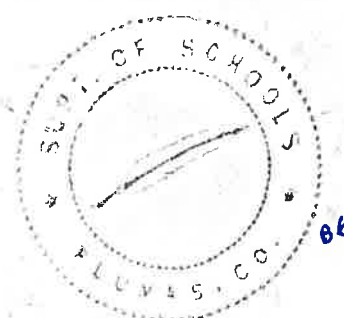
Absent: JoDee Johnson

STATE OF CALIFORNIA	)
	) ss
COUNTY OF PLUMAS	)

I, Andrea White, Superintendent of the Plumas County Office of Education, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 2425-19, adopted by the Governing Board of the Plumas County Office of Education at a regular meeting thereof held on the 18<sup>th</sup> day of June, 2025, which resolution is on file in the office of said Board.

  
Andrea White

ATTEST:  Designee  
JoDee Johnson, President of the Board





## PLUMAS COUNTY ELECTIONS MEMORANDUM

---

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

**FROM:** Marcy DeMartile, Clerk/Recorder

**MEETING DATE:** July 8, 2025

**SUBJECT:** Approve and authorize Chair to sign and ratify an agreement between Plumas County Elections and election printer Pro Document Solutions, Inc.; effective June 1, 2025; not to exceed One Hundred Thousand Dollars (\$100,000.00); (General Fund Impact) as approved in FY25/26 recommended budget (20100 / 520233); approved as to form by County Counsel; discussion and possible action.

---

**Recommendation:**

Approve and authorize Chair to sign and ratify an agreement between Plumas County Elections and election printer Pro Document Solutions, Inc.; effective June 1, 2025; not to exceed One Hundred Thousand Dollars (\$100,000.00); (General Fund Impact) as approved in FY25/26 recommended budget (20100 / 520233); approved as to form by County Counsel; discussion and possible action.

**Background and Discussion:**

There are only a few select printers that are certified by the Secretary of State to print official ballots and election materials. Pro Document Solutions is one of them, and they have experience with ballot printing services for smaller counties in California.

**Action:**

Approve and authorize Chair to sign and ratify an agreement between Plumas County Elections and election printer Pro Document Solutions, Inc.; effective June 1, 2025; not to exceed One Hundred Thousand Dollars (\$100,000.00); (General Fund Impact) as approved in FY25/26 recommended budget (20100 / 520233); approved as to form by County Counsel; discussion and possible action.

**Fiscal Impact:**

General Fund Impact as approved in FY25/26 recommended budget (20100 / 520233).

**Attachments:**

1. ProDocument Solutions COI - Plumas County 2025 signed by PDS

### 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 **Clerk-Recorder Registrar of Voters** (hereinafter referred to as "County"), and, **Pro Document Solutions, Inc., a California Corporation, dba ProvoteSolutions** (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed One Hundred Thousand Dollars (\$100,000). \*Excluding Postage.
3. Term. The term of this agreement shall be from June 1, 2025, through December 31, 2026, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

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

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

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

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

d. Workers Compensation insurance in accordance with California state law.

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

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

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 



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

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

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

County:

Clerk-Recorder Registrar of Voters  
County of Plumas  
520 Main Street, Room 102  
Quincy, CA 95971  
Attention: Marcy DeMartile

Contractor:

Provot Solutions  
90 West Poplar Avenue  
Porterville, CA. 93257  
Attention: Paul Mantey, President

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County. Election specific items such as ballots, artwork, mailers, production reports, bar code scans, photos, and voter data shall be purged 30 days after County's certification of election.

[SIGNATURES ON FOLLOWING PAGE]

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

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

**CONTRACTOR:**

ProDocument Solutions, a California Corporation, dba ProvoteSolutions,

By: 

Name: Paul Mantey

Title: President

Date signed: 6/30/2025

By: 

Name: Molly M. Comm

Title: Chief Financial Officer

Date signed: 7-1-2025

**COUNTY:**

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

By: \_\_\_\_\_

Name: Marcy DeMartile

Title: Plumas County Clerk-Recorder-ROV

Date signed: \_\_\_\_\_

By: \_\_\_\_\_

Name: Kevin Goss

Title: Chair, Board of Supervisors

Date Signed: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Name: Allen Hiskey

Title: Clerk of the Board

Date Signed: \_\_\_\_\_

Approved as to form:



Sara James, Attorney

County Counsel's Office

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

**EXHIBIT A**

**Scope of Work**

To provide comprehensive ballot printing Vote-By-Mail (VBM); VBM outgoing and incoming envelopes; mailing services for VBM ballot packets, including addressing/printing envelopes, inserting ballots and voter information guides.

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

## EXHIBIT B

### Fee Schedule-Amended



90 West Poplar Avenue, Porterville, CA 93257  
Phone 559 719-2136  
Fax 559 719-2111

#### PLUMAS COUNTY BALLOT PRINTING AND MAILING SERVICES

PRICE PROPOSAL JUNE 1, 2025 through DECEMBER 31, 2026

Administration Charge	\$441.00 per order
Digital Print / per BT-PCT	\$80.00 /ea
Printing Official Ballots 8.5 X 11"	\$337.05 /M
Printing Official Ballots 8.5 X 14"	\$372.75 /M
Printing Official Ballots 8.5 X 18"	\$409.50 /M

#### INSERT WITH I VOTED STICKER

White 100# Color, 1 side 8.5 X 5.5"	\$82.00 /M
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#### INSERTING AND ADDRESSING SERVICES

Data Processing and Set Up	\$499.00 /ea
Machine Setup	\$14.00 /ea BT-PCT
Run Charge	
1 Card With Pamphlet	\$383.00 /M
2 Card With Pamphlet	\$383.00 /M
Ballot Trax	\$47.00 /M

#### VOTER INFORMATION GUIDE PAMPHLET

Print Black/Black, 8.5 x 11, Self Cover, Fold in Half, 20# Bond or Equivalent	
Setup Charge - B/W Cover	\$250.00 /ea
Setup Charge - 4CP Cover	\$450.00 /ea
4 Page (1 Part)	\$153.92 /M
8 Page (2 Part)	\$234.42 /M
12 Page (3 Part)	\$318.12 /M
16 Page (4 Part)	\$370.76 /M
20 Page (5 Part)	\$412.32 /M
24 Page (6 Part)	\$465.13 /M
28 Page (7 Part)	\$502.20 /M
32 Page (8 Part)	\$555.01 /M
Measure Text Page Setup	\$102.00 /pg
Candidate Statement Setup	\$102.00 /pg

#### Electronic Copy Input

Page Measure/Candidate	\$50.00 /ea
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#### ENVELOPES

<b>Outgoing</b> 6 1/8 x 9 5/8 White 24#		
Single Window	14,000	\$208.00 /M
Double Window	14,000	\$260.00 /M
<b>Return</b> 5 7/8 x 9 Blue 24#	14,000	\$253.00 /M

#### Postage

Outgoing Non Profit	TBD
BRM Return	TBD

\* All freight charges will be pre paid and added to county invoice

\* Postage is due on Mailing date

COUNTY INITIALS

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CONTRACTOR INITIALS



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Cyndi Tweedle, Human Resources Analyst II  
**MEETING DATE:** July 8, 2025  
**SUBJECT:** Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; General Fund impact as approved in FY 2025/2026 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 2025/2026 recommended budget; approved as to form by County Counsel; discussion and possible action.  
**Roll call vote**

**Background and Discussion:**

Adopt this resolution to approve new job classification wage ranges for our Elected Officials (per Ordinance 22-1142), and the non-represented Undersheriff Job Classification (per Resolution 2024-8930). These wage increases have a General Fund Impact.

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 Schedules.

**Action:**

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; General Fund impact as approved in FY 2025/2026 recommended budget; approved as to form by County Counsel; discussion and possible action.  
**Roll call vote**

**Fiscal Impact:**

General Fund impact

**Attachments:**

1. 6090 FINAL

**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 new job classification wage ranges for our Elected Officials per Ordinance 22-1142, and the non-represented Undersheriff Job Classification per Resolution 2024-8930. The updated wages are effective June 29, 2025, and have General Fund impact, and

**WHEREAS**, Human Resources is requesting the adoption of the revised Pay Schedule for Fiscal Year 2025/2026.

**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 July 2025 by the following vote:

AYES:

NOES:

ABSENT:


\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

Approved as to form:

1

  
\_\_\_\_\_  
Joshua Brzgentel, Attorney  
County Counsel's Office

**County of Plumas  
Pay Schedule**

Effective as of 06/10/2025 per Board of Supervisors Resolution Number 2025-9026; revised as of 06/29/2025 per Ordinance Number 22-1142  
and Resolution Number 2024-8930, and adopted by the Board as of XX/XX/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 06/10/2025 per Board of Supervisors Resolution Number 2025-9026; revised as of 06/29/2025 per Ordinance Number 22-1142  
and Resolution Number 2024-8930, and adopted by the Board as of XX/XX/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**

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**ELECTED OFFICIALS**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68	\$52.16	\$54.77	\$57.51	\$60.38
AUDITOR/CONTROLLER	\$48.84	\$0.00	\$0.00	\$0.00	\$0.00	\$51.29	\$53.85	\$56.55	\$59.37	\$62.36
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
BOARD OF SUPERVISORS-NON PERS-CPI 2025	\$33.73	\$0.00	\$0.00	\$0.00	\$0.00	\$35.41	\$37.18	\$39.04	\$40.99	\$43.04
BOARD OF SUPERVISORS-PERSABLE-CPI 2025	\$31.53	\$0.00	\$0.00	\$0.00	\$0.00	\$33.11	\$34.76	\$36.50	\$38.32	\$40.24
CLERK-RECORDER **	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68	\$52.16	\$54.77	\$57.51	\$60.38
DISTRICT ATTORNEY	\$86.84	\$0.00	\$0.00	\$0.00	\$0.00	\$91.18	\$95.74	\$100.52	\$105.54	\$110.84
SHERIFF/CORONER	\$60.23	\$0.00	\$0.00	\$0.00	\$0.00	\$63.25	\$66.41	\$69.73	\$73.20	\$76.87
TREASURER/TAX COLLECTOR **	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68	\$52.16	\$54.77	\$57.51	\$60.38

**\*\* Stipends adopted by Ordinance #07-1059 on 09/02/2007, revised as of 06/29/2025 per Ordinance #22-1142 adopted 03/01/2022**

CLERK-RECORDER	\$4.38	\$0.00	\$0.00	\$0.00	\$0.00	\$4.60	\$4.83	\$5.07	\$5.33	\$5.59
TREASURER/TAX COLLECTOR	\$5.30	\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$5.85	\$6.14	\$6.45	\$6.77

**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**

Effective as of 06/10/2025 per Board of Supervisors Resolution Number 2025-9026; revised as of 06/29/2025 per Ordinance Number 22-1142  
and Resolution Number 2024-8930, and adopted by the Board as of XX/XX/2025 per Resolution Number 2025-XXXX

**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**

**Effective as of 06/10/2025 per Board of Supervisors Resolution Number 2025-9026; revised as of 06/29/2025 per Ordinance Number 22-1142  
and Resolution Number 2024-8930, and adopted by the Board as of XX/XX/2025 per Resolution Number 2025-XXXX**

**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 06/10/2025 per Board of Supervisors Resolution Number 2025-9026; revised as of 06/29/2025 per Ordinance Number 22-1142  
and Resolution Number 2024-8930, and adopted by the Board as of XX/XX/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	L6	L7
A&D PROG CLINICIAN/SUPERVISOR	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ALCOHOL & DRUG PROG CHIEF	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ALTERNATIVE SENTENCING MANAGER	\$30.66	\$32.19	\$33.80	\$35.50	\$37.28	\$39.14	\$41.11	\$43.16	\$45.33	\$47.61	\$49.99	\$52.49
ANIMAL CONTROL SUPERVISOR	\$27.16	\$28.52	\$29.94	\$31.44	\$33.01	\$34.66	\$36.39	\$38.23	\$40.15	\$42.16	\$44.27	\$46.48
ASSESSOR'S OFFICE MANAGER	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
ASSISTANT BUILDING OFFICIAL	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ASSISTANT COUNTY ASSESSOR	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
ASSISTANT DISTRICT ATTORNEY	\$63.69	\$66.87	\$70.21	\$73.72	\$77.41	\$81.28	\$85.35	\$89.62	\$94.09	\$98.79	\$103.73	\$108.92
ASSISTANT PLANNING DIRECTOR	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ASST COUNTY CLERK-RECORDER	\$31.83	\$33.43	\$35.10	\$36.85	\$38.70	\$40.65	\$42.68	\$44.84	\$47.07	\$49.43	\$51.90	\$54.50
ASST DIR DEPT OF CHILD SUP SVC	\$39.13	\$41.09	\$43.14	\$45.30	\$47.56	\$49.94	\$52.44	\$55.06	\$57.81	\$60.70	\$63.74	\$66.93
ASST DIRECTOR OF PUBLIC HEALTH	\$45.34	\$47.62	\$50.01	\$52.51	\$55.14	\$57.90	\$60.81	\$63.88	\$67.06	\$70.41	\$73.93	\$77.63
ASST TREASURER/TAX COLLECTOR	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
BH ADMIN SERVICES OFFICER	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BH AOD PROGRAM ADMIN	\$43.73	\$45.93	\$48.24	\$50.66	\$53.19	\$55.85	\$58.65	\$61.60	\$64.68	\$67.93	\$71.33	\$74.89
BH CONTINUING CARE COORDINATOR	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BH QUAL IMPROVEMENT/COMPL MGR	\$43.73	\$45.93	\$48.24	\$50.66	\$53.19	\$55.85	\$58.65	\$61.60	\$64.68	\$67.93	\$71.33	\$74.89
BH UNIT SUPERVISOR	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BH UNIT SUPERVISOR-NURSING	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BLDG/GRDS MAINT SUPERVISOR 1	\$24.22	\$25.43	\$26.70	\$28.03	\$29.45	\$30.92	\$32.47	\$34.08	\$35.79	\$37.61	\$39.49	\$41.47
BLDG/GRDS MAINT SUPERVISOR 2	\$25.43	\$26.70	\$28.03	\$29.45	\$30.92	\$32.47	\$34.08	\$35.79	\$37.61	\$39.49	\$41.46	\$43.54
BUILDING OFFICIAL	\$39.15	\$41.12	\$43.18	\$45.34	\$47.62	\$50.01	\$52.51	\$55.14	\$57.90	\$60.81	\$63.85	\$67.04
CHIEF APPRAISER	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
CHIEF CODE ENFORCEMENT OFFICER	\$34.17	\$35.89	\$37.70	\$39.58	\$41.56	\$43.64	\$45.83	\$48.13	\$50.53	\$53.06	\$55.71	\$58.50
CHIEF DEP PUB GRDN/CONSERVATOR	\$29.36	\$30.86	\$32.40	\$34.01	\$35.73	\$37.51	\$39.39	\$41.37	\$43.45	\$45.62	\$47.90	\$50.30
CHILDRENS SERVICES COORDINATOR	\$34.71	\$36.44	\$38.27	\$40.19	\$42.21	\$44.32	\$46.53	\$48.86	\$51.32	\$53.89	\$56.58	\$59.41
COMMUNITY CARE CASE MANAGER	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61	\$36.34
DA ADMINISTRATOR/ASSISTANT PUBLIC ADMIN	\$25.27	\$26.54	\$27.86	\$29.26	\$30.72	\$32.25	\$33.88	\$35.59	\$37.38	\$39.25	\$41.21	\$43.27
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURE	\$34.25	\$35.97	\$37.76	\$39.66	\$41.64	\$43.73	\$45.91	\$48.21	\$50.63	\$53.16	\$55.82	\$58.61
DEP DIR/SOC SERV PROGRAM MGR	\$40.85	\$42.92	\$45.07	\$47.33	\$49.70	\$52.18	\$54.80	\$57.54	\$60.42	\$63.46	\$66.63	\$69.96
DEPARTMENT FISCAL OFFICER 1	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
DEPARTMENT FISCAL OFFICER 2	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
DIRECTOR OF NURSING - PH	\$47.49	\$49.87	\$52.38	\$54.99	\$57.74	\$60.63	\$63.68	\$66.87	\$70.21	\$73.73	\$77.42	\$81.29
DIV DIR VETERANS SVCS OFFICER	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
ELIGIBILITY SUPERVISOR	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
EMPLOYMENT & TRNG WKR SUP	\$31.36	\$32.95	\$34.58	\$36.32	\$38.15	\$40.06	\$42.06	\$44.17	\$46.39	\$48.72	\$51.16	\$53.71
FISCAL SUPPORT COORD	\$22.11	\$23.21	\$24.38	\$25.61	\$26.88	\$28.24	\$29.66	\$31.13	\$32.70	\$34.34	\$36.06	\$37.86

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
GEO INFO SYSTEM (GIS) COORD	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
GRANT COMPLIANCE OFFICER	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
HEALTH EDUCATION COORDINATOR 2	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
LIBRARY LITERACY PROGRAM COORD	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36
MNTL HLTH SERVICES ACT COORD	\$34.71	\$36.44	\$38.27	\$40.19	\$42.21	\$44.32	\$46.53	\$48.86	\$51.32	\$53.89	\$56.58	\$59.41
OFFICE SUPERVISOR	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.92	\$36.67	\$38.51
PERMIT MANAGER	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
PH ADMIN SERVICES OFFICER	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
PROGRAM CHIEF-NURSING	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
PROGRAM MANAGER 1	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32
PROGRAM MANAGER 2	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32	\$66.48
PUBLIC HEALTH PROG DIV CHIEF	\$33.81	\$35.51	\$37.29	\$39.15	\$41.12	\$43.18	\$45.34	\$47.62	\$50.01	\$52.51	\$55.14	\$57.89
RECORDS MGMT COORDINATOR	\$21.82	\$22.92	\$24.07	\$25.28	\$26.55	\$27.88	\$29.28	\$30.75	\$32.29	\$33.91	\$35.61	\$37.39
SENIOR SERVICES DIVISION DIR.	\$25.88	\$27.18	\$28.56	\$29.98	\$31.48	\$33.07	\$34.73	\$36.47	\$38.29	\$40.22	\$42.23	\$44.34
SOCIAL SERVICES SUPERVISOR 1	\$32.04	\$33.65	\$35.35	\$37.13	\$39.00	\$40.95	\$43.00	\$45.14	\$47.41	\$49.79	\$52.28	\$54.89
SOCIAL SERVICES SUPERVISOR 2	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32
STAFF SERVICES MANAGER	\$35.52	\$37.30	\$39.17	\$41.14	\$43.20	\$45.36	\$47.64	\$50.03	\$52.54	\$55.17	\$57.93	\$60.82
VICTIM/WITNESS COORDINATOR	\$30.66	\$32.19	\$33.80	\$35.50	\$37.28	\$39.14	\$41.11	\$43.16	\$45.33	\$47.61	\$49.99	\$52.49

County of Plumas  
Pay Schedule

Effective as of 06/10/2025 per Board of Supervisors Resolution Number 2025-9026; revised as of 06/29/2025 per Ordinance Number 22-1142  
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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**

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**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**

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**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

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UNDERSHERIFF

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$46.06	\$48.37	\$50.79	\$53.33	\$56.00	\$58.80	\$61.74	\$64.83	\$68.08	\$71.49



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

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

**FROM:** Sara James, Deputy County Counsel III/Interim Human Resources Director

**MEETING DATE:** July 8, 2025

**SUBJECT:** A) Adopt RESOLUTION ratifying the Memorandum of Understanding between Plumas County and the International Union of Operating Engineers, Local #3 - General Unit; (General Fund Impact); approved as to form by County Counsel; discussion and possible action. Roll call vote

B) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the International Union of Operating Engineers, Local #3 - General Unit; effective January 1, 2025, through December 31, 2026; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

---

**Recommendation:**

Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the International Union of Operating Engineers, Local 3 - General Unit; effective January 1, 2025, through December 31, 2026; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Background and Discussion:**

Negotiated changes are as follows:

- 1) Term (Section 9.04): Twenty-four months (January 1, 2025, to December 31, 2026).
- 2) Wage (Section 2.01): Increase base wages for all represented classifications in the General Unit as follows:  
10.0% effective the first full pay period following ratification of the MOU (July 13, 2025)  
All current language in Section 2.01 would be removed.
- 3) Section 2.01 Wages: a 10% base wage increase lump sum payment of \$2,000.00 and reads as follows:  
Wages for all represented classifications shall be increased during the term of this Agreement as follows:  
10.0% effective the first full pay period following Board ratification of the successor MOU.  
In addition, each member of the bargaining unit will receive a non-recurring, one-time, lump sum payment in the amount of two thousand dollars (\$2,000.00) minus applicable payroll deductions. Only employees who are on the payroll during the pay period in which the County issues the one-time, lump sum payments will receive the payment.
- 4) Section 2.03 Longevity Pay: Employees will earn longevity pay, reportable to CalPERS as special compensation, beginning the first full pay period following Board ratification of this MOU, upon completing seven (7), ten (10), fourteen (14), eighteen (18), twenty-one (21), twenty-four (24) and twenty-seven (27) years of regular continuous service measured from the date of hire. Each longevity increment constitutes a five percent (5%) ongoing increase calculated on the employee's current base wage. Longevity pay compounds. The maximum longevity pay constitutes a thirty-five percent (35%) ongoing increase calculated on the employee's current base wage upon completion of twenty-seven (27) years of continuous and compensation service.
- 5) 3.02 Compensatory Time Off: (b) Move the responsibility of tracking Compensatory Time Off accrued from the Department Head to Payroll and reads as follows: Payroll/payroll software shall keep/maintain records showing all compensatory time off accrued and used, so that the net balance of unused compensatory time off is known at all times. Such records shall substantiate the time cards maintained by the Auditor.

6) Section 3.07 BILINGUAL PAY DIFFERENTIAL – increase the bilingual pay to \$70 a month and remove the discretion of the Human Resource director to determine when bilingual skills are needed. Reads as follows: Employees identified by the Human Resources Director that have been assigned job duties involving regular use of bilingual skills, shall receive a stipend of seventy dollars (\$70.00) per month.

7) 5.02 Sick Leave Payoff: The establishment of a new sick leave payout tier. For employees hired on and before December 31, 2024 will have the same payout tiers. Those hired on and after January 1, 2025 will have to work 15 years before being able to cash out their available sick leave and will read as follows:

The County will cash-out an employee's accrued sick leave upon the employee's death, retirement, lay-off or resignation while in good-standing with the County as follows for those hired and employed on and before December 31, 2024:

10 to 14 years of continuous service = thirty-five percent (35%) of accrued sick leave.

-  
15 to 19 years of continuous service = forty percent (40%) of accrued sick leave.

-  
20 or more years of continuous service = fifty percent (50%) of accrued sick leave.

For those hired and employed on and after January 1, 2025:

15 years of continuous service = thirty-five percent (35%) of accrued sick leave.

-  
16 to 19 years of continuous service = forty percent (40%) of accrued sick leave.

-  
20 or more years of continuous service = fifty percent (50%) of accrued sick leave.

-  
The value of the accrued sick leave shall be based upon the employee's hourly wage at the end of employment.

8) 5.07 Family Deaths: Amend bereavement policy language to follow AB 1949 Bereavement Law and reads as follows: when a for-cause or probationary employee is absent due to a death in the family, the employee shall receive up to five (5) days paid leave on the following conditions:

(a) An appointing authority can request documentation of the death, you are required to provide it. However, you are not required to provide such documentation before you begin your leave. Instead, you must provide this documentation within 30 days of the first day of your bereavement leave. This documentation may be in the form of a death certificate, obituary, or written verification of death, burial, or memorial service from mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

(b) The appointing authority has ascertained that the absence is reasonably related to a death in the employee's family. Family is defined as spouse, child, mother, father, brother, sister, grandparent, grandchild and those family relationships recognized by law such as in-law, half, step, adopted and foster family members.

Appointing authorities may allow bereavement leave to be taken upon the death of another person with whom you have a relationship.

(Defined in Government Code 12945.2)

9) Vacation: Change all vacation Tiers to a maximum of 336 hours from of accrued vacation possible and reads as follows: (b)"The balance of accrued unused vacation leave for any employee shall be limited to three hundred thirty-six (336) hours. No vacation will be earned when the maximum vacation accrual is reached except as provided for in this section."

10)5.08 Vacation Buy Back: Addition processes to be done for vacation buy back benefit to meet IRS constructive receipt rules and reads as follows: "Beginning in December of 2025, employees' vacation cash-out elections will occur in the year to comply with Federal I.R.S. requirements.

11) 5.09 Holidays The following holidays are recognized holidays. On such holidays employees shall be entitled to time

off with regular pay at a rate of eight (8) hours per holiday: An employee working a regular schedule different from eight hours (8) per day may supplement holiday hours with vacation or Compensatory Time Off to make a full day. Holiday pay is prorated for employees working less than a 1.0 Full time equivalent.

12) 7.02 Clothing: Added the Building Grounds Maintenance Worker I/II/III, Building Grounds Maintenance Technician, Agriculture & Standards Inspector I/II/III and the Agriculture & Standards Technician I/II/III. position to be eligible for boot allowance to safety equipment needs to perform the job.

13) 7.02 Clothing: Added the Deputy Agriculture Commissioner / Sealer of Weights & Measures position to be eligible for boot allowance to safety equipment needs to perform the job.

14) 7.03 Cost Savings Bonus: Was removed as it is not utilized

**Action:**

Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the International Union of Operating Engineers, Local 3 - General Unit; effective January 1, 2025, through December 31, 2026; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Fiscal Impact:**

General Fund Impact

**Attachments:**

1. General Unit MOU\_Final
2. Gen Unit Res - FINAL

# **MEMORANDUM OF UNDERSTANDING**

**Between**

**County of Plumas**

**and**

**International Union of  
Operating Engineers, Local 3**

**General Unit**

**January 1, 2025 – December 31, 2026**

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## APPENDIX A: General Unit Job Classifications



## GENERAL UNIT

### MEMORANDUM OF UNDERSTANDING

Pursuant to the provisions of the Meyers-Milius-Brown Act Section 3500 et seq. of the Government Code of the State of California and the Rules and Regulations of the County of Plumas, hereinafter called "County", the following Memorandum of Understanding, hereinafter called "MOU", is established for those classifications in the General Unit, represented by International Union of Operating Engineers, Local 3, hereinafter called "Union".

This Memorandum of Understanding represents the good faith effort of both parties to reach agreement on matters of wages, hours and conditions of employment for employees in the General Unit. It is understood that this agreement is not binding on the County until such time as it is ratified by the membership of the Union and adopted by the Plumas County Board of Supervisors.

#### 1.00 GENERAL CONDITIONS

##### 1.01 RECOGNITION

The County recognizes the Operating Engineers Union Local 3 as the exclusive representative for employees designated to General Unit of County employees pursuant to Section 3510b of the California Government Code and the Rules and Regulations of Plumas County.

The classifications of County positions designated to the General Unit are as shown in Appendix "A" of this Memorandum of Understanding.

##### 1.02 MANAGEMENT RIGHTS

The County retains, solely and exclusively, all of its rights, powers and authority that it exercised or held prior to the execution of this Agreement, except as expressly limited by a specific provision of this Agreement. The County's management rights include, but are not limited to, the following:

1. To manage and direct its business and personnel;
2. To manage, control, and determine the mission of its departments, building facilities, and operations;
3. To create, change, combine or abolish jobs, departments and facilities in whole or in part;
4. To direct the work force;
5. To increase or decrease the size of the work force and determine the number of employees needed;
6. To hire, transfer, promote, layoff, and maintain the discipline and efficiency of its employees;
7. To establish work standards, schedules of operation and reasonable work load;

8. To specify or assign work requirements and require overtime;
9. To schedule work, working hours and shifts; to furlough employees for limited duration;
10. To adopt rules of conduct;
11. To determine the type and scope of work to be performed by County employees and the services to be provided;
12. To classify positions and determine the content and title of such classifications;
13. To determine the methods, processes, means, and places of providing services;
14. To take whatever action necessary to prepare for and operate in an emergency, including with respect to issues within the scope of the Union's representation as provided by the Meyer-Milias-Brown Act; and
15. To contract for services.

### 1.03 UNION SECURITY

The Union may post within the employee rest area a written notice which sets forth the classifications included within the representation unit referred to in this Memorandum of Understanding and the name and address of recognized organization. The Union agrees that it has a duty to provide fair and non-discriminatory representation to all employees in all classes of the units for which this Section is applicable.

### 1.04 MOU IMPLEMENTATION

An employee hired by the County subject to this Memorandum of Understanding may join the Union pursuant to the process provided by State law.

The Employee's earnings must be sufficient to cover the amount of the dues authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this connection, all other legal and required deductions (including health care deductions) have priority over Union dues.

### 1.05 PAYROLL DEDUCTIONS

The Union shall be provided payroll deduction for membership dues. The Union shall provide the Human Resources Department with a written authorization on a form approved by the County, signed by the employee in the unit authorizing the payroll deduction and setting forth the full amount to be deducted each month. The County Auditor will forward to the Union in a timely manner the dues collected each month from members in the unit authorizing such deduction.

The Union shall immediately notify the Human Resources of any changes or cancellations in the authorized deductions. The County shall not be liable to the Union, the employees or any other party by reason of this section, for the remittance of payment of any sum other than the actual amount of deductions authorized to be withheld by payroll deduction. The Union agrees to indemnify and save the County harmless against any and all claims, demands, suits, orders, judgment or other forms of liability that may arise out of or by reason of action taken by employees or others under this section.

Operating Engineers Local Union No. 3 will maintain records of employees authorizations for dues deductions. Operating Engineers Local Union No. 3 will provide Plumas County with information regarding the amount of dues deductions and certify the list of Operating Engineers Local Union No. 3 employees who have authorized dues deductions. Plumas County will rely on the information provided by Operating Engineers Local Union No. 3 members and remit such dues for fees to Operating Engineers Local Union No. 3. Operating Engineers Local Union No. 3 will immediately notify Plumas County of any changes in the Members' dues deduction authorizations. Plumas County will direct all inquiries from employees about the Operating Engineers Local Union No. 3 membership or dues deductions to Operating Engineers Local Union No. 3.

#### 1.06 USE OF COUNTY FACILITIES

With approval of the County, the Union may use certain County facilities, resources and supplies for non-political purposes as long as the County is reimbursed for the cost of any supplies or materials provided to the Union and provided that such use of supplies, resources or space does not interfere with the efficiency of the County operations. The Union agrees to pay the County upon demand from the County Auditor, cost of such benefits of supplies received and to pay for the costs of any damages that it causes to a County facility.

#### 1.07 BULLETIN BOARDS

The Union shall be provided reasonable designated space on County bulletin boards which does not interfere with the County's official use of the bulletin boards. Union material on bulletin boards is to be maintained by the Union in an orderly manner and current.

All material posted shall 1) not be obscene, 2) shall not malign the County or its representatives and 3) shall not constitute harassment, discrimination or retaliation based on a legally protected status. The Human Resources Director or his/her designee reserves the right to remove any material posted in violation of this section if the Union refuses to remove the material on its own.

#### 1.08 ACCESS TO EMPLOYEES

With prior notice to the County, the Union or its official representative(s) may have access to County employees during off duty time in the non-work areas of County facilities for the purpose of Union business.

## AB 119 – NEW EMPLOYEE ORIENTATION

County of Plumas will allow Operating Engineers Local No. 3 Union (OE3) access to new employees at New Employee Orientations up to one (1) hour. A designated employee representative of OE3 shall be allowed access to new employee orientation if the OE3 Business Representative is not able to attend, upon prior notification to their respective department head(s). Reasonable release time (two (2) hours) will be granted to the OE3 designated employee representative to attend this orientation.

### 1.09 SALARY RANGE ADJUSTMENTS AND PERSONNEL RULE CHANGES

The County will give written notice to the Union prior to any salary range adjustment to any job classification in the bargaining unit. The County will give advanced notice to the Union of any proposed changes to the Personnel Rules which affect employees' wages, working hours, terms of employment and/or working conditions.

The County will offer to meet and confer on impact of any such proposals or change upon notification from the Union.

### 1.10 UNIT REPRESENTATIVES

The Union shall be allowed to designate up to four (4) employee members to serve as representatives in the "meet and confer", collective bargaining and negotiations process with the County. The Union shall provide the County, in writing, prior to the beginning of the meet and confer process, collective bargaining and negotiations the name, classification and department of each representative.

Designated employee representatives shall, upon prior notification to their respective department head(s), be granted reasonable release time from scheduled duties without loss of pay to meet the County representatives during the "meet and confer", collective bargaining and negotiations process. The County shall not be responsible for any travel, overtime or miscellaneous expenses resulting from the Union exercising this right.

### 1.11 LABOR MANAGEMENT RELATIONS COMMITTEE

Union stewards identified in writing by Operating Engineers shall be released up to three hours every three months to meet in a labor management committee with County management to discuss how to improve problem solving and County-Union labor management relations. The Committee may make recommendations to the County Administrative Officer.

### 1.12 INDIVIDUAL RIGHTS

Neither the County nor the Union shall interfere with, intimidate, coerce, restrain, or discriminate against an employee because of the exercise of his/her right to engage in or refrain from engaging in activities pursuant to Section 3500 et seq. of the California Government Code.

#### 1.13 PROBATIONARY APPOINTMENT

- (a) New employees shall be hired on a probationary basis from an eligible list to a vacancy that the Board of Supervisors authorizes to be filled, other than by reemployment, transfer, demotion, or temporary assignment. The probationary appointment shall become a for cause appointment after the new employee successfully completes a probationary period. The initial probationary period for new employees is twelve (12) months of continuous and compensated service measured from the date of hire, also known as the anniversary date as provided in Section 1.14. A probationary employee is employed on an at-will basis and may be terminated without cause.
- (b) The probationary period for a for cause employee promoted to a higher-level classification shall be six (6) months of continuous and compensated service measured from the date of promotion, which becomes the employee's new anniversary date as provided in Section 1.14.
- (c) A for cause employee who is promoted, shall have the right to return to the employee's job classification and pay status prior to promotion if the employee fails the probationary period for the promotion.
- (d) Temporary employees hired as regular employees in the same classification they worked, with no break in County service, shall have their time worked in that classification counted towards their probationary period.

#### 1.14 ANNIVERSARY DATE

The date of appointment to a particular classified position.

#### 1.15 APPOINTMENT

The filling of a position in the County service by means of an appointing authority's offer of employment and acceptance of that offer by an applicant.

### 2.00 COMPENSATION

#### 2.01 WAGES

Wages for all represented classifications shall be increased during the term of this Agreement as follows:

10.0% effective the first full pay period following Board ratification of the successor MOU. In addition, each member of the bargaining unit will receive a non-recurring, one-time, lump sum payment in the amount of two thousand dollars (\$2,000.00) minus applicable payroll deductions. Only employees who are on the payroll during the pay period in which the County issues the one-time, lump sum payments will receive the payment.

## 2.02 MERIT INCREASE

Advancement through Steps A through E depends on satisfactory performance at the prior step for the equivalent of twelve (12) months of full-time compensated and continuous service before advancement to the next higher step. However, an employee who is promoted shall be eligible for one (1) advancement to the next higher step after six (6) months of continuous and compensated service measured from the date of the promotional appointment. In such event the effective date of the merit advancement shall become the employee's new anniversary date as provided in Section 1.14.

Satisfactory performance is demonstrated by an appointing authority's completion of County's Personnel Action Form (PAF), based on performance evaluations conducted at least thirty (30) days prior to the employee's merit anniversary date.

The County shall maintain a standardized performance evaluation form and procedures for conducting employee performance evaluations.

When merit advancement is denied to an employee, the employee's performance shall be re-evaluated within ninety (90) days and, if the performance is satisfactory, the employee may be advanced to the next step effective the first pay period following the date of the re-evaluation report. If the employee's performance is not satisfactory in the re-evaluation the employee shall not be eligible for a merit increase until the next anniversary date.

## 2.03 LONGEVITY ADVANCEMENT

Employees will earn longevity pay, reportable to CalPERS as special compensation, beginning the first full pay period following Board ratification of this MOU, upon completing seven (7), ten (10), fourteen (14), eighteen (18), twenty-one (21), twenty-four (24) and twenty-seven (27) years of regular continuous service measured from the date of hire. Each longevity increment constitutes a five percent (5%) ongoing increase calculated on the employee's current base wage. Longevity pay compounds. The maximum longevity pay constitutes a thirty-five percent (35%) ongoing increase calculated on the employee's current base wage upon completion of twenty-seven (27) years of continuous and compensation service.

### 3.00 HOURS OF WORK

#### 3.01 OVERTIME PAY

Overtime shall be paid on the following basis:

Unit employees, except FLSA-exempt employees, shall be paid one and one-half (1-1/2) times the number of hours worked in excess of their normal workday or workweek.

A vacation day, paid holiday, or sick leave used, shall be counted in a regular workday or workweek for purposes of computing overtime.

#### 3.02 COMPENSATORY TIME OFF

Compensatory Time Off (CTO) shall be permitted in-lieu of overtime pay for overtime work as set forth below:

- (a) In lieu of overtime pay, an employee may request and accrue compensatory time off, subject to limits stated in this rule, and calculated to be the equivalent value of overtime pay.
- (b) Payroll/payroll software shall keep/maintain records showing all compensatory time off accrued and used, so that the net balance of unused compensatory time off is known at all times. Such records shall substantiate the time cards maintained by the Auditor.
- (c) The compensatory time-off accrual cap is one hundred and twenty (120) hours. An employee may not request and the County may not authorize CTO accrual above the cap for any employee.
- (d) Compensatory time off shall be accrued and used as authorized by the department head as provided by applicable law.
- (e) Employees transferring to another County department have the option of fully cashing out their CTO Bank at the time they transfer to the new department
- (f) At the end of employment, the County will pay the employee the value of accrued compensatory time off. The value shall be based upon the employee's hourly wage at the date of termination.

#### 3.03 ON-CALL PAY

On-call duty assigned by the department head shall be compensated as follows:

- (a) Employees who are required to be on call outside of normal working hours

shall be eligible for on-call pay.

- (b) On-call employees shall be provided a “beeper” and will be expected to respond to service call within thirty (30) minutes.
- (c) Employees assigned on-call outside of normal duty hours shall be compensated by two (2) hours of pay at their regular pay rate for each full week day of on-call and three (3) hours of pay at their regular pay rate for each full Saturday, Sunday, or observed Holiday of on-call status.
- (d) Employees responding to a service call outside of normal duty hours shall be compensated at time and one half (1 ½) their normal pay rate. Compensation may be either in pay or CTO upon between the department head and the employee. This section shall apply to both overtime “exempt” and “non-exempt” employees.
- (e) Responding to a service call shall mean any call that requires the employee to respond away from the employees residence and any telephone call in excess of fifteen (15) minutes.

#### 3.04 CALL-BACK PAY

An employee required to report for work on a non-work day or outside of the employee’s regular hours on a workday once the employee has left the work site, shall receive callback pay. The minimum hours for each callback shall be two (2) overtime hours of compensation or the actual hours worked whichever results in the greater overtime hours. Callback time shall start when the employee is contacted to report to work and end at the work site when the assignment is concluded. A telephone response shall not be considered callback, but any telephone time may be overtime subject to the overtime provisions of this Memorandum of Understanding.

Employees responding to a callback assignment by use of their private vehicle may claim mileage under the County mileage reimbursement policy.

#### 3.05 CALLBACK AND STANDBY DUTY: ROAD DEPARTMENT

A workday shall consist of twenty four (24) hours starting at midnight and ending at midnight. The regular workday hours shall be from 8 a.m. to 4:30 p.m., and the regular workweek shall be Monday through Friday.

An employee's regular workday or regular workweek may be rescheduled to any other period by giving the employee at least eight (8) hours' lead notice. The employee's regular workday may also be rescheduled if the employee is given less than eight (8) hours' notice, but that portion of the first rescheduled shift occurring before 8 a.m. shall be paid at the callback rate.

The work week shall be the seven (7) day period commencing Monday morning at 12:01 a.m.,



and the permanent employee shall be entitled to a minimum of forty (40) hours of regular time pay during each week.

(a). Call-Backs: When an employee is ordered back to work and the required emergency work is to be commenced within eight (8) hours of the order, the employee shall be paid at one and one-half (1-1/2) times his/her normal rate of pay for a minimum of two (2) hours while on call-back. If the employee has put in less than eight (8) consecutive hours immediately prior to 8 a.m., he/she shall receive his/her regular rate of pay for any hours worked after 8 a.m. during the regular workday. If he/she has worked in excess of eight (8) hours while on call-back and is required to continue working, he/she shall receive one and one-half (1-1/2) times his/her normal rate of pay until he/she is finished with the work or is relieved by another employee.

(b). Standby Duty: Standby duty shall be performed by an employee during any non-regular working hours as required and ordered by the foreman or lead person. The employee so ordered to standby duty shall be paid according to the following schedule:

1. For the fifteen and one-half hours (15 ½) immediately following any regular workday, except Friday, the employee shall receive one and one-half (1-1/2) times his/her regular rate of pay for the first five (5) hours of standby duty, and no additional compensation shall be allowed for the remaining ten and one-half (10 ½) hours of standby duty.
2. When on standby duty during the same period for less than one half (1/2) of the above mentioned fifteen and one-half hours (15 ½), the employee shall receive one and one-half (1-1/2) times his/her regular rate of pay for the first three (3) hours of standby duty, and no additional compensation shall be allowed for the remainder of the standby shift.
3. For the thirty-one and one-half (31 ½) hours between 4:30 p.m. Friday and midnight Saturday, the employee shall receive one and one-half (1-1/2) times his/her regular rate of pay for the first seven (7) hours of standby duty, and no additional compensation shall be allowed for the remaining twenty-four and one-half (24 ½) hours of standby duty.
4. For the thirty-two (32) hours between midnight Saturday and 8 a.m. Monday, the employee shall receive one and one-half (1-1/2) times his/her regular rate of pay for the first seven (7) hours of standby duty, and no additional compensation shall be allowed for the remaining twenty-five (25) hours of standby duty.

5. When on standby duty during the same period for less than one half (1/2) of either of the above-mentioned hours (31-1/2 and 32), the employee shall receive one and one-half (1-1/2) times his/her regular rate of pay for the first five (5) hours of standby duty, and no additional compensation shall be allowed for the remainder of the standby shift.
6. One (1) employee may perform the standby duty for a full weekend.

### 3.06 SHIFT DIFFERENTIAL PAY

Employees assigned a shift with the majority of hours occurring between 6 p.m. and 6 a.m. shall receive an additional thirty five cents (\$.35) per hour shift differential pay.

### 3.07 BILINGUAL PAY DIFFERENTIAL

Employees identified by the Human Resources Director that have been assigned job duties involving regular use of bilingual skills, shall receive a stipend of seventy dollars (\$70.00) per month.

### 3.08 FLEX TIME

At the department head's discretion, departmental employees may be authorized to work a flexibly scheduled workday using a core (mandatory) time between 10 a.m. and 3 p.m. per day with remaining work hours scheduled outside the core time.

### 3.09 FOUR DAY WORK WEEK

Upon board authorization, and with the agreement of affected employees, a department head may schedule an employee's workweek into four-ten (4/10) hour days. The department shall provide ten (10) days' notice before beginning "four ten" workweek schedule, unless the employee agrees to a shorter notice period. For this purpose "workday" is defined as ten hours instead of eight (8) hours; merit advancements shall be applicable so that eligibility for salary step increases is determined on a calendar day basis. If a department head determines that a return to the standard workweek would serve departmental and/or county needs, the alternate "four ten" workweek shall be terminated with no less than ten (10) working days' notice.

### 3.10 4-10'S SHIFT

For the purpose of Facility Services employees working the four-ten's (4-10's) shift during the summer months, workdays shall be changed to hours so that vacation and holiday accrual will be on an hourly basis rather than on a daily basis and, therefore, there shall be no problem of interpretation of "a working day."

### 3.11 REST PERIODS

Unless precluded by operational necessity of an imminent nature, employees shall be afforded a fifteen (15) minute duty free rest period during each four (4) hours or one half (1/2) of the regular eight (8) or ten (10) hour work day, whichever is greater.

### 3.12 WORK SCHEDULE

All full time employees shall enjoy a regular work schedule that includes two (2) consecutive days off. Exceptions shall be on a limited basis and based upon workplace necessity.

- (a) When a County-recognized paid holiday occurs during a regular scheduled shift, employees working the night shift will not be subject to a split-shift in the event that the shift hours cannot be changed so that the shift is completed prior to twelve o'clock midnight. These employees shall finish their regular shift at straight time and will begin their holiday at the end of that shift.

## 4.00 BENEFITS

### 4.01 HEALTH INSURANCE

#### Active Employee Health Plan

Employees are eligible to receive medical insurance through the Operating Engineers Local #3 plan. Plan B is used as the benchmark for the Affordable Care Act low wage earners calculation.

- (a) Effective November 1, 2022, the County shall contribute 85% of the dollar amount for OE3 medical insurance, vision, dental and life benefits.
- (b) Each employee may select Plan A, Plan B, Plan C or Plan D from the Operating Engineers Health and Welfare Plan so long as the selected plan complies with the Affordable Care Act.
- (c) Effective the first full pay period following Board adoption of this MOU, employees who opt-out of Plumas County offered health Insurance shall receive Three Hundred (\$300.00) dollars every month.

#### Retiree Employee Health Plan:

An employee who retires from Plumas County, who is covered under a Union health insurance plan for themselves and any eligible dependents, may continue to be covered under the plan by advancing to the County Auditor, the full premium amount each month preceding the month of coverage, under rules and procedures established by the Auditor.

For employees retiring in good standing under the above stated conditions, who have fifteen (15) years of continuous service with Plumas County, the County shall contribute an amount equal to twenty five percent (25%) of the Union's health premium contribution for an active employee, or

fifty percent (50%) after twenty-five (5) years of continuous service, until the employee reaches age sixty five (65).

Employees, upon retirement in good standing under the conditions stated above, may choose to convert unused sick leave accumulation to prepaid health premiums under the conditions stated below. Employees who choose this option may not utilize any portion of sick leave accrual designated for prepaid health premiums for any other retirement or cash option. The County Auditor shall establish reasonable rules and procedures for the administration of this program. Any balance in accounts shall not be refundable in the event of death of the retiree and their surviving dependent.

Prepaid Health Plan/Sick Leave Conversion Option	
Years of Continuous Service	Percent of Sick Leave Value
0 - 5	25%
5 - 10	50%
10 - 15	75%
15 or more	100%

Conversion rates to be based on employee rate of pay at retirement. Retirees eligible for the basic twenty-five per cent (25%) or fifty per cent (50%) of the County-paid premium for active employees may convert accrued sick leave in an amount not to exceed a combined value of one hundred per cent (100%) premium for themselves or surviving spouse.

#### 4.02 RETIREMENT

Retirement benefits are provided through the County's 2.0% at 55 benefit plan contract with the California Public Employees Retirement System (PERS) for classic miscellaneous members and 2.0% at 50 for classic safety members. New miscellaneous members receive the PERS 2.0% at age 62 benefit plan and new safety members receive the PERS 2.7% at age 57 benefit plan, both of which are administered under the Public Employees' Pension Reform Act (PEPRA) of 2013.

Classic miscellaneous members shall pay the 7.0% employee pension contribution. Classic safety members shall pay the 9.0% employee pension contribution. New members shall pay 50% of the normal cost as their pension contribution as required by PEPRA. Employees pay these amounts on a pre-tax basis to the extent allowed by law.

The County has amended its contract covering classic miscellaneous employees of the County to allow for the highest single year as the basis for application of the 2.0% @ 55 retirement formula with PERS.

#### 4.03 STATE DISABILITY INSURANCE

The State Disability Insurance (SDI) plan shall be integrated with County sick leave to prevent compensation duplication during leave and to allow an employee to receive up to full pay by the combination of benefits. An employee who receives more than one hundred-percent (100%) of their wages while receiving SDI and sick leave will pay the amount in-excess of one hundred percent (100%) of their wages to the County.

The premium cost of SDI will be paid by the employee through payroll deduction in a manner acceptable to the County Auditor.

#### 4.04 BENEFIT PRORATION

Regular employees regularly assigned less than forty (40) hours per week, as set out in the approved County budget, shall be eligible for benefits offered to full time regular employees prorated on the basis of percentage of time regularly assigned. Provided, however, when contract provisions with benefit carriers (i.e. PERS, health, etc.) require a minimum work schedule to participate, the part time employee shall not be eligible for the pro rata benefit. The County may establish implementation procedures to insure uniform application of this section.

#### 5.00 LEAVES

##### 5.01 SICK LEAVE

Sick leave is a benefit granted to regular employees who are probationary or for cause. Sick leave shall be granted subject to the following terms:

- (a) An employee shall accrue sick leave at the rate of one and one quarter (1-1/4) working days per month.
- (b) An appointing authority shall approve sick leave only after ascertaining that the absence was due to illness or unfitness for work for medical reasons, and a doctor's certificate may be required.
- (c) An employee hired or rehired on or after July 1, 2010 shall have a maximum sick leave accrual of 500 hours.

##### 5.02 SICK LEAVE PAYOFF

The County will cash-out an employee's accrued sick leave upon the employee's death, retirement, lay-off or resignation while in good-standing with the County as follows for those hired and employed on and before December 31, 2024:

10 to 14 years of continuous service = thirty-five percent (35%) of accrued sick leave.

15 to 19 years of continuous service = forty percent (40%) of accrued sick leave.

20 or more years of continuous service = fifty percent (50%) of accrued sick leave.

For those hired and employed on and after January 1, 2025:

15 years of continuous service = thirty-five percent (35%) of accrued sick leave.

16 to 19 years of continuous service = forty percent (40%) of accrued sick leave.

20 or more years of continuous service = fifty percent (50%) of accrued sick leave.

The value of the accrued sick leave shall be based upon the employee's hourly wage at the end of employment.

### 5.03 FAMILY INJURIES AND ILLNESSES

In the event of injury or illness in the employee's family, permanent or probationary employee shall be allowed up to ten (10) days of leave per year measured from the anniversary date, which shall be chargeable to sick leave. The attending doctor's statement shall be sufficient proof of such illness or injury, if required by the appointing authority.

### 5.04 FAMILY MEDICAL LEAVE ACT (FMLA)

Family Medical Leave Act (FMLA) leave will be granted as provided by law.

### 5.05 UNPAID LEAVES OF ABSENCES

An employee who seeks to be absent from work for reasons that are not addressed by an applicable Federal and/or State leave law must request an unpaid leave of absence in accordance with the following:

- (a) Unpaid leaves of absence lasting fourteen (14) calendar days or less must be approved in advance in writing by the Department Head. Unpaid leaves of absence greater than fourteen (14) calendar days must be approved in advance in writing by the County Administrator and the Department Head.
- (b) A request for medical leave under the provisions of this section requires medical verification by the employee's medical provider and must be provided in writing to the employee's Department Head.
- (c) The County will not contribute to the health insurance premium. During the unpaid leave of absence, the employee will pay the full premium to the group health insurance plan. The payment schedule shall be determined by the County's Human Resources Department.
- (d) The County reserves the right to deny an unpaid leave of absence and to deny the extension of such a leave.

- (d) An employee granted an unpaid leave of absence will be expected to return to his/her normal assigned duties upon the expiration of the leave unless a legal process requires a different result. An employee on an unpaid leave of absence is subject to layoff to the same extent as when at work in regular service.

#### 5.06 WORKERS' COMPENSATION LEAVE

A Workers' Compensation leave of absence may be granted, by the Board of Supervisors to employees who are on authorized workers' compensation status due to industrial illness or injury as provided by state law. The employee will be required to supplement temporary disability payments with accrued paid leave to an amount whereby the combined amounts are equivalent to full pay. When all accrued paid leaves are exhausted the County will continue to pay the County's share of the employee's health insurance premium up to one (1) year, from the date of the injury, during the remaining temporary disability payment period and only if the employee pays his/her share of the premium in a timely manner as prescribed by the County. An employee on workers' compensation leave may be terminated as provided by state law, including participation in vocational rehabilitation or retirement.

#### 5.07 FAMILY DEATHS

When a for-cause or probationary employee is absent due to a death in the family, the employee shall receive up to five (5) days paid leave on the following conditions:

- (a) An appointing authority can request documentation of the death, you are required to provide it. However, you are not required to provide such documentation before you begin your leave. Instead, you must provide this documentation within 30 days of the first day of your bereavement leave. This documentation may be in the form of a death certificate, obituary, or written verification of death, burial, or memorial service from mortuary, funeral home, burial society, crematorium, religious institution, or government agency.
- (b) The appointing authority has ascertained that the absence is reasonably related to a death in the employee's family. Family is defined as spouse, child, mother, father, brother, sister, grandparent, grandchild and those family relationships recognized by law such as in-law, half, step, adopted and foster family members. Appointing authorities may allow bereavement leave to be taken upon the death of another person with whom you have a relationship.  
(Defined in Government Code 12945.2)

#### 5.08 VACATION

Paid vacation is exclusively a benefit for regular probationary and for cause employees. Vacation shall be granted on the following terms and "days" shall refer to eight (8) hour workdays.

- (a) Accrual shall be computed from the date of hire:
  - 1. During the first (1st) through second (2<sup>nd</sup>) year of compensated and continuous service, an employee shall accrue ten (10) days of vacation.
  - 2. During the third (3rd) through seventh (7th) year of compensated and continuous service, an employee shall accrue fifteen (15) days of vacation.
  - 3. During the eighth (8th) year of compensated and continuous service, and each year thereafter, an employee shall accrue twenty-one (21) days of vacation per year.
  - 4. In any accounting period the County will first accrue vacation earned to the employee's record before charging vacation taken.
- (b) The balance of accrued unused vacation leave for any employee shall be limited to three hundred thirty-six (336) hours. No vacation will be earned when the maximum vacation accrual is reached except as provided for in this section.
- (c) In the event an employee was prevented from taking a scheduled vacation, due to a County need, which results in the employee exceeding the accrual limit the employee will continue to earn vacation in excess of the maximum limit for a period no longer than six (6) months. During the extension time the employee and the department management will cooperate in developing a vacation use schedule to bring the employees vacation accrual balance at or below the maximum allowed accrual.
- (d) Reasons to extend a vacation accrual limit may include but not be limited to the following.
  - 1. The employee was required to work as a result of an operational need or an emergency.
  - 2. The employee was assigned to work of a priority or critical nature over an extended period of time.
  - 3. The employee was absent on full salary for compensable injury pursuant to Section 5.06 of this Agreement.
  - 4. The employee was on jury duty.
  - 5. The employee was prevented by the department head or designee from utilizing accrued vacation.



- (e) Vacation leave shall be taken with the prior approval of the appointing authority, provided that there shall be a reasonable basis for denial of an employee's request for leave.

Appointing authorities shall be responsible for ensuring that employees have the opportunity to take vacation leave each year. Except in case of emergency no employee shall be denied the opportunity to take off each year two thirds (2/3) of the employee's annual vacation accrual, nor denied the opportunity to take off at least five (5) consecutive days each year.

If an employee's vacation accumulation will exceed the vacation cap at any time the department head or designee has the right to order the employee to take vacation.

- (f) The Department Head will define a thirty (30) day window period each calendar year at which time employees may bid for their first choice preference of continuous block of vacation time. When two (2) or more employees on the same shift (if applicable) in a work unit (as defined by each department head or designee) request the same vacation time and approval cannot be given to all employees requesting it, employees shall be granted their preferred vacation period in order of seniority (defined as total months of County service in the classification in the department). When two or more employees have the same amount of classification seniority, departmental seniority will be used to break the tie.
- (g) Each department head or designee will make every effort to act on vacation requests in a timely manner.
- (h) Vacations will be canceled only when operational needs require it.
- (i) Upon death, retirement, layoff, or resignation, an employee or said employee's estate shall be paid one hundred percent of the value of any accrued vacation leave. The value of the accrued vacation leave shall be based upon the employee's hourly wage at the end of employment.
- (j) Employees represented by this bargaining unit will be allowed to sell back to the County, up to forty (40) hours of vacation per calendar year provided, however, they have used forty (40) hours during that calendar year and there must be a remaining balance after the hours have been sold back to the County of at least eighty (80) hours. Beginning in December of 2025, employees' vacation cash-out elections will occur in the year to comply with Federal I.R.S. requirements.

## 5.09 HOLIDAYS

The following holidays are recognized holidays. On such holidays employees shall be entitled to time off with regular pay at a rate of eight (8) hours per holiday: An employee working a regular schedule different from eight hours (8) per day may supplement holiday hours with vacation or Compensatory Time Off to make a full day. Holiday pay is prorated for employees working less than a 1.0 Full time equivalent.

January 1, New Year's Day

The third Monday in January, Dr. Martin Luther King, Jr. Day

February 12, Lincoln's birthday;

The third Monday in February, Presidents' Day;

The last Monday in May, legal observance of Memorial Day;

June 19, Juneteenth;

July 4, Independence Day;

The first Monday in September, Labor Day;

The second Monday in October, Columbus Day;

November 11, Veterans' Day

The day in November that is the legal observance of Thanksgiving.

The day in November following Thanksgiving;

December 24, Christmas Eve

December 25, Christmas Day; and

One (1) floating holidays to be approved in advance by the Department Head.

If January 1, February 12, July 4, November 11, or December 25 falls upon a Sunday, the Monday following shall be a holiday; if such foregoing date falls upon a Saturday, the preceding Friday shall be a holiday.

When December 24 falls on a Saturday or Sunday, the preceding Friday shall be designated as the Christmas Eve holiday, and when December 24 falls on a Friday, the preceding Thursday shall be the holiday.

#### 5.10 DISABILITY LEAVE

An employee who has become temporarily disabled, for any reason, shall have the right to disability leave not to exceed four (4) months inclusive in the Family Medical Leave Act provisions of this agreement , or until a doctor certifies fitness to return to work, whichever is sooner. Such leave shall be without compensation or accrual of benefits or seniority. Accrued sick leave benefits must be used prior to the effective date of disability leave. If the employee has been covered by County paid health insurance prior to the effective date of disability leave,

the employee shall have the right to continue such insurance at the employee's own expense.

Safety members of the County's retirement plan may receive industrial disability leave on the terms and conditions required by California Labor Code Section 4850.

When disability leave is used up, and reliable medical evidence shows that the employee is still medically or physically unfit for his or her position, then:

- (a) The County shall submit an application for disability retirement for the employee under Government Code Section 21023.5, unless the employee elects otherwise; or
- (b) The employee may apply for and be granted a general leave of absence if the medical evidence shows a likelihood of fitness to return to work in the position within a reasonable period of time; or
- (c) The employee shall be terminated from employment after receiving notice and an employee so terminated shall have the right to appeal.

#### 5.11 PREGNANCY DISABILITY LEAVE

Pregnancy disability leave shall be granted as provided by law.

#### 5.12 JURY AND WITNESS LEAVE

Any employee who is called for jury duty or subpoenaed to appear as a witness, other than as an expert witness or party to the action, shall receive paid leave for such purpose on the terms that follow:

- (a) The employee shall receive paid leave provided that any witness fees or jury fees are assigned to the County Auditor.
- (b) If called as a witness in litigation in which the County is a party, or to testify in an official capacity as a county employee, the employee shall receive paid leave and an allowance for any necessary travel, provided that any witness fees are assigned to the County Auditor.

#### 5.13 MILITARY LEAVE

Military Leave shall be granted as provided by law.

#### 6.00 GRIEVANCE AND APPEAL PROCEDURE

## 6.01 GRIEVANCE PROCEDURE

### Definitions

"Grievance." A grievance is a claimed violation, misinterpretation or misapplication of a specific provision of this document or of the provisions of the County Personnel Code or other County policies relating to issues within the scope of bargaining. Except as specifically provided otherwise, grievances regarding the County Personnel Rules or County policies may be advanced only through Formal Step Three (3) of this procedure.

A grievance shall not include any matter for which a separate administrative appeal process is available including but not limited to claims of discrimination, on the job illness or injury (workers' compensation) and unemployment claims.

Grievances relating to disciplinary actions and medical terminations or demotions shall be subject to the appeal process provided herein.

"Grievant." A grievant is an employee in the unit at the time of the alleged violation. The Union may act as a grievant in its own behalf or in behalf of one or more employees adversely affected provided that the affected employees and circumstances are identified in sufficient detail for management to respond.

"Day." As used within this Article, "day" shall be construed to mean calendar day, excluding recognized County holidays, unless otherwise specifically stated.

### Procedure

There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed as follows:

STEP ONE (1): An employee's grievance must be submitted to his/her first line supervisor or management representative immediately in charge of the aggrieved employee within fifteen (15) calendar days after the event giving rise to the grievance. The supervisor or management representative will give his/her answer to the employee by the end of the fifth (5th) calendar day following the presentation of the grievance and the giving of such answer will terminate "Step One".

STEP TWO (2): If the grievance is not settled in "Step One", the grievance will be reduced to writing by the employee, fully stating the facts surrounding the grievance and detailing the specific provisions of this Memorandum of Understanding alleged to have been violated, signed and dated by the employee and presented to the supervisor or his/her designee within seven (7) working days after termination of "Step One". A meeting with the representative and supervisor or his/her designee will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within seven (7) calendar days from the date the grievance is received by the supervisor or his/her designee. The supervisor or his/her designee may invite other members of management to be present at such meeting. The

supervisor or his/her designee will give a written reply by the end of the seventh calendar day following the date of the meeting, and the giving of such reply will terminate "Step Two".

Should there be intermediate layers in the chain of command, Step Two 2 may be repeated for each layer of supervision in the chain of command before advancing to Step Three (3).

STEP THREE (3): If the grievance is not settled in "Step Two" the Union Representative (or the employee if not represented by the Union, the Employee Representative) and the Management Representative shall, within seven (7) calendar days after the termination of "Step Two", arrange a meeting to be held at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within fourteen (14) calendar days from the date the grievance is referred to "Step Three". A decision shall be rendered within seven (7) calendar days from the date of such meeting.

Time limits as set forth may be extended by mutual agreement between the parties, but neither side shall be required to so agree.

If the County fails to respond to the grievant within the time period contained above, the grievance will be advanced to the next step in the procedure.

The decision of the Department Head may be appealed to the designated hearing officer pursuant to Section 6.02.

#### 6.02 APPEAL POLICY

The County hereby establishes a personnel action appeals procedure in order to have an impartial hearing on disputed personnel actions which have been appealed on the basis of the following rules: Personnel Rule 4.03 (Discrimination); Personnel Rule 11.05 (Medical Examination); 16.02 (Disciplinary Action); and Section 6.0 (Grievance) of this document.

#### 6.03 REQUESTS FOR APPEAL

When a person has a right to appeal under these rules, the person may submit to County Counsel a written request for appeal to the Board. The request for appeal must be submitted within fourteen (14) days from the date that the person received notification of the right to appeal the appointing authority's final decision.

Upon receiving a request for an appeal, the appointing authority shall be notified by the County Counsel. The County Counsel shall schedule a hearing on the appeal at the earliest time that is mutually convenient for the interested parties (county and appellant), their representatives, if any, and the assigned hearing officer.

#### 6.04 ADMINISTRATIVE LAW JUDGE

The Administrative Law Judge shall be assigned by the California Office of Administrative Hearings.

The cost of the Administrative Law Judge shall be shared equally between the County and Union or the County and the appellant if the Union is not representing the appellant.

#### 6.05 CONDUCT OF THE HEARING

The County Counsel shall be responsible for scheduling and notification as to the time and place of the hearing, and of notifying the Administrative Law Judge of the nature of the proceeding.

Unless otherwise stipulated, the hearing shall be closed to the public and conducted in an informal manner under the direction and authority of the Administrative Law Judge pursuant to the California Administrative Procedures Act.

County employees called as witnesses shall serve without loss of pay in accordance with Section 5.12.

Unless there is a pre-agreement to share the cost of a record by the parties, an interested party may tape record the hearing or arrange at its own cost the services of a court reporter. Should an Administrative Law Judge require a record of the hearing; the parties shall share the cost equally. Any such record of the hearing shall become a record of the proceedings for purposes of any future judicial review.

An Administrative Law Judge's decision may not alter any provisions of this Memorandum of Understanding, any County ordinance or resolution or initiative passed by the people of Plumas County or any State or Federal law or regulation

#### 6.06 FINAL DECISION

Within forty-five (45) calendar days of the conclusion of the hearing, unless waived by the parties, the Administrative Law Judge shall prepare the record of the hearing and shall submit a written decision of findings of fact, rulings of law, and final disposition. Copies shall be sent to the interested parties. The Administrative Law Judge's ruling shall be submitted to the Board of Supervisors for final adjudication as provided in the California Administrative Procedures Act.

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The Administrative Law Judge's ruling shall be submitted to the Board of Supervisors for final adjudication as provided in the California Administrative Procedures Act.

#### 7.00 MISCELLANEOUS

##### 7.01 TOOL ALLOWANCE

In January of each year, classifications currently receiving a tool allowance will receive six hundred-fifty dollars (\$650.00) per year. Expanded eligibility for tool allowance beyond the current classifications receiving tool allowance shall be mutually agreed upon between the Union and the County.

##### 7.02 CLOTHING

- (a) Building and Grounds employees in the classifications of Maintenance Worker I/II shall provide their own rubber boots, shop coveralls, and insulated coveralls at their own expense.

- (b) Beginning in January 2013, the County shall provide a Safety-Clothing/Boot Allowance of Three Hundred Dollars (\$300) per year for full-time employees who are required to wear safety-clothing and wear heavy-duty boots in their routine County work assignments. The following classifications are eligible for the Safety-Clothing/Boot Allowance which shall be paid with the first full pay period of each calendar year, or with their first paycheck after assignment to an eligible classification: Building Grounds Maintenance Worker I/II/III, Building Grounds Maintenance Technician, Agriculture & Standards Inspector I/II/III and the Agriculture & Standards Technician I/II/III. Provided, however, that the January Safety-Clothing/Boot Allowance paid to an employee who has worked less than a full year preceding the payment date, shall be reduced on a prorated basis based on the portion of the preceding year actually worked. Provided further, that if an employee separates from County employment with less than one full year of employment with the County in an eligible classification, a prorated portion of any Safety-Clothing/Boot Allowance paid to that employee shall be reimbursed to the County from the employee's final paycheck in an amount equal to that part of the year not actually worked.

#### 7.04 FURLOUGH RULE

The County reserves the right to furlough an employee or group of employees, without pay, under the following provisions:

- (a) A furlough may be ordered only to compensate for a budget issue.
- (b) The Department Head may furlough an employee or group of employees upon approval of the County Administrative Officer.
- (c) An employee furloughed by the Department Head shall be non-compensated during a furlough period but, shall not suffer a reduction in non-salary related benefits of seniority.
- (d) The maximum number of furlough days during a fiscal year shall not exceed thirteen (13) days per employee. Provided, however, this subdivision (d) will not apply during such time as County has implemented a nine-hour day, four-day workweek ("4-9s workweek") for the employee. A 4-9s workweek shall provide that the employee has three (3) consecutive days off.
- (e) An employee shall not be furloughed more than one (1) day in any pay period.
- (f) Furlough time shall be in full day increments for full time employees and prorated for part time employees.
- (g) An employee is to be notified in writing by the Department Head at least



ten (10) days prior to the assigned furlough day or days.

- (h) Whenever possible, considering needs of the department, the Department Head will give consideration to an employee's choice in selecting the furlough day or days.
- (i) The Department Head shall not use the furlough rule as a form of disciplinary action or to discriminate against an employee.
- (j) The application of a furlough to an employee or group of employees shall not be subject to the grievance procedure.

#### 7.05 PER DIEM

The County will make a per diem reimbursement for County business travel which will be updated annually by October 1<sup>st</sup> with the IRS rates.

#### 8.00 PEACEFUL PERFORMANCE

The parties to this Memorandum of Understanding recognize and acknowledge that the service performed by County employees covered by this agreement are essential to the public health, safety and general welfare of the residents of Plumas County. The Union agrees that during the term of this agreement, under no circumstances will the Union recommend, encourage or cause its members to initiate or participate in, or will any member of the designated unit take part in, any strike, sit down, stay in, sick out, refusal to work overtime, slow down or boycott, picketing (herein collectively called job action) in any office or department of the County of Plumas, nor to curtail, restrict or interfere any work or operation of the County.

In the event of any job action by any member of the designated unit, the County shall not be required to negotiate on the merits of any dispute which may have given rise to the job action, until the job action has ceased. In the event of any job action, by any unit member during the terms of this Memorandum of Understanding, the Union, by its officers, shall immediately declare in writing and publicize that the job action is illegal and unauthorized and further in writing, direct its members to cease said conduct and resume work. Copies of said notices shall be filed with the County Clerk as a matter of public record.

If, in the event of a job action, the Union promptly and in good faith performs the obligations of this section, and providing that the Union has not otherwise authorized, permitted or encouraged any job action the Union shall not be liable for any damages caused by the violation of this section. The County, however, shall have the right to discipline, to include discharge, any employee who instigates, participates in, or gives leadership to any job action activity, and the County shall have the right to seek full legal redress including damages against offending employee(s).

#### 9.00 AGREEMENT

#### 9.01 FULL AGREEMENT

This Memorandum of Understanding contains all of the covenants, stipulations and provisions agreed by the parties. It is understood that all items relating to employee wages, hours and terms and conditions of employment not covered by this Memorandum of Understanding shall remain the same for its term.

Therefore, except by mutual agreement of the parties or as otherwise provided by herein, for the life of this Memorandum of Understanding, neither party shall be compelled to bargaining with the other concerning any mandatory bargaining issue, whether or not the issue was specifically bargained prior to the execution of this Memorandum of Understanding.

#### 9.02 ENACTMENT

This Memorandum of Understanding shall become effective when ratified by the Union and adopted by resolution of the Plumas County Board of Supervisors. Upon such adoption, the provisions of this Memorandum of Understanding shall supersede and control over conflicting or inconsistent county rules, resolutions or ordinances.

#### 9.03 SAVING CLAUSE

If any provision of this Memorandum Of Understanding shall be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any provision shall be restrained by any tribunal, the remainder of this Memorandum of Understanding shall not be affected thereby and the parties shall enter in to negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision or provisions.

#### 9.04 TERM

This Memorandum of Understanding shall become effective upon adoption by the Plumas County Board of Supervisors and shall remain in full force and effect from January 1, 2025, to December 31, 2026.

SIGNATURES

UNION

\_\_\_\_\_  
Oesse Desmangles, Business Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carl Carr, Director of Public Employees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melanie Cragg, Employee Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Burkhalter, Employee Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeffrey Achilles, Employee Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Windi Lambach, Employee Representative

\_\_\_\_\_  
Date

SIGNATURES

COUNTY OF PLUMAS

\_\_\_\_\_  
Jack Hughes – Chief Negotiator

\_\_\_\_\_  
Joshua Brechtel – County Counsel

## Appendix A

### Operating Engineer's Local #3

### General Unit Job Classifications

Classifications
• 4-H Representative
• Accountant
• Accounting Technician
• Administrative Assistant I
• Administrative Assistant II
• Agricultural and Standards Inspector I
• Agricultural and Standards Inspector II
• Agricultural and Standards Inspector III
• Agricultural and Standards Management Analyst I
• Agricultural and Standards Management Analyst II
• Agricultural and Standards Technician I
• Agricultural and Standards Technician II
• Agricultural and Standards Technician III
• Alcohol and Drug Prevention Coordinator
• Alcohol and Drug Therapist I
• Alcohol and Drug Therapist II
• Alternative Sentencing Coordinator
• Animal Control Officer I
• Animal Control Officer II
• Animal Shelter Attendant
• Appraiser Assistant
• Appraiser I
• Appraiser II
• Appraiser III
• Assistant Cook
• Assistant Museum Director
• Assistant Planner
• Associate Planner
• Auditor Accounting Technician
• Auditor Accounting Clerk I
• Auditor Accounting Clerk II
• Auditor – Appraiser I
• Auditor – Appraiser II
• Auditor – Appraiser III
• Behavioral Health Administrative Assistant I
• Behavioral Health Administrative Assistant II
• Behavioral Health Case Management Specialist I

• Behavioral Health Case Management Specialist II
• Behavioral Health Case Management Specialist-Senior
• Behavioral Health Clinical Records Specialist
• Behavioral Health Quality Assurance Coordinator
• Behavioral Health Site Coordinator
• Behavioral Health Supervising Site Coordinator
• Behavioral Health Support Services Coordinator
• Behavioral Health Supportive Services Technician I
• Behavioral Health Supportive Services Technician II
• Behavioral Health Systems Analyst
• Behavioral Health Therapist I
• Behavioral Health Therapist II
• Behavioral Health Therapist Senior
• Branch Library Assistant I
• Branch Library Assistant II
• Building & Grounds Maintenance Technician
• Building & Grounds Maintenance Worker I
• Building & Grounds Maintenance Worker II
• Building & Grounds Maintenance Worker III
• Building Inspector I
• Building Inspector II
• Building Plancheck Inspector
• Building Plans Examiner I
• Building Plans Examiner II
• Cadastral Drafting Specialist
• Child Support Accounting Specialist
• Child Support Assistant I
• Child Support Assistant II
• Child Support Assistant III
• Child Support Legal Clerk I
• Child Support Legal Clerk II
• Child Support Legal Clerk III
• Child Support Specialist I
• Child Support Specialist II
• Child Support Specialist III
• Code Enforcement Officer
• Collections Officer I
• Collections Officer II
• Community Outreach Coordinator
• Custodian
• Deputy Child Support Attorney I
• Deputy Child Support Attorney II
• Deputy Clerk – Recorder I
• Deputy Clerk – Recorder II
• Deputy District Attorney I

• Deputy District Attorney II
• Deputy District Attorney III
• Deputy Public Guardian – Conservator I
• Deputy Public Guardian – Conservator II
• District Attorney Investigator
• District Attorney Investigative Assistant
• District Attorney Investigations Specialist
• Drinking Driver Program Coordinator
• Driver I
• Driver II
• Driver III
• Elections Coordinator
• Elections Services Assistant I
• Elections Services Assistant II
• Elections Specialist
• Eligibility Specialist I
• Eligibility Specialist II
• Eligibility Specialist III
• Employment and Training Worker I
• Employment and Training Worker II
• Employment and Training Worker III
• Environmental Health Aide
• Environmental Health Specialist I
• Environmental Health Specialist II
• Environmental Health Specialist III
• Environmental Health Technician I
• Environmental Health Technician II
• Epidemiologist
• Executive Assistant – Planning
• Fair Fiscal Coordinator I
• Fair Fiscal Coordinator II
• Family Violence Officer
• Field Services Assistant
• Fiscal and Technical Services Assistant I
• Fiscal and Technical Services Assistant II
• Fiscal and Technical Services Assistant III
• Geographic Information System Planner I
• Geographic Information System Planner II
• Hazardous Materials Specialist I
• Hazardous Materials Specialist II
• Hazardous Materials Specialist III
• Head Cook
• Health Aide I
• Health Aide II
• Health Education Coordinator I

• Health Education Specialist
• HIV Specialty Clinic Therapist
• Information Systems Technician
• Lead Deputy Clerk – Recorder
• Legal Secretary - Trainee
• Legal Secretary
• Legal Secretary - Senior
• Legal Services Assistant I
• Legal Services Assistant II
• Librarian
• Library Aide
• Library Literacy Clerk
• Literacy Program Assistant I
• Literacy Program Assistant II
• Library Technician
• Licensed Vocational Nurse I-Behavioral Health
• Licensed Vocational Nurse II-Behavioral Health
• Licensed Vocational Nurse I-Public Health
• Licensed Vocational Nurse II-Public Health
• Management Analyst I
• Management Analyst II
• Mentoring Coordinator
• Museum Registrar
• Natural Resources Analyst
• Nurse Practitioner
• Office Assistant I
• Office Assistant II
• Office Assistant III
• Office Automation Analyst
• Office Automation Specialist
• Paralegal I
• Paralegal II
• Paralegal III
• Permit Technician
• Physician Assistant
• Planning Technician
• Prevention Aide
• Program Compliance and Training Analyst
• Programmer Analyst
• Project Manager
• Property Tax Assessment Technician
• Property Tax Assessment Specialist I
• Property Tax Assessment Specialist II
• Psychiatric Nurse I – Behavioral Health
• Psychiatric Nurse II – Behavioral Health

• Psychiatric Technician
• Public Health Database Analyst
• Public Health Emergency Preparedness Coordinator
• Public Health Nurse I
• Public Health Nurse II
• Public Health Nurse III
• Quality Assurance Coordinator
• Records Management Technician I
• Records Management Technician II
• Registered Dental Assistant I – Public Health
• Registered Dental Assistant II – Public Health
• Registered Nurse I – Behavioral Health
• Registered Nurse II – Behavioral Health
• Registered Nurse I – Public Health
• Registered Nurse II – Public Health
• Senior Building Inspector
• Senior Building Plancheck / Inspector
• Senior District Attorney Investigator
• Senior Environmental Health Specialist
• Senior Permit Technician
• Senior Planner
• Senior Social Worker A
• Senior Social Worker B
• Site Manager
• Social Services Aide
• Social Worker I
• Social Worker II
• Social Worker III
• Staff Services Analyst I
• Staff Services Analyst II
• Staff Services Specialist
• Substance Use Disorder Specialist I
• Substance Use Disorder Specialist II
• Telecommunications Technician
• Treasurer Tax Collections Officer I
• Treasurer Tax Collections Officer II
• Treasurer – Tax Specialist I
• Treasurer – Tax Specialist II
• Treasurer – Tax Technician
• Veterans Service Representative I
• Veterans Service Representative II
• Victim / Witness Advocate
• Welfare Fraud Investigator I
• Welfare Fraud Investigator II



**RESOLUTION NO. 2025-**

**RESOLUTION RATIFYING THE MEMORANDUM OF  
UNDERSTANDING BETWEEN THE COUNTY OF PLUMAS AND THE  
BARGAINING UNIT OF INTERNATIONAL UNION OF OPERATING  
ENGINEERS LOCAL #3 GENERAL UNIT**

**WHEREAS**, the negotiation team for the Board of Supervisors and the negotiation team for the General Unit represented by International Union of Operating Engineers Local #3 have met and conferred in good faith and have reached a tentative agreement for a Memorandum of Understanding covering wages, hours and other terms and conditions of employment. The period covered under this tentative agreement is January 1, 2025 to December 31, 2026.

**WHEREAS**, the Board of Supervisors has reviewed and concurs with terms and conditions of the Memorandum of Understanding for the General Unit.

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

1. Board of Supervisors ratifies and accepts the Memorandum of Understanding for the General Unit has been set forth in the copies of the Memorandum of Understanding attached to this Resolution as Exhibit A.
2. The County Auditor/Controller and Human Resources Director, are hereby directed to implement the provisions of these Memorandum of Understanding, and the Board Chair is authorized to execute the individual Memorandum of Understanding and any other documents related hereto in order to carry out this ratification.

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

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

Approved as to form:

  
Sara James, Attorney

County Counsel's Office  
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**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Sara James, Deputy County Counsel III/Interim Human Resources Director

**MEETING DATE:** July 8, 2025

**SUBJECT:** Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas to approve Industrial Disability Retirement of Mr. Michael Grant (Section 21156, Government Code); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas to approve Industrial Disability Retirement of Mr. Michael Grant (Section 21156, Government Code); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

That the Board of Supervisors finds and determine that Mr. Michael Grant is substantially incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his duties in the position of Deputy Sheriff II/Communications Officer for his leg injuries and does hereby certify under penalty or perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for the disciplinary process in accordance with Government Code §21156(a)(2).

**Action:**

Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas to approve Industrial Disability Retirement of Mr. Michael Grant (Section 21156, Government Code); (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

No General Fund Impact

**Attachments:**

1. Resolution to Approve MG IDR - FINAL

**RESOLUTION NO. 2025-\_\_\_\_\_**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS  
TO APPROVE INDUSTRIAL DISABILITY RETIREMENT OF  
MR. MICHAEL GRANT  
(Section 21156, Government Code)**

**WHEREAS**, the County of Plumas (hereinafter referred to as Agency) is a contracting agency of the California Public Employees' Retirement System (CalPERS); and

**WHEREAS**, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he is classified as a local safety member is disabled for purpose of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law; and

**WHEREAS**, an application for industrial disability retirement for inability to perform duties due to leg injuries from Mr. Michael Grant employed by the Agency in the position of Deputy Sheriff II/Communications Officer has been filed with CalPERS; and

**WHEREAS**, the Board of Supervisors has reviewed the medical and other evidence relevant to such alleged disability.

**(1) NOW, THEREFORE BE IT RESOLVED:**

That the Board of Supervisors find and determine that Mr. Michael Grant is substantially incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his duties in the position of Deputy Sheriff II/Communications Officer for his leg injuries and does hereby certify under penalty of perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for the disciplinary process in accordance with Government Code section 21156(a)(2). If any of the following disciplinary process occurred before the member's separation from employment, all relevant personnel documents were forwarded to CalPERS for determination of the member's eligibility for disability retirement and CalPERS' determination that the member is eligible to apply for disability retirement was obtained prior to starting the process of determination.

- Disciplinary process was underway prior to the member's separation from employment.
- Terminated for cause.
- Resigned or service retired in lieu of termination.
- The member signed an agreement to waive their reinstatement rights as part of a legal settlement (i.e., Employment Reinstatement Waiver).
- Convicted of or is being investigated for a work-related felony.

**(2)** Mr. Michael Grant had filed a Workers' Compensation claim for his disabling condition. The Workers' Compensation claim was accepted.

**(3) BE IT FURTHER RESOLVED THAT**, the Board of Supervisors hereby find and determine that such a disability is an injury arising out of and in the course of employment with the agency.

**(4)** Neither said Mr. Michael Grant nor the agency, County of Plumas has applied to the Workers' Compensation Appeals Board for a determination pursuant to Government Code section 21166 whether such disability is industrial.

**(5) BE IT FURTHER RESOLVED** that the last date paid in the position of Deputy Sheriff II/Communications Officer after expiration of his rights under Gov. Code sections 21163 and 21164, is effective December 28, 2024 and that no dispute as to the expiration of such leave rights is pending. The retirement date is

December 29, 2024.

(6) There is not a possibility of third-party liability.

(7) Advanced Disability Pension Payments will not be made.

(8) The primary disabling condition is leg injuries.

(9) The duration of the disabling condition is expected to be permanent which is certified by competent medical opinion.

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

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

---


Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

Approved as to form:

  
Sara James, Attorney  
County Counsel's Office



## PLUMAS COUNTY PLANNING DEPARTMENT MEMORANDUM

---

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

**FROM:** Tracey Ferguson, Director of Planning

**MEETING DATE:** July 8, 2025

**SUBJECT:** Pursuant to Government Code Section 51179, authorize and direct the Planning Director to submit the Plumas County Board-Adopted Ordinance No. 2025-1159 and official hazard map entitled "Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as identified by the State Fire Marshal" dated January 22, 2025 with an accompanying letter to Daniel Berlant, State Fire Marshal of the State of California – Natural Resources Agency, Department of Forestry and Fire Protection (CAL FIRE), Office of the State Fire Marshal; discussion and possible action.

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### **Recommendation:**

Authorize and direct the Planning Director to submit the Plumas County Board-Adopted Ordinance No. 2025-1159 and official hazard map entitled "Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as identified by the State Fire Marshal" dated January 22, 2025 with an accompanying letter to Daniel Berlant, State Fire Marshal.

### **Background and Discussion:**

#### **Local Responsibility Area (LRA) Fire Hazard Severity Zones (FHSZ)**

The Office of the State Fire Marshal is mandated by Government Code Sec. 51178 to identify levels of fire hazard in the Local Responsibility Area (LRA) based on consistent statewide criteria and the expected severity of fire hazards, and Government Code Sec. 51179 requires the State Fire Marshal to make recommendations of fire hazard severity zones to local agencies (Sec. 51177(e)), for city and county designation and adoption by ordinance. This 2025 map update is intended to enhance California's approach to wildfire preparedness.

LRA areas in Plumas County are those where the local agency is responsible for wildfire protection, which in the case of Plumas, is the responsibility of the local fire protection special districts. Specifically, the areas of LRA in unincorporated Plumas County are within the Town of Chester, Town of Quincy, Town of East Quincy, and Sierra Valley. Local fire protection special districts affected include Peninsula Fire Protection District (Chester), Quincy Fire Protection District (Quincy/East Quincy), and Beckwourth Peak Fire Protection District (Sierra Valley).

Pursuant to Government Code Sec. 51179(a), Plumas County must adopt the 2025 LRA Moderate, High, and Very High FHSZs in the unincorporated area of the County by ordinance, with an associated map incorporated by reference, no later than June 10, 2025.

On June 10, 2025, the Plumas County Board of Supervisors adopted Ordinance No. 2025-1159 of the County of Plumas, State of California, Plumas County Code Title 9 Planning and Zoning adding Chapter 9.5 to designate LRA Moderate, High, and Very High Fire Hazard Severity Zones consistent with State law with an associated official hazard map incorporated by reference dated January 22, 2025, and enacted by Board of Supervisors Resolution No. 2025-9023, with a Board of Supervisors vote of YES: Goss, Hall, McGowan; NO: Engel; ABSENT: Ceresola.

The Board-adopted official hazard map is entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as identified by the State Fire Marshal,” as transmitted to Plumas County, dated January 22, 2025, was not modified by the Board of Supervisors.

Pursuant to Government Code Sec. 51178.5, Plumas created an LRA website where all associated County LRA documents are posted, as follows: <https://www.plumascounty.us/3354/LRA-Fire-Hazard-Severity-Zones-FHSZ-Map>

## **TRANSMITTAL OF ORDINANCE AND MAP TO THE STATE**

Within thirty (30) days of adopting a local ordinance designating Fire Hazard Severity Zones (FHSZ) pursuant to Government Code section 51179, a local agency is required to transmit a copy of the ordinance(s) and map(s) depicting the adopted zones within the local agency to the Board of Forestry and Fire Protection (Board). This electronic form must be completed and submitted to the Board along with the map(s), ordinance(s), and any supporting documents as specified; therefore no later than July 10, 2025, Plumas County must transmit a copy of 1) Ordinance No. 2025-1159, 2) Resolution No. 2025-9023, and 3) the official hazard map entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshal” (dated January 22, 2025).

During the June 3, 2025, Board of Supervisors public hearing, the Board and public expressed significant frustration with Government Code Sec. 51179(b)(3), as part of the 2025 LRA hazard map and ordinance adoption process, as Plumas County should have local control over the decrease in a fire hazard severity zone level for an LRA area if findings can be made based on best available local data and information inputs to the geospatial model to support. As a result, the Board directed a cover letter to accompany the transmittal of the adopted ordinance and map to the State Fire Marshal conveying the concern and providing support to state legislators, including District 1 State Assemblymember Heather Hadwick and District 1 State Senator Megan Dahle, to draft a bill to amend Government Code Sec. 51179(b)(3). Further, Board and public concerns about insurance companies utilizing the LRA “hazard” maps is also included in the draft letter to the State Fire Marshal attached to this staff report for review and comment. Lastly, a letter dated June 28, 2025, from Gerie A. Bunch, addressed to Assemblywoman Heather Hadwick, is attached to this staff report for consideration of inclusion with the Board of Supervisors letter to the Office of the State Fire Marshal.

### **Action:**

Authorize and direct the Planning Director to submit the Plumas County Board-Adopted Ordinance No. 2025-1159 and official hazard map entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as identified by the State Fire Marshal” dated January 22, 2025 with an accompanying letter to Daniel Berlant, State Fire Marshal.

### **Fiscal Impact:**

Planning Department staff time regular wages in FY25/26 General Fund department budget.

### **Attachments:**

1. BOF Ordinance Submittal Requirements (Fact Sheet)\_June 2025
2. STATE OF CALIFORNIA-THE RESOURCES AGENCY
3. Plumas LRA\_Ordinance No. 25-1159\_6.10.25
4. Plumas LRA\_Resolution No. 25-9023\_6.10.25
5. FHSZ\_County\_LRA Hazard Map\_Plumas\_1.22.25
6. OSFM\_LRA\_ORD\_PLUMAS\_TransmittalLetter\_7.10.25
7. LRA\_PublicCommentLetter\_6.28.25\_GerieABunch



## LRA FHSZ – Adoption Submittal Requirements

### Purpose and Background

Within thirty (30) days of adopting a local ordinance designating Fire Hazard Severity Zones (FHSZ) pursuant to [Government Code section 51179](#), a local agency is required to transmit a copy of the ordinance(s) and map(s) depicting the adopted zones within the local agency to the Board of Forestry and Fire Protection (Board). This electronic form must be completed and submitted to the Board along with the map(s), ordinance(s), and any supporting information as specified.

([14 CCR § 1280.02](#))

### Instructions for Submitting Your Ordinance

The ordinance(s), map(s), and associated information shall be delivered as described below and submitted electronically via online survey to the Office of the State Fire Marshal (SFM), who will inform the Board of the submission of your ordinance.

### Required Information

1. Local Agency Information
  - a. Local Agency name, county, point of contact, email address, phone number, mailing address
2. Ordinance and Map Information
  - a. Ordinance name(s) and/or number(s)
  - b. PDF(s) of approved ordinance(s) (*GC 51179[c]*)
  - c. PDF(s) of adopted map(s) (*GC 51179[c]*)
  - d. Whether the FHSZ of the adopted map(s) differs from the map(s) transmitted by SFM (such as snapping to lines of convenience, increases to FHSZ designations, or additional designated areas)
3. Affected City/County Identification
  - a. Identification of each incorporated city and/or unincorporated county affected by the adopted ordinance(s).

If you have questions about these requirements, please contact [your assigned CAL FIRE Land Use Planning representative](#), or the Board at [LandUsePlanning@bof.ca.gov](mailto:LandUsePlanning@bof.ca.gov).



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 568-3800  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



May 16, 2025

Dear: County Chief Administrative Officer, City Manager, Fire Chief, Fire Marshal.

Re: FHSZ Adoption Submittal Update

The ordinance and map submission process is now open. Please visit the Submit Ordinance webpage for more information:

<https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/pages/submit-ordinance>

If you have any questions, please feel free to contact your assigned CAL FIRE Land Use Planning representative.

<https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/pages/contact-cal-fire>

Sincerely,

Daniel Berlant  
State Fire Marshal  
CAL FIRE – Office of the State Fire Marshal



**ORDINANCE NO. 2025- 1159**

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
PLUMAS COUNTY CODE TITLE 9 PLANNING AND ZONING ADDING CHAPTER 9.5  
TO DESIGNATE LOCAL RESPONSIBILITY AREA MODERATE, HIGH, AND VERY HIGH  
FIRE HAZARD SEVERITY ZONES CONSISTENT WITH STATE LAW  
WITH AN ASSOCIATED OFFICIAL HAZARD MAP HEREBY INCORPORATED BY REFERENCE DATED  
JANUARY 22, 2025, AND ENACTED BY BOARD OF SUPERVISORS RESOLUTION NO. 2025- 9023**

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

**SECTION 1. Ordinance Amendment**

Title 9 Planning and Zoning of the Plumas County Code is hereby added to as set forth below, as implemented by Exhibit "A" attached hereto.

**Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones**

**Article 1. - PURPOSES AND APPLICATION**

Sec. 9-9.5.101. - Purposes.

Sec. 9-9.5.102. - Application.

**Article 2. - DEFINITIONS**

Sec. 9-9.5.201. - Application.

Sec. 9-9.5.202. - "Fire Hazard Severity Zones (FHSZs)"

Sec. 9-9.5.203. - "Fuel"

Sec. 9-9.5.204. - "Hazard"

Sec. 9-9.5.205. - "Local agency"

Sec. 9-9.5.206. - "Local Responsibility Area (LRA)"

Sec. 9-9.5.207. - "Risk"

Sec. 9-9.5.208. - "Vegetation"

Sec. 9-9.5.209. - "Wildfire"

**SECTION 2. Resolution**

The adding of Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones to Title 9 Planning and Zoning of the Plumas County Code is consistent with the Board of Supervisors Resolution No. 2025- 9023 and shall serve to implement the Ordinance adopted by the Board of Supervisors for the purposes of designating levels of fire hazard consistent with State Law pursuant to Government Code Sec. 51179 in the Local Responsibility Area (LRA) that being moderate, high, and very high Fire Hazard Severity Zones (FHSZs) as recommended by the State Fire Marshall pursuant to Government Code Sec. 51178 and incorporating by reference the official hazard map entitled "Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall" (dated January 22, 2025)—unmodified by the Board of Supervisors—to be utilized for evaluating local wildfire hazard planning decisions and not insurance wildfire risk underwriting decisions.

**SECTION 3. Environmental Compliance**

The Ordinance adoption is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15060(c)(3) as the activity is not a "Project" as defined in Public Resources Code Sec. 21065, meaning, "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment," and CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, Sec. 15378 because the Ordinance has no potential for resulting in a direct or indirect physical change in the environment.

**SECTION 4. Effective Date**

This ordinance shall become effective 30 days from the date of Board of Supervisors adoption.

**SECTION 5. Codification**

This ordinance shall be codified as set forth in Exhibit "A" attached hereto.

**SECTION 6. Publication**


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

The foregoing Ordinance was introduced on June 3, 2025, and duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on this 10<sup>th</sup> day of June, 2025 by the following vote:

AYES: Supervisors: Goss, Hall, McGowan  
NOES: Supervisors: Engel  
ABSENT: Supervisors: Ceresola  
ABSTAIN: Supervisors:

  
Kevin Goss, Chair of the Board of Supervisors

ATTEST:   
Allen Hiskey, Clerk of the Board of Supervisors

Approved as to form:  
  
Joshua Breehtel, Attorney  
County Counsel's Office

## **“EXHIBIT A”**

### **PLUMAS COUNTY CODE TITLE 9 PLANNING AND ZONING CHAPTER 9.5 LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONES**

#### **Article 1. - PURPOSES AND APPLICATION**

##### **Sec. 9-9.5.101. - Purposes.**

- (a) The provisions of this chapter are to designate into this Code levels of fire hazard consistent with State Law pursuant to Government Code Sec. 51179 in the Local Responsibility Area (LRA) that being moderate, high, and very high Fire Hazard Severity Zones (FHSZs) as recommended by the State Fire Marshall pursuant to Government Code Sec. 51178.
- (b) The official hazard map hereby incorporated by reference and entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall” (dated January 22, 2025) has not been modified by the Board of Supervisors and shall be for the purpose of evaluating local wildfire hazard planning decisions and not insurance wildfire risk underwriting decisions. The official hazard map is also located electronically on the following County website: <https://www.plumascounty.us/3354/LRA-Fire-Hazard-Severity-Zones-FHSZ-Map>.

##### **Sec. 9-9.5.102. - Application.**

- (a) The application of the provisions of this chapter and those portions of this Code which implement the LRA FHSZs shall identify LRA areas in unincorporated Plumas County by the State Fire Marshal pursuant to Government Code Sec. 51178 as moderate, high, and very high FHSZs based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high FHSZs shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.
- (b) LRA areas in unincorporated Plumas County are within the Town of Chester, Town of Quincy, Town of East Quincy, and Sierra Valley and are areas where the local agency fire protection special district is responsible for wildfire protection.
- (c) Local agency fire protection special districts responsible include Peninsula Fire Protection District (Town of Chester), Quincy Fire Protection District (Town of Quincy and Town of East Quincy), and Beckwourth Peak Fire Protection District (Sierra Valley).

## Article 2. - DEFINITIONS

### Sec. 9-9.5.201. - Application.

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined in this article.

Sec. 9-9.5.202. - “Fire Hazard Severity Zones (FHSZs)” means areas designated as moderate, high, and very high by the State Fire Marshal pursuant to Government Code Sec. 51178 in the Local Responsibility Area (LRA) that are not in the State Responsibility Area (SRA).

Sec. 9-9.5.203. - “Fuel” means any combustible material, including petroleum-based products, cultivated landscape plants, grasses, and weeds, and wildland vegetation.

Sec. 9-9.5.204. - “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

Sec. 9-9.5.205. - “Local agency” means a fire protection special district responsible for wildfire protection within the Local Responsibility Area (LRA).

Sec. 9-9.5.206. - “Local Responsibility Area (LRA)” means an area which a local agency is responsible for wildfire protection.

Sec. 9-9.5.207. - “Risk” is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

Sec. 9-9.5.208. - “Vegetation” is fuel for a wildfire and means all plants, including trees, shrubs, grass, and perennial or annual plants.

Sec. 9-9.5.209. - “Wildfire” means an unplanned, unwanted wildland fire, including unauthorized human-caused fires, escaped wildland fire use events, escaped prescribed fire projects, and all other wildland fires where the objective is to extinguish the fire.

**BOARD OF SUPERVISORS**  
**RESOLUTION NO. 2025- 9023**

**DESIGNATE LOCAL RESPONSIBILITY AREA MODERATE, HIGH, AND VERY HIGH  
FIRE HAZARD SEVERITY ZONES CONSISTENT WITH STATE LAW  
WITH AN ASSOCIATED OFFICIAL HAZARD MAP**

**WHEREAS**, Government Code Sec. 51175 states the California Legislature hereby finds and declares as follows:

1. Wildfires are extremely costly, not only to property owners and residents, but also to local agencies. Wildfires pose a serious threat to the preservation of the public peace, health, or safety. The wildfire front is not the only source of risk since embers, or firebrands, travel far beyond the area impacted by the front and pose a risk of ignition to a structure or fuel on a site for a longer time. Since fires ignore civil boundaries, it is necessary that cities, counties, special districts, state agencies, and federal agencies work together to bring raging fires under control. Preventive measures are therefore needed to ensure the preservation of the public peace, health, or safety; and
2. The prevention of wildland fires is not a municipal affair, as that term is used in Section 5 of Article XI of the California Constitution, but is instead, a matter of statewide concern. It is the intent of the Legislature that Government Code, Title 5 Local Agencies, Division 1 Cities and Counties, Part 1 Powers and Duties Common to Cities and Counties, Chapter 6.8. Moderate, High, and Very High Fire Hazard Severity Zones (Sec. 51175 – 51189) apply to all local agencies, including, but not limited to, charter cities, charter counties, and charter cities and counties. This subdivision shall not limit the authority of a local agency to impose more restrictive fire and public safety requirements, as otherwise authorized by law; and

**WHEREAS**, the Office of the State Fire Marshal is mandated by Government Code Sec. 51178 to identify levels of fire hazard designated as Moderate, High, and Very High in the Local Responsibility Area (LRA) that are not in the State Responsibility Area (SRA); and

**WHEREAS**, Government Code Sec. 51179 requires the State Fire Marshal to make recommendations of fire hazard severity zones to local agencies (Sec. 51177(e)), for city and county designation and adoption by ordinance; and

**WHEREAS**, on February 10, 2025, Plumas County received a transmittal from the State Fire Marshal with the 2025 updated official LRA hazard map entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall” (dated January 22, 2025), which is intended to enhance California’s approach to wildfire preparedness; and

**WHEREAS**, the official LRA hazard map evaluates “hazard,” not “risk” to include areas or zones of Very High, High, and Moderate fire hazard based on consistent statewide criteria such as fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread and the severity of fire hazard that is expected to prevail in those areas (Government Code Sec. 51178); and

**WHEREAS**, “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts; and

**WHEREAS**, “Risk” is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction; and

**WHEREAS**, Government Code Sec. 51178.5 requires Plumas County within 30 days after receiving the 2025 updated official LRA hazard map to make the information available for public review and comment; and

**WHEREAS**, on March 11, 2025, the Plumas County Board of Supervisors made available for public review and comment the 2025 updated official LRA hazard map entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall” (dated January 22, 2025) through establishing a LRA website (<https://www.plumascounty.us/3354/LRA-Fire-Hazard-Severity-Zones-FHSZ-Map>) in addition to posting a notice pursuant to Government Code Sec. 51179(g) at the office of the County Clerk/Recorder, County Assessor, and County Planning Department; and

**WHEREAS**, the Board of Supervisors directed Planning Department staff to conduct public outreach for public review and comment on the 2025 updated official LRA hazard map and send a U.S. postal direct mailing to property owners within the LRA; and

**WHEREAS**, the Planning Director participated in the following state and public meetings: 1. March 24, 2025, Chester Town Hall Public Meeting; 2. March 29, 2025, Plumas County Fire Chiefs Association Meeting; 3. April 1, 2025, Office of the State Fire Marshall Meeting; 4. April 2, 2025, Beckwourth Peak Fire Protection District Board Meeting; 5. April 10, 2025, Plumas County Fire Safe Council Public Meeting; and 6. May 14, 2025, Firewise Communities Leads Meeting; and

**WHEREAS**, on May 9, 2025, a standard postcard direct mailing was sent to 2,052 property owners within the LRA notifying them they may be impacted by the proposed official LRA hazard map amendments and informing them of the public comment opportunity at the Board of Supervisor ordinance and map adoption public hearings on June 3, 2025, and June 10, 2025; and

**WHEREAS**, LRA areas in unincorporated Plumas County are within the Town of Chester, Town of Quincy, Town of East Quincy, and Sierra Valley and are areas where the local agency fire protection special district is responsible for wildfire protection; and

**WHEREAS**, responsible local agency fire protection special districts include Peninsula Fire Protection District (Chester), Quincy Fire Protection District (Quincy/East Quincy), and Beckwourth Peak Fire Protection District (Sierra Valley); and

**WHEREAS**, Government Code Sec. 51179(a), requires Plumas County to adopt an LRA ordinance, with an associated map, within 120 days of receiving the 2025 updated official LRA hazard map on February 10, 2025, or no later than June 10, 2025; and

**WHEREAS**, thereafter within 30 days, or by July 10, 2025, Plumas County shall transmit a copy of the Board of Supervisors adopted ordinance and associated map; and

**WHEREAS**, Government Code Sec. 51179(b)(3) directs that Plumas County cannot decrease the level of fire hazard severity zones for any area and may only increase the level; and

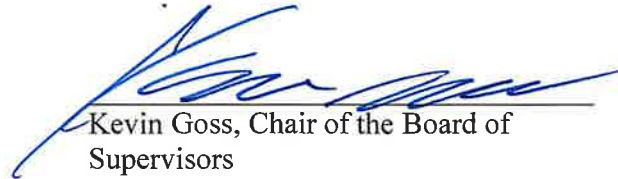
**WHEREAS**, on behalf of the County and LRA property owners, the Board of Supervisors expresses significant frustration with Government Code Sec. 51179(b)(3) as Plumas County should have direction to decrease the fire hazard severity zone level for an LRA area if findings can be made based on best available local data and inputs to the geospatial model to support.


**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. The official hazard map entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall” (dated January 22, 2025) has not been modified by the Board of Supervisors as recommended by the State Fire Marshall pursuant to Government Code Sec. 51178 and shall be for the purpose of evaluating local wildfire hazard planning decisions and not insurance wildfire risk underwriting decisions.
- B. Finds the Ordinance adoption not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15060(c)(3) as the activity is not a “Project” as defined in Public Resources Code Sec. 21065, meaning, “an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment,” and CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, Sec. 15378 because the Ordinance has no potential for resulting in a direct or indirect physical change in the environment.
- C. Adopts Ordinance No. 2025- 1159 adding Chapter 9.5 Local Responsibility Area Fire Hazard Severity Zones to Title 9 Planning and Zoning of the Plumas County Code to designate Local Responsibility Area (LRA) Moderate, High, and Very High Fire Hazard Severity Zones (FHSZs) and incorporates by reference the official hazard map entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall” (dated January 22, 2025) as shown in Exhibit “A” attached herein.

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 10<sup>th</sup> day of June, 2025, by the following vote:

AYES: Supervisors: Goss, Hall, McGowan  
NOES: Supervisors: Engel  
ABSENT: Supervisors: Ceresola  
ABSTAIN: Supervisors:

  
Kevin Goss, Chair of the Board of Supervisors

ATTEST:  
  
Allen Hiskey, Clerk of the Board of Supervisors

Approved as to form:

  
Joshua Brechtel, Attorney  
County Counsel's Office



## **“EXHIBIT A”**

### **PLUMAS COUNTY CODE TITLE 9 PLANNING AND ZONING CHAPTER 9.5 LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONES**

#### **Article 1. - PURPOSES AND APPLICATION**

##### **Sec. 9-9.5.101. - Purposes.**

- (a) The provisions of this chapter are to designate into this Code levels of fire hazard consistent with State Law pursuant to Government Code Sec. 51179 in the Local Responsibility Area (LRA) that being moderate, high, and very high Fire Hazard Severity Zones (FHSZs) as recommended by the State Fire Marshall pursuant to Government Code Sec. 51178.
- (b) The official hazard map hereby incorporated by reference and entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshall” (dated January 22, 2025) has not been modified by the Board of Supervisors and shall be for the purpose of evaluating local wildfire hazard planning decisions and not insurance wildfire risk underwriting decisions. The official hazard map is also located electronically on the following County website: <https://www.plumascounty.us/3354/LRA-Fire-Hazard-Severity-Zones-FHSZ-Map>.

##### **Sec. 9-9.5.102. - Application.**

- (a) The application of the provisions of this chapter and those portions of this Code which implement the LRA FHSZs shall identify LRA areas in unincorporated Plumas County by the State Fire Marshal pursuant to Government Code Sec. 51178 as moderate, high, and very high FHSZs based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high FHSZs shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.
- (b) LRA areas in unincorporated Plumas County are within the Town of Chester, Town of Quincy, Town of East Quincy, and Sierra Valley and are areas where the local agency fire protection special district is responsible for wildfire protection.
- (c) Local agency fire protection special districts responsible include Peninsula Fire Protection District (Town of Chester), Quincy Fire Protection District (Town of Quincy and Town of East Quincy), and Beckwourth Peak Fire Protection District (Sierra Valley).

## Article 2. - DEFINITIONS

### Sec. 9-9.5.201. - Application.

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined in this article.

Sec. 9-9.5.202. - “Fire Hazard Severity Zones (FHSZs)” means areas designated as moderate, high, and very high by the State Fire Marshal pursuant to Government Code Sec. 51178 in the Local Responsibility Area (LRA) that are not in the State Responsibility Area (SRA).

Sec. 9-9.5.203. - “Fuel” means any combustible material, including petroleum-based products, cultivated landscape plants, grasses, and weeds, and wildland vegetation.

Sec. 9-9.5.204. - “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

Sec. 9-9.5.205. - “Local agency” means a fire protection special district responsible for wildfire protection within the Local Responsibility Area (LRA).

Sec. 9-9.5.206. - “Local Responsibility Area (LRA)” means an area which a local agency is responsible for wildfire protection.

Sec. 9-9.5.207. - “Risk” is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

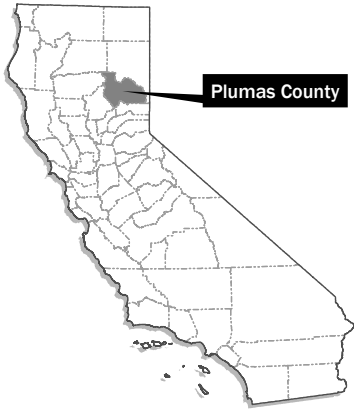
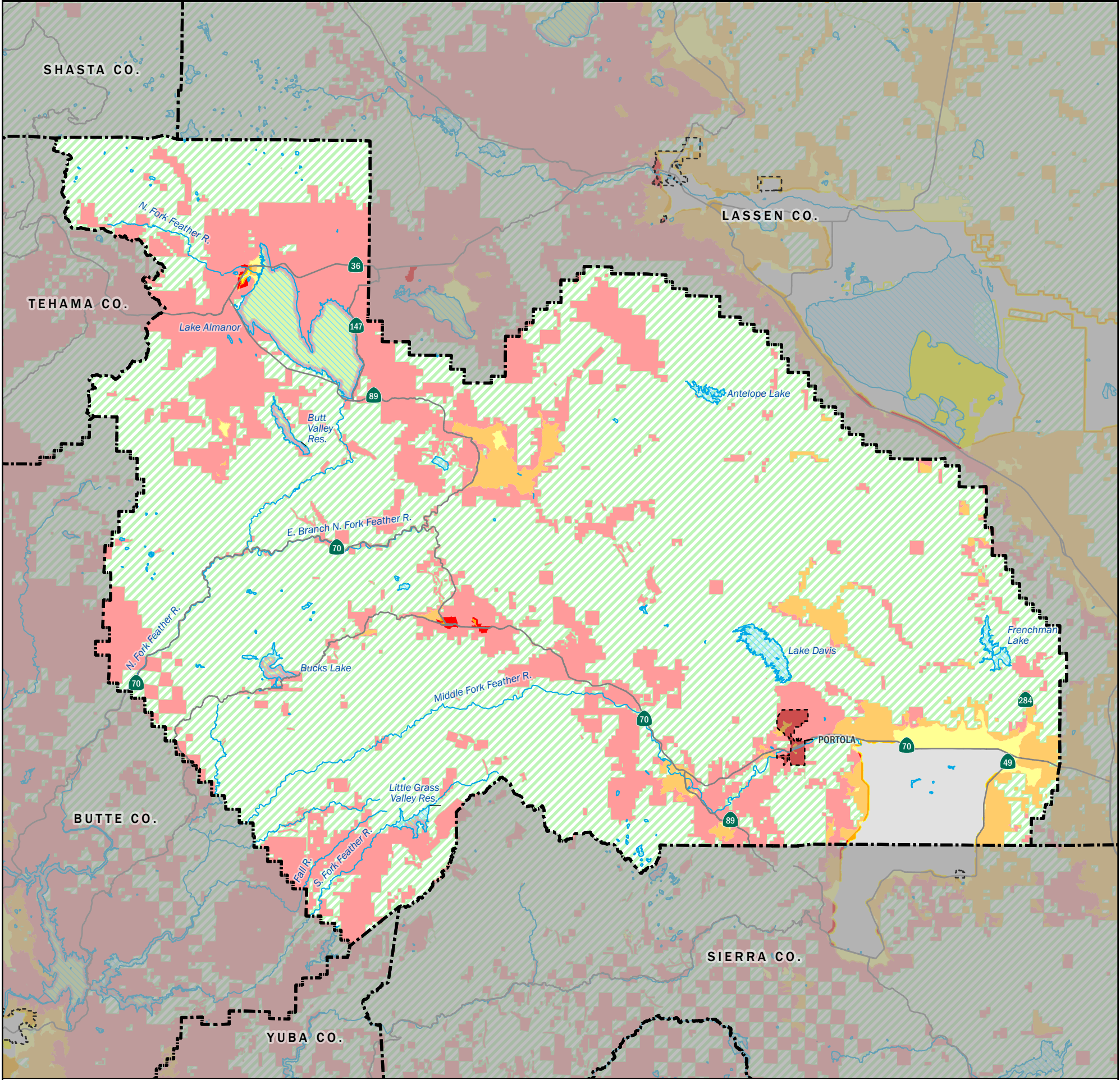
Sec. 9-9.5.208. - “Vegetation” is fuel for a wildfire and means all plants, including trees, shrubs, grass, and perennial or annual plants.

Sec. 9-9.5.209. - “Wildfire” means an unplanned, unwanted wildland fire, including unauthorized human-caused fires, escaped wildland fire use events, escaped prescribed fire projects, and all other wildland fires where the objective is to extinguish the fire.



# Local Responsibility Area Fire Hazard Severity Zones

As Identified by the  
State Fire Marshal  
January 22, 2025



**Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal**

Very High   High   Moderate

**Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024**

Very High   High   Moderate

Mi 0 10 20  
Km 0 10 20 30 40

Projection: NAD 83 California Teale Albers  
Scale: 1:497,000 at 11" x 17"

Incorporated City   Waterbody

Unzoned LRA   Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

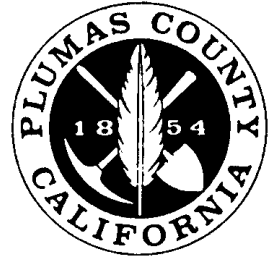
Gavin Newsom, Governor, State of California  
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency  
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection  
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:  
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23\_3, FHSZLRA\_25\_1)  
CAL FIRE State Responsibility Areas (SRA25\_1)  
City and County boundaries as of 10/22/24 (CA Board of Equalization)

# BOARD OF SUPERVISORS

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DWIGHT CERESOLA, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
TOM MCGOWAN, DISTRICT 3  
MIMI HALL, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



July 10, 2025

State of California – Natural Resources Agency  
Department of Forestry and Fire Protection (CAL FIRE)  
Office of the State Fire Marshal  
Daniel Berlant, State Fire Marshal  
P.O. Box 944246  
Sacramento, CA 94244-2460

*Submitted via email:* [FHSZinformation@fire.ca.gov](mailto:FHSZinformation@fire.ca.gov), [CALFIRE.StateFireMarshal@fire.ca.gov](mailto:CALFIRE.StateFireMarshal@fire.ca.gov)

*Submitted via online portal:* <https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/pages/submit-ordinance>

**RE: PLUMAS COUNTY  
LOCAL RESPONSIBILITY AREA (LRA) FIRE HAZARD SEVERITY ZONES  
(FHSZ) ORDINANCE AND MAP ADOPTION SUBMITTAL LETTER**

Dear State Fire Marshal Berlant:

On June 10, 2025, the Plumas County Board of Supervisors adopted Ordinance No. 2025-1159 of the County of Plumas, State of California, Plumas County Code Title 9 Planning and Zoning adding Chapter 9.5 to designate LRA Moderate, High, and Very High FHSZ consistent with State law and an associated official hazard map incorporated by reference (dated January 22, 2025), enacted by Board of Supervisors Resolution No. 2025-9023, with a Board vote of YES: Goss, Hall, McGowan; NO: Engel; ABSENT: Ceresola.

The Board-adopted official hazard map, entitled “Plumas County – Unincorporated LRA Local Responsibility Area Fire Hazard Severity Zones as identified by the State Fire Marshal,” was not modified by the Board of Supervisors and is the same map the State Fire Marshal, pursuant to Government Code Sec. 51178, transmitted to Plumas County, on January 22, 2025.

Public and Board of Supervisor comments received throughout the 2025 LRA hazard mapping and ordinance adoption process included the following two main concerns:

1. Whether the LRA hazard map will be used by insurance companies to evaluate wildfire risk when underwriting fire insurance coverage.
2. Questioning the inputs and methodology the Office of the State Fire Marshal utilized in modeling the hazard zones.

**PLUMAS COUNTY  
LOCAL RESPONSIBILITY AREA (LRA)  
FIRE HAZARD SEVERITY ZONES (FHSZ) ORDINANCE AND MAP ADOPTION  
SUBMITTAL LETTER**

## **FIRE INSURANCE IMPLICATIONS**

The LRA FHSZ of Very High, High, and Moderate evaluate “hazard,” not “risk.”

California Insurance Commissioner Ricardo Lara’s Q&A – Insurance and CAL FIRE Fire Hazard Severity Zone Maps statement explains “CAL FIRE’s maps are intended to drive local planning decisions, not insurance decisions.”

Commissioner Lara’s regulation, Safer From Wildfires, finalized in October 2022, directs insurance companies to provide discounts for wildfire safety actions such as community mitigation and home-hardening, which CAL FIRE’s maps do not assess. Further, California Insurance Commissioner Ricardo Lara’s statement reads, “For many years, insurance companies have been using alternate wildfire risk tools for determining where they will write and renew policies, and how much premium to charge a policyholder, not the Fire Hazard Severity Zone maps. Therefore, a change in designation on the maps for a single homeowner is unlikely to affect their insurance.”

Even though the LRA maps were developed from “hazard” based models and insurance companies generally underwrite from “risk” based models, the Plumas County Board of Supervisors reiterated they are very skeptical that insurance companies will not be referring to the LRA FHSZ “hazard” map in some form or fashion. Therefore, Plumas County’s Ordinance No. 2025-1159 (Sec. 9-9.5.101(b)), codifies Insurance Commissioner Ricardo Lara’s comment and states the County’s LRA official hazard map “...shall be for the purpose of evaluating local wildfire hazard planning decisions and not insurance wildfire risk underwriting decisions.”

## **MODELING HAZARD ZONES AND LOCAL INPUT**

The LRA FHSZ of Very High, High, and Moderate include areas or zones of fire hazard “based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas” (Government Code Sec. 51178). The key phrases of concern in this Government Code section include “statewide criteria...” and “expected to prevail...” While statewide criteria is meant to bring consistency in the modeling, it fails to deliver attention to local conditions, which are not one-size-fits-all, and, should local data and information inputs to the geospatial model be permissible, what is “expected to prevail...” could be that much more accurate.

Specifically, during the June 3, 2025, Board of Supervisors public hearing, the Board and public expressed significant frustration with Government Code Sec. 51179(b)(3), as it reads currently; “A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and...may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.”

The Plumas County public and Board of Supervisors strongly agree that the County and local fire protection districts responsible for LRA wildland fire protection should have local control over the decrease in a fire hazard severity zone level for an LRA area if findings can be made based on best available local data and information inputs to the geospatial model to support.

**PLUMAS COUNTY  
LOCAL RESPONSIBILITY AREA (LRA)  
FIRE HAZARD SEVERITY ZONES (FHSZ) ORDINANCE AND MAP ADOPTION  
SUBMITTAL LETTER**

CAL FIRE Lassen-Modoc Unit Chief, Eric Ewing, also was present at the June 3, 2025, public hearing and commented that the State Responsibility Area (SRA) FHSZ update process, which occurred circa 2022/2023, allowed for such CAL FIRE local unit knowledge. Chief Ewing explained that the Lassen-Modoc Unit was able to suggest and make modifications to the CAL FIRE SRA FHSZ modeling inputs to refine the modeling and outputs based on local input data and information, to either increase or decrease the hazard zone.

Further, Chief Ewing stated that he did not know if it was an oversight, or not, with the drafting of the LRA legislation, which only allows for an increase, but does not allow for the ability of the local agency responsible for LRA wildland fire protection to have discretion on modifying the FHSZ to decrease the hazard zone.

The Board of Supervisors now conveys to you, State Fire Marshal Berlant, these concerns and is providing support to State legislators, including District 1 State Assemblymember Heather Hadwick and District 1 State Senator Megan Dahle, to sponsor and draft a bill to amend Government Code Sec. 51179(b)(3) to ensure for future LRA hazard mapping and ordinance adoption processes, that local agencies across the State of California responsible for wildfire protection in the LRA have discretion on modifying the FHSZ, either to increase or decrease the hazard zones. And further, to work with California Insurance Commissioner Ricardo Lara to ensure fire insurance premiums are not affected by the 2025 LRA hazard mapping process.

Sincerely,

Kevin Goss, Chair  
Plumas County Board of Supervisors

Cc: Kevin Kiley, Congressional District 1  
Megan Dahle, Senate District 1  
Heather Hadwick, Assembly District 1  
Battalion Chief Bryan Carter, Office of the State Fire Marshal, Land Use Planning  
Chief Eric Ewing, CAL FIRE Lassen-Modoc Unit  
Board of Supervisors, Plumas County  
Allen Hiskey, Clerk of the Plumas County Board of Supervisors  
Sheriff Todd Johns  
Josh Brechtel, Plumas County Counsel  
Tracey Ferguson, Director of Planning



June 28, 2025

P. O. Box 3051  
258 Foothill Way  
Quincy, CA 95971

Assemblywoman Heather Hadwick  
1021 O Street  
P. O. Box 942849  
Sacramento, CA 94249

Re: Government Code 51175

Dear Assemblywoman Hadwick:

I am writing to respectfully request that you seek an amendment to Government Code Section 51179(b)(3) to allow for implementation of mitigation efforts, i.e., fuel reduction by the Fire Safe Council and current surveys of the topography of areas that could go from red to yellow zoning. I live very near Boyle Ravine which is a north-facing slope that has a creek running through it, and it has no burn scars.

Though these LRA maps are not intended to be used by insurance companies to evaluate risk, we all know they will use the LRA maps to raise already exorbitant rates or even cancel coverage. Our homeowner's/fire insurance went from a little over \$900 a year to over \$4800 last year.

Our local Fire Safe Council has made tremendous strides in reducing the "very high" (red) hazard areas by thinning, burning slash, etc. Our short north-south street has fire hydrants at both ends of the block. These things should be factored into the model which categorizes the very high, high, and moderate LRA labels. The Government Code 51175 et seq needs to include an amendment that would give our communities the opportunity to lower the hazard/risk.

Thank you for your consideration and action.

Sincerely,



Gerie A. Bunch



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

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

**FROM:** Kristina Rogers, Paralegal III/Deputy Clerk of the Board

**MEETING DATE:** July 8, 2025

**SUBJECT:** Adopt **RESOLUTION** of the Plumas County Board of Supervisors authorizing the Plumas County Agricultural Commissioner to Contract with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Service-Wildlife Services (APHIS-WS) to maintain an Integrated Wildlife Damage Management Program (IWDM) and to Designate the Agricultural Commissioner as the Authorized Representative; (General Fund Impact) as requested in the FY25/26 preliminary budget; approved as to form by County Counsel; discussion and possible action. Roll call vote

**Recommendation:**

Adopt **RESOLUTION** of the Plumas County Board of Supervisors authorizing the Plumas County Agricultural Commissioner to Contract with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Service-Wildlife Services (APHIS-WS) to maintain an Integrated Wildlife Damage Management Program (IWDM) and to Designate the Agricultural Commissioner as the Authorized Representative; (General Fund Impact) as requested in the FY25/26 preliminary budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

Plumas County has been without any plan to manage and control animals in Plumas County. As a result of a settlement agreement stemming from a lawsuit, Plumas County agreed to not contract with any plant or animal management services, and this has left the residents of Plumas County especially vulnerable to the depredations of insects and animals. After a comprehensive study performed by the State of California and compliant with CEQA, Plumas County has adopted the findings and met the study requirements in the settlement agreement and can now contract with the Animal and Plant Health Inspection Service (APHIS) for Wildlife Management services.

Simply put, Plumas County residents need animal management services, and this cooperative program ensures compliance with State and Federal law as well as minimizing the impact on animal populations.

**Action:**

Adopt **RESOLUTION** of the Plumas County Board of Supervisors authorizing the Plumas County Agricultural Commissioner to Contract with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Service-Wildlife Services (APHIS-WS) to maintain an Integrated Wildlife Damage Management Program (IWDM) and to Designate the Agricultural Commissioner as the Authorized Representative; (General Fund Impact) as requested in the FY25/26 preliminary budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

(General Fund Impact) as requested in the FY25/26 preliminary budget

**Attachments:**

1. RESOLUTION authorizing Ag Commis FINAL
2. Ag Res Exhibit A
3. Ag Res Exhibit B



4. Ag Res Exhibit C

**RESOLUTION NO. 2025-**

**A RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS  
AUTHORIZING THE PLUMAS COUNTY AGRICULTURAL COMMISSIONER  
TO CONTRACT WITH UNITED STATES DEPARTMENT OF AGRICULTURE,  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE, WILDLIFE  
SERVICE-WILDLIFE SERVICES (APHIS-WS) TO MAINTAIN AN  
INTEGRATED WILDLIFE DAMAGE MANAGEMENT PROGRAM (IWDM)  
AND TO DESIGNATE THE AGRICULTURAL COMMISSIONER AS THE  
AUTHORIZED REPRESENTATIVE**

**WHEREAS**, Plumas County desires to contract with APHIS-WS for an IWDM pursuant to the APHIS-WS Work and Financial Plan (Attached as Exhibit A); and,

**WHEREAS**, Plumas County acknowledges that the objective of the program is to provide professional wildlife damage management assistance to reduce or manage damage caused by predatory animals and other nuisance wildlife causing damage to protect property and human health and safety; and,

**WHEREAS**, Plumas County acknowledges and reference the Resolution adopting certain findings concerning impacts and mitigation measures, in accordance with the California Environmental Quality Act adopted and approved by the Plumas County Board of Supervisors on June 17, 2025, which makes findings that comply with the requirements of the Settlement Agreement signed between Feather River Action! and Project Coyote and the County of Plumas and Plumas -Sierra Department of Agriculture on July 5, 2022 (Attached as Exhibit B); and,

**WHEREAS**, Plumas County acknowledges and reference that these Services will be provided to both Plumas County and Sierra County, the Counties agree to a division of costs for the operational expenses by payment of 75% for Plumas County and 25% for Sierra County in accordance with the MOU relating to the Office of Agricultural commissioner approved and adopted on July 1, 1957; and,

**WHEREAS**, Plumas County acknowledges that the Services Agreement requires an authorized representative who will be responsible for executing any documents and collaboratively administering any activities.

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

1. Authorizes the Agricultural Commissioner to accept and bind the County to any and all agreements and amendments relating to the WS Agreement Number 25-7306-0275-RA to a maximum amount of \$97,464.40.00 (Ninety Seven Thousand, Four Hundred Dollars and zero cents) for the life of the agreement which terminates on June 30, 2026.
2. Designates the Agricultural Commissioner as the authorized representative who shall be collaboratively administering the activities conducted in this agreement pursuant to the Cooperative Service Agreement (Attached as Exhibit C) which expires on June 30, 2030, and the USDA APHIS Work and Financial Plan (Attached as Exhibit A)

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the County Board of Supervisors of the County of Plumas on the 8<sup>th</sup> day of July, 2025, and the resolution was duly adopted at said meeting by the following vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

---


Kevin Goss, Chair  
Plumas County Board of Supervisors

**ATTEST:**

---

Allen Hiskey, Clerk of the Board of Supervisors  
County of Plumas, State of California

Approved as to form:



---

Joshua Brechtel, Attorney  
County Counsel's Office

**USDA APHIS WILDLIFE SERVICES  
WORK AND FINANCIAL PLAN**

---

<b>COOPERATOR:</b>	<b>PLUMAS &amp; SIERRA COUNTY (Cooperator)</b>
<b>COOPERATIVE AGREEMENT NO.:</b>	<b>25-7306-0275-RA</b>
<b>ACCOUNT WBS:</b>	<b>AP.RA.RX06.73.0191</b>
<b>AGREEMENT DATES:</b>	<b>July 1, 2025 – June 30, 2026</b>
<b>AGREEMENT AMOUNT:</b>	<b>\$97,464.40</b>

---

Pursuant to Cooperative Service Agreement No. 25-7306-0275-RA between Cooperator and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

## **OBJECTIVES/GOALS**

APHIS-WS objective is to provide professional wildlife damage management assistance to reduce or manage damage caused by predatory animals and other nuisance wildlife causing damage to protect property and human health and safety.

Specific goals are:

1. To administer an Integrated Wildlife Damage Management (IWDM) program in Plumas and Sierra County.
2. To assist business/property owners, private citizens, and governmental agencies in protecting human resources, which include, but are not limited to, residents, property, livestock, crops, and natural resources from damage caused by predators, wild and feral animals, and other nuisance wildlife.
3. To provide assistance in the form of educational information.

## **PLAN OF ACTION**

The objectives of the wildlife damage management program will be accomplished in the following manner.

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: APHIS-WS' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor, Derek Milsaps, California District 2, will supervise this project, (530) 708-0369. This project will be monitored by Jeffrey B. Flores, WS-California State Director, in Sacramento, California, (916) 979-2675.
3. APHIS-WS will invoice Cooperator quarterly for actual costs incurred in providing service, provided there are billable expenses posted at the time of billing for the quarter of service. The combined quarter billings for the performance period in this Work and Financial Plan will not exceed **\$97,464.40 for the period of performance (7/1/2025 – 6/30/2026)**. In some cases, the work is done during the period of performance, but expenses post outside of the agreement end date, resulting in a final invoice one quarter after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

## **PROCUREMENT**

Cooperator understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

## **STIPULATIONS AND RESTRICTIONS:**

1. All operations shall have the joint concurrence of APHIS-WS and Cooperator and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the California Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, California Department of Transportation, California Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.
4. APHIS-WS SHALL PERFORM THE SERVICES UNDER THIS AGREEMENT IN ACCORDANCE WITH ITS FEDERAL AUTHORITY. APHIS-WS SHALL BE RESPONSIBLE TO THE EXTENT PERMITTED BY THE FEDERAL TORT CLAIMS ACT (28 U.S.C. 1346 (b), 2401 (b), 2671-2680), ONLY FOR THE ACTS, OMISSIONS, OR NEGLIGENCE OF ITS OWN OFFICERS, EMPLOYEES OR AGENTS.

THE COUNTY OF PLUMAS AND SIERRA SHALL BE RESPONSIBLE TO THE EXTENT PERMITTED BY THE CALIFORNIA TORT CLAIMS ACT (Government Code §§ 810-996.6), ONLY FOR THE ACTS, OMISSIONS, OR NEGLIGENCE OF ITS OWN OFFICERS, EMPLOYEES, OR AGENTS. APHIS-WS AND ITS EMPLOYEES OR VOLUNTEERS ARE NOT CONSIDERED "OFFICERS, EMPLOYEES, OR AGENTS" OF THE STATE OF CALIFORNIA.

NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS

# **COST ESTIMATE FOR SERVICES:**

Salary, including possible overtime, benefits, vehicle, supplies, and material costs are charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement. See Appendix A for a description of supplies and services.

Cost Element	Cost to Cooperator	Cost Share (Paid by Federal and State)	Full Cost
Personnel Compensation	<b>\$54,708.81</b>	\$30,377.19	\$85,086.00
Travel	<b>\$500</b>	0	\$500
Vehicles	<b>\$14,031.61</b>	\$1,624.45	\$15,656.06
Other Services	<b>\$4,412.67</b>	\$487.33	\$4,900.00
Supplies and Materials	<b>\$1,500</b>	0	\$1,500
Equipment	<b>\$1,500</b>	0	\$1,500

Subtotal (Direct Charges)	<b>\$76,653.09</b>	\$32,488.97	\$109,142.06
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Pooled Job Costs	11.00%	<b>\$8,431.84</b>		\$8,431.84
Indirect Costs	16.15%	<b>\$12,379.47</b>		\$12,379.47
<b>Agreement Total</b>		<b>\$97,464.40</b>	<b>\$32,488.97</b>	<b>\$129,953.37</b>

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement but may not exceed: \$97,464.40.

## **AUTHORIZATION:**

PLUMAS AND SIERRA COUNTY  
 208 Fairgrounds Rd  
 Quincy, CA 95971

\_\_\_\_\_  
 Representative, Plumas County  
**TIN# 94-6000528**

\_\_\_\_\_  
 Date

UNITED STATES DEPARTMENT OF AGRICULTURE  
 ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
 WILDLIFE SERVICES

\_\_\_\_\_  
 Jeffrey B. Flores, State Director, California

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Wendy Anderson, Director, Western Region

\_\_\_\_\_  
 Date

## **Appendix A: Schedule of Supplies / Services**

### **WS Description of WS Supplies and Services for Plumas and Sierra County – 07/01/25 – 6/30/26.**

#### **Salaries:**

Salary hours associated with this project include, but are not limited to, providing technical assistance, field work, equipment maintenance, vehicle maintenance, boat maintenance, mandatory training, annual leave, sick leave, awards, travel to and from official duty station, data entry, data analysis, project coordination, administrative support, health and retirement benefits, taxes, etc. These salaries provide the Wildlife Services Specialists that help meet the goals and fulfill the duties outlined in the AWP. Examples of this work include, but are not limited to, smolt protection from avian predators through harassment, providing facility and project protection from pigeons and marmot damage through a lethal removal program.

#### **Vehicles Operating Costs:**

The vehicle provides transportation of personnel and equipment assigned to the project. A flat rate is charged per vehicle used, per pay period that cooperatively funds vehicle operating costs. Vehicle operating costs include but are not limited to repair and maintenance, fuel consumption, oil changes, tire replacement, tire changes seasonally, and eventual vehicle replacement and depreciation costs resulting from wear and tear.

#### **Supplies:**

The supply charge is based on the quantity of supplies anticipated to be used for an operating project during the work period. Costs include, but are not limited to pyrotechnics, pyrotechnic launchers, traps and trap materials, office supplies, binoculars, ammunition, firearm maintenance cost, uniform allowance, computer accessories for data entry, euthanasia equipment, wildlife capture, restraint and handling devices, spotlights, and similar supplies and equipment.

#### **Training / Travel**

A flat rate is budgeted per project for costs associated with training for all specialists for that project. Costs include, but may not be limited to, the cost of on-line training, reimbursement of travel costs, per diem, lodging, training facilities rentals, instructor fees and training materials for seasonal and full-time employees related to individual operating projects.

#### **Pooled Job Costs:**

Pooled Job Costs (11% of subtotal) covers costs that may not be directly associated with one particular project and are distributed across all identifiable projects to which the costs pertain. Costs may include supervision not directly charged, employee retirement, severance, sick leave, self-insurance, OWCP costs, and vehicle, boat, and camp trailer repair and replacement.

#### **Administrative Costs:**

Administrative costs (16.15 % of subtotal) cover administrative infrastructure in the U.S. Department of Agriculture APHIS-WS.

## SETTLEMENT AGREEMENT AND MUTUAL RELEASE OF CLAIMS

This Settlement Agreement and Mutual Release of Claims (“Agreement”) is entered into between Petitioners, Feather River Action! and Project Coyote, a project of the Earth Island Institute, a California non-profit organization (collectively, “Petitioners”); and Respondents, County of Plumas and Plumas-Sierra Department of Agriculture (collectively, “Respondents”); and Real Party in Interest County of Sierra (“Real Party”), regarding *Feather River Action! et al. v. Count of Plumas et al.*, Plumas County Superior Court Case CV22-00037 (the “Legal Action”). Collectively, Petitioners, Respondents, and Real Party are “Parties” to this Agreement and each is, individually, a “Party” to this Agreement. This Agreement shall be deemed to have been entered into on the date the last signature is affixed to this document. (“Effective Date”).

### RECITALS

A. In April 2018, the Plumas-Sierra Department of Agriculture entered into a Cooperative Services Agreement (“CSA”) with the United States Department of Agriculture, Animal and Plant Health Inspection Services, Wildlife Services (“Wildlife Services”). Under the CSA, Wildlife Services administers the Integrated Wildlife Damage Management (“IWDM”) Program, through which it provides certain services to private property owners within the territories of Plumas and Sierra Counties concerning animal species. Each fiscal year during the five-year term of the CSA, the Respondents must approve a Work Plan prepared by the Wildlife Services, which funds the services provided during the fiscal year (“Work Plan”). The current term of the CSA will expire on June 30, 2023. Respondents did not conduct any review under the California Environmental Quality Act (“CEQA”) prior to approving the CSA in 2018 and have not conducted such review for any Work Plan approved for any fiscal year under the current CSA.

B. The Petitioners commenced the Legal Action on March 3, 2022. In general, the Legal Action alleges the Plumas County Board of Supervisors’ decision at a regular meeting on September 21, 2021, to fund the Work Plan for the current fiscal year violated CEQA. The Petitioners contend the approval of the current fiscal year’s Work Plan was a project under CEQA that would have environmental impacts requiring a proper CEQA analysis.

C. As an administrative record for the Legal Action has not been lodged and certified as of the Effective Date, the Respondents and Real Party have not filed any responsive pleading per Code of Civil Procedure section 1089.5. As such, as of the date of this Agreement, the Respondents and Real Party have not had an opportunity to assert any denials or allege any affirmative defenses.

D. Without making any admissions, the Parties through this Agreement seek to resolve the Legal Action in a manner that allows them to forego the expenses, burdens, and time commitment of a trial and any further proceedings in the Legal Action.



## AGREEMENT

1. The Parties incorporate the above-stated Recitals as material terms of this Agreement.

2. In consideration for settlement of the Legal Action, the Respondents agree to take the following actions concerning the IWDM Program:

A. At its next regularly scheduled public meeting following the Effective Date, for which all public notice requirements can be met, the Plumas County Board of Supervisors shall consider and adopt a written resolution suspending the IWDM Program (including without limitation funding, implementation, and/or execution) pursuant to the CSA (“Suspension Resolution”). The date of adoption of this resolution shall be referred to within as the “Suspension Date.”

B. Upon approval of the Suspension Resolution, the Respondents shall not take any action to resume, reinstitute, reinstate, or recommence the IWDM Program unless and until they complete a full and proper analysis of the Program, and all its environmental impacts, under CEQA, and comply with all CEQA’s procedural and public notice and comment procedures.

C. During the suspension of the IWDM Program, the Respondents shall not authorize or fund operations within the scope of the IWDM Program by Respondents’ employees or agents, Wildlife Services, or any other organization, entity or individual within Plumas or Sierra Counties. The Respondents specifically agree that no funds allocated in the current fiscal year Work Plan shall be used for wildlife management activities after the execution of this Agreement and that the Respondents will seek a refund of any funds pre-paid to Wildlife Services under the current Work Plan for work performed after the execution of this Agreement.

D. Nothing in this Agreement shall be deemed to waive any discretionary power the Respondents by law possess. However, should Respondents fail to adopt the Suspension Resolution, as provided in Paragraph A of this Section, then this Agreement shall thereupon be deemed void, and of no further effect, and the Parties shall be restored to the litigation position they were in immediately before the Effective Date, and the Legal Action shall proceed accordingly.

E. Within 30 days of the approval of the Suspension Resolution, and not less than quarterly thereafter until a final CEQA environmental document is presented to the Plumas County Board of Supervisors, the Respondents shall provide written reports to Petitioners providing updates on the status of the Respondents’ CEQA process concerning the IWDM Program, including the Respondents’ participation in any programmatic environmental review in association with any federal or state agencies or any other counties or local agencies. In addition to any legal notices required by CEQA or applicable law, Respondents shall ensure that the Petitioners are timely provided notice of any issuance of any notice of preparation, publication of any draft environmental document, preparation of any responses

to comments, publication of any final environmental document, and any set of written findings to be adopted by any hearing body or legislative body. Respondents shall also provide an employee or staff member to serve as a point-of-contact to answer any questions Petitioners may have about the foregoing.

3. Nothing in this Agreement, or through the Petitioners' participation in any CEQA process provided in accordance with Section 2, or otherwise, shall affect the Petitioners' rights to ultimately challenge any environmental document the Respondents approve, including Petitioners' right to seek a temporary restraining order or other injunctive relief to prohibit resumption of the IWDN Program in Plumas and Sierra Counties.

4. Within 30 days of the Suspension Date, the Respondents shall pay the sum of \$45,000.00 to the Petitioners for their attorney fees and costs in the Legal Action. The Respondents shall make such payment payable to Greenfire Law, PC IOLTA and shall deliver such payment to Greenfire Law, PC, c/o Jessica Blome, P.O. Box 8055, Berkeley, CA 94707.

5. Within 10 court days of receipt of the payment required by the preceding paragraph, Petitioners shall file a notice of dismissal of the Legal Action and promptly serve the endorsed notice of dismissal on the Respondents and Real Party following receipt from the Court.

6. Upon the dismissal of the Legal Action, and subject to the reservation of the Petitioners' rights stated in Section 3 of this Agreement, each Party and his/her/its heirs, executors, administrators, predecessors, successors in interest, affiliates, partners, assigns, agents, officers and directors hereby forever generally, completely and mutually release and discharge the other Parties, including, but not limited to, their heirs, executors, administrators, trustees, settlors, beneficiaries, issue, directors, officers, shareholders, agents, predecessors, assigns, employees and attorneys, from any and all demands, debts, duties, and obligations related to the portion(s) of the litigation related to any claim that is fully paid.

7. This Agreement pertains to the Legal Action and is the result of compromise. No Party admits any fault or liability with respect to the claims alleged in the Legal Action, and this Agreement does not constitute, and will not in any circumstance be deemed to constitute, an admission of fault or liability by any Party.

8. It is the intention of the Parties that this Agreement shall be effective as a full and final accord and satisfaction, and as a bar to all actions, causes of action, and obligations, costs, expenses, attorneys' fees, damages, losses, claims, liabilities, and demands of whatsoever nature, character, or kind, known or unknown, suspected or unsuspected, which could have been brought as part of the Legal Actions, with the exception of the Parties' rights and obligations under this Agreement. All of the Parties hereto acknowledge that they are familiar with Section 1542 of the California Civil Code and expressly waive the benefits thereof. Section 1542 reads as follows:

**A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.**

9. The Parties acknowledge they have received the advice of counsel regarding the advisability of all releases provided for within, including the waiver of California Civil Code section 1542. The Parties are aware that, following execution of this Agreement, they may discover claims or facts in addition to or different from those they now know or believe to be true in relation to the Legal Actions. Nonetheless, it is their intention to fully and finally settle and release all claims they have or may have against each other, except as reserved herein.

10. The Parties acknowledge they have read this Agreement, have had the opportunity to have the Agreement explained to them by counsel of their choice, are aware of its content and legal effect, and are signing this Agreement freely and voluntarily.

11. This Agreement shall be effective upon its full execution. Each of the undersigned represents that he/she has the authority to bind the Party on whose behalf he/she has executed this Agreement. The Agreement may be executed in counterparts and in duplicate originals. If so executed, then upon proof of execution of at least one copy, the Agreement shall be effective from the date of the last signature. If executed in duplicate, each duplicate copy shall be valid as an original copy.

12. The Parties intend this Agreement to be enforceable pursuant to California Code of Civil Procedure section 664.6.

13. Should any action, motion, or other legal proceeding be brought to enforce or interpret the terms of this Agreement, the prevailing party in any such proceeding shall be entitled to recover reasonable attorneys' fees and costs incurred in prosecuting such efforts.

14. This Agreement has been jointly negotiated and drafted. The language of this Agreement shall be construed as a whole according to its fair meaning, and not strictly for or against any Party.

15. This Agreement constitutes the entire agreement between the Parties. No modification of this Agreement shall be valid unless in writing and signed by the Parties. The Parties shall not be bound by any representation, warranty, promise, or statement unless it is specifically set forth in this Agreement.

16. This Agreement shall be deemed to have been entered into and shall be construed and enforced in accordance with the laws of the State of California. Should any term of this Agreement be deemed unlawful, that provision shall be severed, or construed in accordance with applicable law as nearly as possible to reflect the Parties' mutual original intent, and all remaining terms shall continue to be valid and fully enforceable. Furthermore, the place of performance shall be the County of Plumas of California, in the event of litigation.

17. This Agreement shall bind the heirs, personal representatives, successors, and assigns of the Parties, and inure to the benefit of each Party, its successors and assigns.

18. The Parties agree to execute and deliver any other instrument or document convenient or necessary to carry out the terms of this Agreement.

19. Failure of any of the Parties to insist upon the strict observance of, or compliance with, all of the terms of this Agreement in one or more instances, shall not be deemed to be a waiver of any of the Parties' right to insist upon such observance or compliance with the other terms of this Agreement.

SO AGREED.

FEATHER RIVER ACTION!

  
Josh Hart (Jul 5, 2022 16:40 PDT)

By: Josh Hart

Jul 5, 2022

Dated

PROJECT COYOTE, a project of the EARTH ISLAND  
INSTITUTE, a California non-profit organization

  
Camilla H. Fox (Jul 5, 2022 14:14 PDT)

By: Camilla Fox

Jul 5, 2022

Dated

EARTH ISLAND INSTITUTE, a California  
non-profit organization



By: David Phillips

Jul 5, 2022

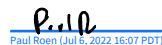
Dated

COUNTY OF PLUMAS

By: Kevin Goss  
Its: Chair, Board of Supervisors

Dated

COUNTY OF SIERRA

  
Paul Roen (Jul 6, 2022 16:07 PDT)

By: Paul Roen  
Its: Chair, Board of Supervisors

Jul 6, 2022

Dated

*Approved as to Form.*

*Jessica Blome*

By: Jessica L. Blome  
Attorney for Petitioners  
Feather River Action!, Project Coyote,  
and Earth Island Institute

July 5, 2022

Dated

*Donald L. Lipmanson*

By: Donald L Lipmanson  
Attorney for Petitioners,  
Project Coyote and Earth Island  
Institute

July 5, 2022

Dated

By: Derek P. Cole  
Attorney for Respondents and Real Party  
in Interest

Dated










# 2022-07-05 FINAL Settlement Agreement (Feather River Action, et al. v. Plumas County, JB, DL

Final Audit Report

2022-07-05

Created:	2022-07-05
By:	Sumona Majumdar (sumona@earthisland.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAkk7W_BW4qgN4hd-1kdPeUBQalf5uM0Rq

## "2022-07-05 FINAL Settlement Agreement (Feather River Action , et al. v. Plumas County, JB, DL" History

-  Document created by Sumona Majumdar (sumona@earthisland.org)  
2022-07-05 - 9:09:21 PM GMT- IP address: 99.113.188.15
-  Document emailed to cfox@projectcoyote.org for signature  
2022-07-05 - 9:11:11 PM GMT
-  Email viewed by cfox@projectcoyote.org  
2022-07-05 - 9:13:37 PM GMT- IP address: 98.37.17.235
-  Document e-signed by Camilla H. Fox (cfox@projectcoyote.org)  
Signature Date: 2022-07-05 - 9:14:11 PM GMT - Time Source: server- IP address: 98.37.17.235
-  Document emailed to David Phillips (davep@earthisland.org) for signature  
2022-07-05 - 9:14:13 PM GMT
-  Email viewed by David Phillips (davep@earthisland.org)  
2022-07-05 - 9:28:18 PM GMT- IP address: 66.249.84.85
-  Document e-signed by David Phillips (davep@earthisland.org)  
Signature Date: 2022-07-05 - 9:42:49 PM GMT - Time Source: server- IP address: 69.181.39.28
-  Document emailed to Josh Hart (joshuahart@baymoon.com) for signature  
2022-07-05 - 9:42:51 PM GMT
-  Email viewed by Josh Hart (joshuahart@baymoon.com)  
2022-07-05 - 11:18:52 PM GMT- IP address: 104.232.82.77



Document e-signed by Josh Hart (joshuahart@baymoon.com)

Signature Date: 2022-07-05 - 11:40:24 PM GMT - Time Source: server- IP address: 104.232.82.77



Agreement completed.

2022-07-05 - 11:40:24 PM GMT



**Adobe Acrobat Sign**






# Plumas Sierra Settlement Agreement as of 060622 (00086625)

Final Audit Report

2022-07-06

Created:	2022-07-06
By:	Heather Foster (hfoster@sierracounty.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAABK4AJtZhHtOjRg94VMYzQenQHpKdX_bT

## "Plumas Sierra Settlement Agreement as of 060622 (00086625)" History

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-  Document emailed to supervisor3@sierracounty.ca.gov for signature  
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2022-07-06 - 11:05:35 PM GMT- IP address: 54.219.183.184
-  Document e-signed by Paul Roen (supervisor3@sierracounty.ca.gov)  
Signature Date: 2022-07-06 - 11:07:04 PM GMT - Time Source: server- IP address: 174.208.108.95
-  Agreement completed.  
2022-07-06 - 11:07:04 PM GMT



**COOPERATIVE SERVICE AGREEMENT**  
**between**  
**PLUMAS AND SIERRA COUNTY (COOPERATOR)**  
**and**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**  
**WILDLIFE SERVICES (WS)**

**ARTICLE 1 – PURPOSE**

The purpose of this agreement is to maintain an USDA-APHIS-WS Integrated Wildlife Damage Management (IWDM) program in Plumas and Sierra County. USDA-APHIS-WS will assist business/property owners, private citizens, and governmental agencies in protecting human resources, which include, but are not limited to, residents, property, livestock, crops, and natural resources from damage caused by predators, wild and feral animals, and other nuisance wildlife.

**ARTICLE 2 – AUTHORITY**

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3 - MUTUAL RESPONSIBILITIES**

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the attached work plan and financial plan. Property title/disposal shall be determined when this project (including all continuations

and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

#### **ARTICLE 4 - COOPERATOR RESPONSIBILITIES**

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement;

Willo Vieira  
208 Fairgrounds Rd  
Quincy, CA 95971  
(530) 283-6365  
willovieira@countyofplumas.com

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.

6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.
8. The Cooperator will not be connected to the USDA APHIS computer network(s).

## **ARTICLE 5 – APHIS-WS RESPONSIBILITIES**

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

Jeffrey Flores  
10365 Old Placerville Rd  
Sacramento, CA 95827  
(916) 979-2675  
Jeffrey.b.flores@usda.gov

2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

## **ARTICLE 6 – CONTINGENCY STATEMENT**

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

## **ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE**

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

## **ARTICLE 8 – CONGRESSIONAL RESTRICTIONS**

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

## **ARTICLE 9 – LAWS AND REGULATIONS**

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

## **ARTICLE 10 – LIABILITY**

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

## **ARTICLE 11 – NON-DISCRIMINATION CLAUSE**

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

## **ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS**

This agreement shall become effective on 1 July 2025 and shall continue through 30 June 2030, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator's Tax ID No.: 94-6000528  
APHIS-WS's Tax ID: 41-0696271

Cooperator:

\_\_\_\_\_  
County Representative / Title

\_\_\_\_\_  
Date

**Plumas and Serra County**  
**208 Fairgrounds Rd**  
**Quincy, CA 95971**

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE**  
**WILDLIFE SERVICES**

\_\_\_\_\_  
Jeffrey Flores, State Director  
USDA, APHIS, WS  
10365 Old Placerville Rd  
Sacramento, CA 95827

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wendy Anderson, Western Regional Director  
USDA, APHIS, WS  
2150 Centre Ave Building B Mailstop 3W9  
Fort Collins, CO 80526

\_\_\_\_\_  
Date



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

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

**FROM:** Chad Hermann, Undersheriff

**MEETING DATE:** July 8, 2025

**SUBJECT:** Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas authorizing Plumas County Sheriff's Office Hiring Bonus Incentive for Correctional Officers retroactive from May 1, 2025, to June 30, 2026; (General Fund Impact); approved as to form by County Counsel. Roll call vote

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**Recommendation:**

Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas authorizing Plumas County Sheriff's Office Hiring Bonus Incentive for Correctional Officers retroactive from May 1, 2025, to June 30, 2026; (General Fund Impact); approved as to form by County Counsel. **Roll call vote**

**Background and Discussion:**

In Fiscal Year 24/25, The Board approved a hiring bonus for Correction Officers, which proved successful with the hiring of several officers currently working at the facility. Currently, there are five vacant positions in the facility that need to be filled to prevent use of overtime to cover vacant shifts due to vacation, illness, injury or PTO. The funds used in FY 24/25 were from vacant allocated positions and paid over a 2-year time period.

**Action:**

Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas authorizing Plumas County Sheriff's Office Hiring Bonus Incentive for Correctional Officers retroactive from May 1, 2025, to June 30, 2026; (General Fund Impact); approved as to form by County Counsel. **Roll call vote**

**Fiscal Impact:**

General Fund Impact

**Attachments:**

1. 5934 2025 MASTER C.O. HIRING BONUS FINAL (1)
2. 5934 2025 C.O. HIRING BONUS RESOLUTION FINAL (1)



# OFFICE OF THE SHERIFF

1400 E Main St. Quincy, California – (530) 283-6375 – Fax 283-6344

**Todd Johns**

SHERIFF/CORONER DIRECTOR

## **PLUMAS COUNTY SHERIFF'S OFFICE HIRING INCENTIVE SIGNING BONUS AGREEMENT FOR CORRECTIONAL OFFICER I/II**

This Hiring Incentive Agreement, ("Agreement") is made between the COUNTY OF PLUMAS, ("County"), acting through the Plumas County Sheriff's Office, and **\*\*NAME\*\***, ("Employee"), in accordance with the Sheriff's Office Hiring Bonus Incentive Pilot Program.

**WHEREAS**, Employee begins employment as a newly hired Correctional Officer I/II employee in the Plumas County Sheriff's Office ("Sheriff's Office") who meets the County requirements for that position.

**WHEREAS**, the County wishes to bestow upon employee a signing bonus, ("signing bonus") to accept employment at County and remain satisfactorily employed in the Sheriff's Office as a Correctional Officer for at least two full years;

**WHEREFORE**, County and Employee agree to the following terms:

1. The Sheriff's Office agrees to bestow upon employee the amount of **\$10,000.00** as a signing bonus following Employee's acceptance of the County's offer to employment, and execution of this agreement, and commencement of employment. The amount shall be paid directly to Employee on Employee's paycheck as follows:
  - One-fourth, (1/4), \$2,500.00 paid in the Employee's first payroll check upon completion of a successful background and being hired; and,
  - One-fourth, (1/4), \$2,500.00 paid in the Employee's payroll check for the first full pay period following successful completion of a CORE academy and reaching the one-year anniversary of their first year of service; and,
  - One-half, (1/2), \$5,000.00 paid in the Employee's payroll check for the first full pay period following the anniversary of their second year of service.
2. The County will apply all required federal and state tax deductions and will report all payments made under this Agreement as required by federal and state law.

Taxes shall be withheld as bonus earnings from the signing bonus, and the signing bonus shall be reported to the Internal Revenue Service as income on the Employee's form W-2. Unless otherwise required by law, the signing bonus is not considered "salary" and shall not be included for the purposes of retirement benefit calculations or salary increases.

3. Employee understands that satisfactory performance and all required training, probationary period, and work requirements at each phase of Article 1 must be maintained and completed to qualify for future installment payments. Failure to meet all such requirements will result in the forfeiture of future payments.
4. In consideration for the signing bonus provided in Article 1 of this Agreement, Employee agrees to remain employed with the Plumas County Sheriff's Office as a Correctional Officer on an allocated full-time basis for at least two years from the first date of employment. Should Employee voluntarily fail to remain employed with the Sheriff's Office as a Correctional Officer before the above-referenced date, (excluding termination due to reasons beyond employee's control such as death or disability), Employee shall be required to repay, and hereby agrees to repay 50% of the last installment payment they received within the previous year, (365 day) ( without reduction of any taxes that were withheld from said sum), and shall forfeit eligibility for and the right to receive the remainder of any future installment payments provided in Article 1.
5. Employee's voluntary failure to remain employed by the Plumas County Sheriff's Office as a Correctional Officer for two years, or the termination of the Employee's employment as a result of receiving a disciplinary Order of Termination, will trigger the Employee's duty to repay the amount of the signing bonus pursuant to Article 4 of this agreement and shall result in a forfeiture of the right to receive the remainder of any future payments provided in Article 1. (This amount may be more than the employee received due to tax or other withholdings). Employee agrees to pay the County all sums owed under Article 4 of this agreement within thirty (30) days of termination of their employment. Employee agrees to remit such payment by personal check or money order made payable to "County of Plumas" and delivered to the Plumas County Sheriff's Office, 1400 East Main Street, Quincy, CA. 95971.
6. To the extent permitted by law, the prevailing party shall have the right to collect from the other party its reasonable costs, fees, and necessary disbursements, including but not limited to attorneys and/or collection agency fees, incurred in enforcing this Agreement, as well as interest at the maximum legal rate on the amount owed.
7. Employee understands that all terms and conditions of employment remain unchanged by this Agreement and that this Agreement in no way guarantees Employee any right to continued employment. Employee understands that as a Sheriff's Office employee, Employee is bound by all County rules and



procedures, Plumas County Sheriff Office Employee Association, (PCSEA) Memorandum of Understanding, (MOU), Plumas County Sheriff's Office Policy and Procedures that relate to Sheriff's Office personnel, which are in effect during employment with the County. Employee also understands that retirement and other benefits Employee may be eligible for will be determined by any such policies and MOU's, in addition to any applicable legal statutes or ordinances, that are in effect at the time Employee becomes eligible for such benefits. Employee recognizes that this agreement has no effect on the authority of the Sheriff to invoke disciplinary actions against the Employee.

8. Employee acknowledges that he/she/they: a) has fully read this agreement; b) has had the opportunity to review it with an advisor or legal counsel; c) understand each of its provisions; and d) enters into it freely, intelligently and voluntarily.
9. If any part of this Agreement is found to be invalid, unlawful, or unenforceable, the other parts will continue in full force and effect and shall remain valid and enforceable, and Employee agrees, represents, and warrants that he/she/they will be held to any applicable and enforceable repayment of the signing bonus.
10. This Agreement between the Plumas County Sheriff's Office and the Employee will not be honored for Employee who has worked in the capacity of a Correctional Officer for Plumas County within three (3) years of the new hiring date.
11. This Agreement constitutes the entire agreement between parties, and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties as to such matters. This Agreement may be amended only by written agreement, signed by the parties to be bound to the amendment. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement. For such purposes, an executed email or facsimile copy shall be deemed an original. This agreement is governed by the laws of the State of California and is enforceable in the jurisdiction of Plumas County.

BY SIGNING BELOW, Employee knowingly and willingly agrees to be bound by the above terms and conditions.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate or Employee Signature

## RESOLUTON NO. 25-

### RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS AUTHORIZING PLUMAS COUNTY SHERIFF'S OFFICE HIRING BONUS INCENTIVE

**WHEREAS**, recruitment and retention for corrections officer positions across the county has been an ongoing challenge for several years; and,

**WHEREAS**, the Plumas County SEA endorses the adoption of a hiring bonus for correction officers, which was previously adopted for May 1, 2024, through April 30, 2025; and

**WHEREAS**, several local law enforcement agencies, including local comparator agencies, in Northern California have recently implemented recruitment and retention incentives such as hiring bonuses to attract applicants and maintain public safety staffing at required levels; and

**WHEREAS**, innovative recruitment incentives such as hiring bonuses have become one of the latest tools being used by law enforcement agencies to enhance recruitment efforts of new hires and lateral hires from other agencies; and

**WHEREAS**, this program has proved successful in hiring and retention of Correctional Officers over the past twelve, (12), months; and

**WHEREAS**, the County places the safety and security of its residents as its main priority.

#### **NOW, THEREFORE, BE IT RESOLVED:**

The Plumas County Board of Supervisors authorizes a temporary law enforcement hiring bonus program to be retroactive and in effect from May 1<sup>st</sup>, 2025, to June 30<sup>th</sup>, 2026, consisting of hiring bonus payments for the Correction Officer classifications in the following amounts:

1. One-fourth, (1/4), \$2,500.00 paid in the Employee's first payroll check upon completion of a successful background and being hired; and,  
One-fourth, (1/4), \$2,500.00 paid in the Employee's payroll check for the first full pay period following successful completion of a CORE academy and reaching the one-year anniversary of their first year of service; and,  
One-half, (1/2), \$5,000.00 paid in the Employee's payroll check for the first full pay period following the anniversary of their second year of service.
2. The non-pensionable hiring bonus payment shall be paid on the normal County payroll cycle at each of the milestones identified above.
3. The Board of Supervisors finds that there are several public purposes supporting this compensation, including the continued recruitment and retention of competent and skilled government employees, maintaining the County of Plumas's position in the competitive

labor market, efficiency of service provision, and the avoidance of potential labor disputes.

4. The Board of Supervisors authorizes the Human Resources Director to resolve any conflict regarding eligibility, disagreement with terms, payment timing or other applicable issues related to this temporary program.
5. The temporary hiring bonus program shall be in effect until June 30, 2025.
6. The County shall attempt to recover any bonuses paid to those employees who leave county employment prior to reaching the defined payment milestone. Specific procedures shall be outlined with an agreement signed by the employee prior to receiving any bonus.
7. This resolution shall not be precedent setting.

***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, CALIFORNIA,*** THAT THIS Board declares that the Plumas County Sheriff's Office Hiring Bonus Incentive be adopted.

RESOLVED, FURTHER, that the Hiring Bonus Incentive Agreement in "Attachment A" be used as a valid and honored agreement between a newly hired employee and the County of Plumas.

***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 \_\_\_\_\_ day of \_\_\_\_\_ 2025, by the following Votes:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

\_\_\_\_\_  
Kevin Goss  
Chair, Board of Supervisors

**ATTEST:**

By: \_\_\_\_\_  
Allen Hiskey  
Clerk of the Board

Approved as to form:

\_\_\_\_\_  
Sara James, Attorney  
County Counsel's Office



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Allen Hiskey, Clerk of the Board  
**MEETING DATE:** July 8, 2025  
**SUBJECT:** Informational Item Only: The Board of Supervisors is in receipt of the 2024-2025 Plumas County Civil Grand Jury Report.

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**Recommendation:**

**Informational Item Only:** The Board of Supervisors is in receipt of the 2024-2025 Plumas County Civil Grand Jury Report.

**Background and Discussion:**

**Informational Item Only:** The Board of Supervisors is in receipt of the 2024-2025 Plumas County Civil Grand Jury Report.

**Action:**

**Informational Item Only:** The Board of Supervisors is in receipt of the 2024-2025 Plumas County Civil Grand Jury Report.

**Fiscal Impact:**

**Informational Item Only:** The Board of Supervisors is in receipt of the 2024-2025 Plumas County Civil Grand Jury Report.

**Attachments:**

1. Plumas County Civil Grand Jury Report 2024-2025

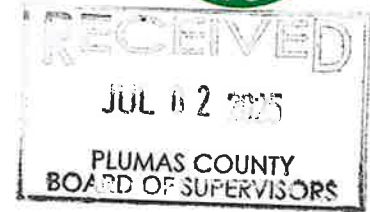
## 2024-2025 Plumas County Civil Grand Jury

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June 26, 2025

Plumas County Board of Supervisors  
520 Main Street Room 309  
Quincy, California 95971



Re: Plumas County Civil Grand Jury Reports:

- Jobs Jobs Jobs ! F2 – F9 and R1- R5
- CRV – It Is Your Money F1- F4 and R1– R4

Report Date: June 30, 2025

Dear Plumas County Board of Supervisors:

Enclosed please find a copy of the above reports by the 2024-2025 Plumas County Civil Grand Jury.

Attached are excerpts from Penal Code sections 933 and 933.05. Please note that subdivision (f) of Penal Code section 933.05 specifically prohibits any disclosure of the contents of a grand jury report by a public agency or its officers or governing body prior to its release to the public, which will occur 5 days after the date of this letter.

Penal Code section 933.05 requires that you respond separately to specified Findings and Recommendations contained in the report. Penal Code section 933.05 mandates the content and format of responses. Penal Code section 933 mandates the deadline for responses.

You are required to submit your response within 60 days as follows:

Hard copy to: Judge Douglas Prouty,  
Plumas County Superior Court  
520 Main Street Room 104  
Quincy, California 95971

Please also send a hard copy or electronic copy of your response to:

Don Bliss, Foreperson,  
2024-2025 Plumas County Civil Grand Jury  
P.O. Box 784  
Quincy, California 95971

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**P.O. Box 784, Quincy, California 95971**



## 2024-2025 Plumas County Civil Grand Jury



Responses are public records. Your entity must maintain a copy of your response.

Should you have any questions, please contact me at 1 (530) 927-9921 or at the above address.

Sincerely,

Don Bliss, Foreperson,

2024-2025 Plumas County Civil Grand Jury

Enclosures: Grand jury report and Penal Code sections 933 and 933.05 (excerpts)

### § 933. Findings and Recommendations (Excerpt)

No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices.

As used in this section, "agency" includes a department.

### § 933.05. Responses to Findings (Excerpt)

- (a) For purposes of subdivision (b) of Section 933, as to **each** grand jury **finding**, the responding person or entity shall indicate one of the following:
- (1) The respondent agrees with the finding.
  - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
- (b) For purposes of subdivision (b) of Section 933, as to **each** grand jury **recommendation**, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, with a summary regarding the implemented action.
  - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
  - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
  - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
- (f) \*\*\* A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report. *(Emphasis added.)*





## Jobs Jobs Jobs !



### SUMMARY

Several departments in Plumas County are understaffed, which results in issues of overworked employees, those who fill positions without the necessary qualifications, and those in key positions who lack leadership skills.

The Plumas County Civil Grand Jury (PCCGJ) decided to investigate key job positions that are unfilled and determine areas for improvement that could lead to the hiring of qualified individuals. Two major areas became the focus of the investigation, those being the Human Resources (HR) hiring process and the applicability of the current job descriptions.

It was determined that the following impact/issues exist with the current hiring process:

- Job applications go through a pre-screening process and not all applications are shared with the Hiring Manager.
- Revisions to new or changed job descriptions are routed to various reviewers, causing lengthy delays in the process.
- Job postings on the Plumas County website need to be approved by the Board of Supervisors (BOS), with prior approval of new/revised job descriptions by the BOS.
- Due to the hiring process, the posting of a few key job openings has taken over a year from the beginning of the process. One department's request for 2 entry level positions is still 'in progress' and overall, it may be up to 2 years before applications are received, let alone anyone hired. Unfilled vacancies have burdened others with heavier workloads.
- The current process does not allow for an overlap of employees when a known employee has a planned retirement date. There is a loss of knowledge sharing between the incoming employee and the retired employee.

To further worsen the current hiring problems, the Director of HR was placed on Administrative Leave on May 17, 2022, at which time the Chief Administrative Officer became acting Interim Director of HR. Following this, the Chief Administrative Officer was placed on Administrative Leave on January 21, 2025.

## BACKGROUND

In Fall 2024, the PCCGJ became interested in investigating the Plumas County HR hiring process and considered reviewing open job postings and related job descriptions as a starting point. A few events led to this interest. In October 2024, the PCCGJ met with the Plumas County DA. It was noted that Plumas County employed several consultants. The (higher) consulting fees had an impact on the budget and meant that Plumas County money was going outside of Plumas County (e.g., MRG Consulting LLC was hired as HR consultants and Clifton, Larson & Allen was hired as accounting consultants). In other cases, contractors with higher pay rates were hired as temporary employees for positions that remained unfilled for lengthy periods. Also in October 2024, during a meeting with the Chief Administrative Officer, it was noted that Plumas County has an overall vacancy rate of 20-25% and that Plumas County salaries are up to 20% or more lower than equivalent positions in other counties. This led the PCCGJ to question the current job descriptions and whether they adequately represented the open positions. In November 2024, in a meeting with a SAS Systems Administrator from the Plumas County IT Department, it was noted that key positions are unfilled and that job descriptions are outdated.

In December 2024, there were 32 open positions across 13 departments. The PCCGJ decided to investigate key open positions in the following departments: Auditor's/Controllers Office, Planning Department, Public Works Department, and the Sheriff's Department.

The Building Department was added to the investigation after a preliminary discussion with the Director of the Building Department and concerns that were voiced regarding the hiring process.

The following discussion section represents the findings and recommendations based on interviews with the heads of those departments.

## METHODOLOGY

- Interviews with Plumas County Departmental Heads for the following: Auditor/Controller, Planning and Building Departments, Public Works Department, Sheriff's Department
- Telephone interviews with HR employee and Chief Administrative Officer (Interim Director of Human Resources)
- Review of Chief Administrative Officer's report dated April 2, 2024, for recommendations made by Clifton, Larson & Allen on the problems and risks in Plumas County's financial reporting
- Review of Personnel Rules for Plumas County

- Plumas County HR website for information on hiring process and rules governing changes to job descriptions

A combination of sources of information was used to verify statements made during interviews and to corroborate facts and inform the findings and recommendations included in this report.

## DISCUSSION

### Job Descriptions for Plumas County Auditor/Controller's Office

The 2023-24 PCCGJ noted in their report that the Auditor/Controller Office has insufficient staffing. This is due in part to COVID, the Dixie Fire and the departure of the previous Auditor. Since 2022, the Auditor's office has completed financial audits and single audits for Fiscal Years 2020-21 and 2021-22. The Auditor's Office is working diligently to complete the 2022-23 and 2023-24 audits. The late filing of audited financial statements and late Single Audits to the State Controller's Office has caused delays in federal funds that will not be released until the Single Audit is published. The late filing decreases the credit rating of the County and can also affect the County's ability to secure funding for future projects. The Assistant Auditor/Controller position has been open since December 2022, which makes it difficult to complete the required audits. The primary duty of this position is the year-end process and preparation of the financial statements, including the audits, as well as supervising the other employees in this office. Upon reviewing the job description and hiring practices in Plumas County, several issues became apparent.

**1a** The job description for Assistant Auditor/Controller requires five years of experience and the equivalent of a four-year degree.

**2a** All job applications are screened by the HR Department, but the Auditor/Controller doesn't see applications of applicants who might be capable of doing the job but don't meet the training/education requirements, such as former employees in that department.

**3a** Changes to the Job Description require a resolution passed by the BOS, and this process must start with HR in January of each year.

### Job Descriptions for Plumas County Public Works Department

Transportation Planning and Road Department Engineering are important functions of the Public Works department and hiring is often needed at various levels due to employee turnover.

Open positions for Associate Engineer and Principal Transportation Planner have remained unfilled for 17 and 5 months respectively.

Initially, the position of Associate Engineer was to be advertised as Assistant/Associate Engineer and based on experience. However, only the higher level was advertised because the job description for Assistant Engineer needed to be revised. The Transportation position

was to be advertised as an entry-level Transportation Planner position to hire someone to overlap with the Principal Transportation Planner who will be retiring. Similarly, the job description for Transportation Planner needed to be revised and, due to delays, the only option was to advertise the position as Principal Transportation Planner.

During the revisions of the above-mentioned entry-level job descriptions, there were delays in the process that subsequently delayed the approvals. The process began in January 2024; however, delays were incurred during the process by both MRG (HR consulting firm) and the Chief Administrative Officer (interim HR Director). Both were, at times, not immediately responsive to emails, which delayed the MRG report and the processing of the job descriptions.

The job descriptions were finally approved by the union in October 2024 and are still pending approval by the BOS. It is possible that approval may take place in February 2025; however, this means that the job description approval process will have taken over a year. This lengthy approval process places an increased workload on others in Public Works and creates a need for hiring consultants. Once the job descriptions are approved, they can be advertised on the Plumas County website for applicants to apply. It may take well over a year to fill positions that were recognized in January 2024.

Employee turnover is particularly true for maintenance workers. If applicants do not have a required commercial license, Public Works has been willing to provide training for maintenance workers to obtain the required commercial license. Once licensed, however, applicants often seek opportunities with higher pay both in and outside of Plumas County.

There is a need to fill and support the above positions for long-term stability.

In doing this, issues and delays due to the Plumas County's current hiring practices need to be addressed first.

Upon reviewing the Public Works job descriptions and hiring practices, the following became apparent:

**1b** The Public Works Department has job openings for Associate Engineer (posted 8/17/2023) and Principal Transportation Planner (posted 9/3/2024). There have been no applicants in over 1 year for the Associate Engineer position.

**2b** The planned positions of Assistant Engineer and Transportation Planner could not be advertised until the related job descriptions were revised and approved. The approval process for these positions was lengthy and there were many handoffs during the review process, which caused delays.

**3b** The Principal Transportation Planner is retiring at the end of March 2025, and a replacement is needed. The BOS approved the Public Works Director's request for an overlap period to train the entry-level Transportation Planner. Delays with approval and advertising the position made the overlap impossible before the current employee retires. Therefore, no training or knowledge sharing will take place.

**4b** Consultants were hired due to delays in approving job descriptions and posting new positions. Consultants came from outside of Plumas County.

### Job Descriptions for Plumas County Building Department

The Building Department has had several personnel changes resulting in job openings. Two key positions are open, a building inspector and a building plan inspector. Three permit tech positions also need to be filled.

Job descriptions are current; however, there are positions that could be filled with current employees with cross training.

Upon reviewing the Building Department's job descriptions and hiring practices, the following became apparent:

**1c** The Department Head is also working as an inspector, as well as performing his administrative duties, thus potentially causing delays in services.

**2c** The paperwork for accepting resignations and retirements to pass to the HR department is cumbersome and time-consuming.

**3c** The duties of a building inspector are regulated; however, it is noted that not every applicant needs to have experience to become an inspector.

**4c** At the present time, applicants rarely come before the manager if they do not have the necessary skills/education as listed in the job description.

### Job Descriptions for Plumas County Sheriff's Department

The meeting with the Under Sheriff and members of the PCCGJ covered several key points.

The Sheriff's Office has been chronically understaffed. The Under Sheriff stated that in 31 years of service, he can only remember a period of six months during his tenure that the department was fully staffed. Currently, eight of the current ten positions are filled. These funded allocated positions require BOS approval each time they are vacated, creating delays in application and filling of said positions. Hiring and retention continue to be a problem due to low wages and limited amenities in the area.

Transitioning to the new jail facility, many job descriptions and policy changes were required to accommodate the duties of multiple personnel and procedures. This was accomplished with the help of Prentice Long LLC. Going forward, the department is also implementing a Digital Management System (DMS). This system will allow all authorized personnel to access current policies that are updated anytime there are legislative and/or regulatory changes by notification to supervisory personnel who will then update, inform/educate, and sign off as reviewed by all pertinent personnel.

It must be noted that this process/system (DMS) may be an appropriate model for other county departments.



The office has additional issues because their IT person retired, leaving a big gap due to the complexities of communications and the emergency notification system.

**1d** The Sheriff's Department is chronically short staffed, especially in the classifications of Deputies and Dispatchers. Deputies often cover dispatches in addition to their regular hours on patrol duty.

**2d** Retirement of a Sergeant of 29 service years as well as a Dispatcher of 28 service years and the only IT Officer with 20+ service years has left a large deficit because of experience and Plumas County specific expertise.

**3d** The process of replacing allocated positions does not allow for a replacement in specialized positions to overlap to provide experienced specific training by the outgoing employee.

**4d** The hiring process is improving. However, the screening process required by HR and MRG is completed before the Sheriff sees all applications. This process may exclude otherwise successful candidates for other positions. It may prevent candidates that do not qualify for the job they applied for from being recognized as qualified for a similar but different position. Currently these candidates are rejected and would have to start the hiring process over if they were not persistent or discouraged.

**5d** The policy for replacing an allocated position requiring BOS approval slows the hiring process even further.

**6d** Policy and procedures throughout the department have historically been on a server, which is labor intensive to maintain and requires additional documentation. The help of Prentice and Long and the implementation of the DMS have been extremely helpful in maintaining compliance with current laws and regulations.

## FINDINGS

- F1. Required experience and education requirements for some positions are too high, resulting in candidates with potential to be eliminated early in the process (e.g., Auditor/Controller office position requires both experience and a four-year degree in accounting).
- F2. New or changes to Job Descriptions require approval by the BOS. The approval process is lengthy and entails several reviews and handoffs. The process must start in HR and can only be requested once a year (in January). This results in a delay of up to 12 months or more before otherwise qualified candidates can be considered for open positions (e.g., in Auditor/Controller's Office, Public Works Department, Sheriff's Department).

- F3. Reclassification of Job Descriptions follow the same path as above (Finding 2) and require labor intensive documentation and review.
- F4. The process of filling vacated positions (e.g., Sheriff's Department) are hindered by the requirement of the department to go to the BOS to fill positions already allocated that are vacated regardless of the reason the position was vacated.
- F5. Department heads do not see applications that may meet the requirements of an open position but have been disqualified during the screening process in HR (e.g., Auditor/Controller Office, Public Works Department, Building Department, Sheriff's Department).
- F6. The Hiring Process does not include a succession plan, which would allow an overlap of incoming employees with those leaving (e.g., due to retirement) and would facilitate training and knowledge sharing (e.g., Public Works - Transportation Manager, Building Department - Building Inspector, Sheriff's Department - IT Officer, Deputy Sargent, Dispatcher).
- F7. Several positions in Plumas County have remained unfilled for months/years, resulting in increased workloads for fellow employees and/or the need to hire consultants (e.g., Auditor/Controller Office, Public Works Department, Sheriff's Department).
- F8. Low salaries and limited amenities in the rural community of Plumas County continue to be the main reasons why positions remain unfilled.
- F9. This investigation has been hindered by lack of HR leadership and by lack of collaboration between Departmental Heads. In particular, HR accountability and responsiveness were impeded when the Director of HR was placed on Administrative Leave on May 17, 2022, and the Chief Administrative Officer (as acting interim Director of HR) was placed on Administrative Leave on January 21, 2025.

## RECOMMENDATIONS

- R1. The PCCGJ recommends that the Auditor/Controller request a change to the Job Description for the Assistant Auditor/Controller position to allow experience to supersede the degree requirement. This is to take place no later than September 30, 2025. (F1)
- R2. The PCCGJ recommends that all applications are shared with the respective Hiring Manager and that the Hiring Manager is allowed to determine where experience can supersede a degree requirement. It is also recommended that the Hiring Manager



update current job descriptions with 'experience supersedes the degree requirement' where applicable. This is to take place no later than October 31, 2025. (F2) In addition, it is recommended that 'Rule 9 Application Procedure' in the Personnel Rules document be updated as follows:

#### **9.04 Disqualification of Applicants**

(2) Suggested wording change: The applicant fails to meet the minimum qualifications, except in cases where an applicant's experience supersedes a degree requirement.

- R3. The PCCGJ recommends that the BOS amend the Personnel Rules to allow more frequent changes to Job Descriptions. Changes in Job Descriptions should not require the extensive review and approval process as changes in Job Classification. It is recommended that approval for changes in Job Descriptions is limited to approval by HR and not the BOS. It is noted that this recommendation does not apply to job descriptions that include reclassification or when licensing/certification requirements change. The BOS will still review/approve those. This is to take place no later than October 31, 2025. (F3, F4)
- R4. The PCCGJ recommends that the BOS create a policy based on resolution of #SC 24-891, which will allow for succession planning, training and overlap in each department based on the discretion of the department head without additional BOS approval when upcoming vacancies are known. This is to take place no later than October 31, 2025. (F5)
- R5. The PCCGJ recommends that HR and the BOS place greater effort on recruitment for open Plumas County positions. This is to take place no later than October 31, 2025. (F6, F7) The following are suggested:
- Increase multimedia exposure for unfilled positions (e.g., county websites, job fairs, social media).
  - Share all applications with the Hiring Manager (Recommendation 2) to increase the likelihood of filling positions with qualified internal candidates.
  - Offer training for internal candidates to assist with meeting position requirements.
  - Create more entry level positions, which enables building expertise within the department.

## **REQUEST FOR RESPONSES**

### **REQUIRED RESPONSES**

Pursuant to Penal Code section 933.05, the following responses are required from Plumas County Officials:

- Plumas County Board of Supervisors F2 through F9 and R1 through R5

- Plumas County Auditor/Controller F1 through F3 and F5 through F7 and F9 and R1

#### INVITED RESPONSES:

- HR Interim Director
- Plumas County Sheriff
- Plumas County Public Works Manager

## BIBLIOGRAPHY

Plumas County, Employment Opportunities: <https://www.plumascounty.us/jobs.aspx>

Personnel Rules of Plumas County:

<https://www.plumascounty.us/DocumentCenter/View/26935/Personnel-Rules-of-Plumas-County---Updated-8-4-2020?bidId=>



## CRV – It's Your Money



### SUMMARY

The Plumas County Civil Grand Jury (PCCGJ) elected to review the Plumas County California Redemption Value (CRV) program. For Plumas County, the CRV program is administered by the Plumas County Public Works Solid Waste Division. There were previous investigations and reports on the problems with the CRV program in Plumas County, but the PCCGJ decided an investigation of the present status of the CRV program was needed. Investigations for this report included reviewing available facilities as well as facilities that should be available. Preliminary investigation indicates buyback facilities are available that are not listed on the Public Works Solid Waste website. A review of the service provider contracts reveals that there are other facilities that should be available but are not available. The Public Works Solid Waste Division has not acted to enforce the contracts for the additional facilities listed in the contracts.

### BACKGROUND

California Beverage Container Recycling and Litter Reduction Act (AB 2020) also known as the “Bottle Bill”, was enacted in 1986 and implemented in 1987. California is currently one of 10 states in the United States with a Bottle Bill. This was updated by SB 1013 in 2018, with certain provisions becoming operative in 2014.

The original Bottle Bill created the recycling deposit system used today. The Bottle Bill requires California consumers to pay a CRV fee when they purchase designated beverages. Consumers could receive CRV refunds when they redeem containers at a recycling center or certain retailers.

Eligible beverage containers in the original CRV act were packaged in:

- Aluminum
- Glass
- Plastic
- Bi metal

Any packaged drink container or container purchased at a store with the letters CRV printed anywhere on the container requires paying a CRV deposit at the checkout line. According to the Bottle Bill, California sought to achieve an 80% recycling rate for all CRV containers sold in the state. The state anticipated that not all CRV containers would be returned for refund, thus generating revenue to be deposited into the Beverage Container Fund (BCF). The unclaimed CRV deposits in the BCF are managed by Cal Recycle. These funds were supposed to be used to subsidize the state's recycling infrastructure.

The Bottle Bill required stores that sell CRV-labeled beverages to buy back the CRV empties. Stores could also pay a fine in lieu of the buy-back requirement. However, they were exempt if there is a California State certified redemption center within a one-mile radius (five miles for rural locations). A study in 2020 revealed that even after many buy-back centers had closed, the remaining buy-back centers still accounted for more than twice the number of returned containers as retail stores.

Consumer advocates argued that with the lack of local redemption centers, the Bottle Bill's exemption fine for stores is hurting consumers. The argument was that without readily available redemption centers, the CRV deposit becomes akin to a tax. According to advocates, working class communities that depend on the money from recycling to pay bills are hurt the most.

The California Bottle Bill has since been updated in 2018, pursuant SB 1013, and broadened the scope to additional container types such as the following:

- All non-alcoholic beverages
  - Carbonated and non-carbonated fruit drinks, soft drinks, or water
  - Coffee and tea beverages
  - 100% fruit juice (less than 46 ounces)
  - 100% vegetable juice (16 ounces or less)
- Beer and malt beverages
- Wine coolers and distilled spirits coolers
- Distilled spirits in all containers, including bladders, boxes, and pouches (all sizes)
- Wine in all containers, including bladders, boxes, and pouches (all sizes)
- 100% fruit juice (46 ounces or greater)

- 100% vegetable juice (greater than 16 ounces)

As of January 1, 2025, SB 1013 will require grocery stores with no nearby recycling centers to be responsible for taking back empty beverage containers in lieu of paying a fine. When a CRV buy-back facility is available, businesses are required to post the location of the CRV redemption centers at its entrances.

## METHODOLOGY

### Interviews

The CRV committee of the Plumas County Civil Grand Jury interviewed the Director of Plumas County Public Works and the Plumas County Public Works Solid Waste Coordinator, the designated employee responsible for the Plumas County Solid Waste program.

Members of CRV committee communicated via phone, emails, and text with solid waste service providers- Waste Management (WMD) and Intermountain Disposal (IMD) and their legal representatives with regards to their contracts pertaining to CRV.

### Site Visits

Site visits by members of the CRV committee were made to various businesses involved in selling CRV products throughout Plumas County. Businesses included Safeway, Sav-Mor, Holiday Market, and Grocery Outlet, to name a few.

## DISCUSSION

Plumas County Solid Waste Division website provides information on solid waste and redemption center locations. However, a review of the information indicates some of the pertinent information on the website has not been updated since June 12, 2023, as shown in Appendix A. The California Cal Recycle Buy Back Centers website shows the new facilities in Plumas County (see APPENDIX B).

Currently, residents in areas without a recycling center are supposed to have the option of returning their bottles and cans to retailers. The stores are supposed to be recyclers of last resort. However, they are unable to process large quantities of CRV creating an inconvenience for the consumer.

The Solid Waste Coordinator (SWC) is the designated coordinator whose job it is to oversee solid waste operations. The SWC's responsibilities include interfacing with WMD and IMD. According to contracts with WMD and IMD (see APPENDIX C), these solid waste service providers are responsible for CRV facilities in specified locations if no private operations are available.

WMD has not been contacted by the Plumas County Solid Waste division concerning their contract obligations. Waste Management conducted an extensive investigation and determined that there has not been a request from Plumas County regarding this issue.

IMD acknowledges the contract requirement and is working on rectifying the deficiency. IMD indicated they had not been contacted by the Plumas County Public Works Solid Waste division concerning their obligations under the current contract.

A review of CalRecycle's website provides information on grants and loans that are available such as: Recycling Market Development Zone (RMDZ) loan program and Beverage Container Recycling Loan Program. Currently, Plumas County is not taking advantage of these programs.

Observation visits were made to various Plumas County business locations that sell CRV products. The CRV committee discovered that the signs required by the Bottle Bill were not always plainly posted and if posted were not accurate. Some signs had not been updated consistent with the current Bottle Bill and redemption facility status.

## FINDINGS

- F1. The CRV portion of the Plumas County Public Works Solid Waste Division web page has not been updated since June 2023, resulting in incorrect information on site locations.
- F2. Site visits to markets disclosed that signs at the markets were either nonexistent or had not been updated to reflect current information on site locations.
- F3. The CalRecycle website lists many recycling grants that are available, however Plumas County has not applied for the grants.
- F4. Public Works Solid Waste Division has not enforced sections of the solid waste contracts pertaining to CRV, consequently the communities are being underserved.

## RECOMMENDATIONS

Based on interviews and reviews of contracts, improvements in the administration of the Solid Waste CRV program should be made.

- R1. The PCCGJ recommends that the Plumas County Public Works Solid Waste Division website be reviewed and updated. This is to take place no later than October 31, 2025. (F1)
- R2. The PCCGJ recommends that the Plumas County Solid Waste Division explore options with the appropriate State agency for bringing retail stores into compliance with current Bottle Bill signage requirements. This is to take place no later than October 31, 2025. (F2)

- R3. The PCCGJ recommends that the Plumas County Public Works Solid Waste Division apply for available grants that would benefit Plumas County recycling efforts. This is to take place no later than October 31, 2025. (F3)
- R4. The PCCGJ recommends that the Plumas County Public Works Solid Waste Division review enforce existing with WMD and IMD and to ensure compliance with CRV. This is to take place no later than October 31, 2025. (F4)

## REQUEST FOR RESPONSES

### REQUIRED RESPONSES

Pursuant to Penal Code 933 and 933.05, the Civil Grand Jury requests responses as follows:

- Plumas County Board of Supervisors F1 through F4 and R1 through R4

### INVITED RESPONSES:

- Plumas County Public Works

## BIBLIOGRAPHY

State of California Recycling website: <https://calrecycle.ca.gov/>

Plumas County Solids Waste website: <https://www.plumascounty.us/177/Solid-Waste-Recycling>

The Press Democrat website: <https://www.pressdemocrat.com/article/news/california-bottle-bill-at-a-glance/>

The KQED website: <https://www.kqed.org/news/11961915/cashing-in-on-californias-broken-bottle-deposit-system>

The KPBS website: <https://www.kpbs.org/news/environment/2024/06/20/californias-unclaimed-bottle-deposits-820m-recycling-centers-close>

The Bottle Bill Resource Guide website: <https://www.bottlebill.org/index.php/current-and-proposed-laws/usa/california>

The NBC Bay Area website: <https://www.nbcbayarea.com/news/local/cash-in-the-can-californias-recycling-run-around/20550571/>



## APPENDIX A: Plumas County Public Works Solid Waste Page

From the Solid Waste website:

Current available "Buy-Back" Centers in Plumas County (06/12/2023):

Greenville Transfer Station

300 Greenville Dump Road  
Greenville, CA

Public Works website: <https://www.plumascounty.us/2113/Buy-Back-Centers>

## APPENDIX B: California CalRecycle Buy Back Centers in Plumas County

<b>Program Name</b>	<b>Facility County</b>	<b>Facility Address</b>	<b>Facility City</b>	<b>Facility State</b>	<b>Facility Postal Code</b>	<b>Operation Begin Date</b>	<b>Rural</b>
Feather River Disposal	Plumas	300 Greenville Dump Rd.	Greenville	CA	95947	5/1/2017	Y
Quincy Recycler	Plumas	435 N. Mill Creek Rd	Quincy	CA	95971	10/4/2023	Y
Grizzly Creek Services	Plumas	225 Taylor Ave	Portola	CA	96122	3/24/2025	Y

<https://www2.calrecycle.ca.gov/BevContainer/CertifiedPrograms/RecyclersProcessors/>

## APPENDIX C: Plumas County Solid Waste Contracts

### Waste Management Contract

#### Section 5.03

C. California Redemption Value (CRV) Recycling. Contractor shall, within ninety (90) Calendar days of notification by County of the need for such services, provide redemption services for customers who self-haul their CRV recyclable materials to a redemption facility operated by Contractor within their Service Area in the following population centers of Plumas County, where such redemption services are not offered by other recycling contractors:

1. Chester - Lake Almanor Basin
2. Greenville - Indian Valley
3. Quincy – American Valley

### Intermountain Disposal Contractor

#### Section 5.03

C. California Redemption Value (CRV) Recycling. Contractor shall, within ninety (90) Calendar days of notification by County of the need for such services, provide redemption services for customers who self-haul their CRV recyclable materials to a redemption facility operated by Contractor within their Service Area in the following population centers of Plumas County, where such redemption services are not offered by other recycling contractors:

1. Delleker
2. Graeagle



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

---

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

**FROM:** Josh Brechtel, County Counsel

**MEETING DATE:** July 8, 2025

**SUBJECT:** Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

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**Action:**

Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

No General Fund Impact

**Attachments:**

1. Surplus Land Act Resolution FINAL

**RESOLUTION NO. 2025-\_\_\_\_\_**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF  
PLUMAS DECLARING CERTAIN PROPERTY EXEMPT SURPLUS LAND  
UNDER THE SURPLUS LAND ACT**

**WHEREAS**, the California Surplus Lands Act ((Assembly Bill ("AB") 1486 (Statutes of 2019, Chapter 664) and AB 1255 (Statutes of 2019, Chapter 661) ("SLA" )) requires that before a Local Agency, including a County, takes any action to sell or lease surplus property, it must formally declare the property to be either "surplus land" or "exempt surplus land"; and,

**WHEREAS**, "surplus land" means land owned in fee simple for which a local agency' s governing body takes formal action at a regular public meeting declaring that such land is surplus and is not necessary for the agency' s use; and,

**WHEREAS**, the SLA exempts certain properties, "exempt surplus lands," from the mandatory notification and negotiation procedures, including, without limitation, certain properties conveyed for affordable housing developments purposes; and,

**WHEREAS**, the County of Plumas, a political subdivision of the State of California ("County"), is the legal fee owner of record of approximately 0.96 acres of real property in the City of Quincy, located at 527 & 529 Bell Ln., specifically referred to as Assessor's Parcel Number (" APN") Number 117-021-001) , as further described on the attached Exhibit "A" (collectively, the "Property"); and,

**WHEREAS**, the Board finds that the Property has not been used for any purpose by County in two years, that the land is surplus and is not necessary for the County's use, and is falling into disrepair; and,

**WHEREAS**, the County of Plumas desires to transfer the surplus land to the Plumas District Hospital District ("District"), as Plumas District Hospital has stated they are intending to create a Perinatal Services Facility for the citizens of Plumas County and District is an independent Special district of the State of California; and,

**WHEREAS**, the Property qualifies for an exemption from the SLA because the proposed Project meets the exemption criteria outlined in the Government Code Section 54221(f)(1)(D) which states in relevant part: "(1) Except as provided in paragraph (2), "exempt surplus land" means any of the following...(D) Surplus land that a local agency is transferring to another local, state, or federal agency, or to a third-party intermediary for future dedication for the receiving agency's use; and,

**WHEREAS**, the Property is exempt from the requirement of sending a written notice of the availability of surplus land for open-space purposes to the entities described in subdivision (b) of Govt. Code § 54222 before disposing of this surplus land as the Property does not have the characteristics as described in Govt Code § 54221 (2) (A), (B), (C), and (D); and,

**WHEREAS**, the Board of Supervisors has reviewed this Resolution and now desires to declare the Property as exempt surplus land under the California Surplus Lands Act, based on the findings and justifications contained in this Resolution.

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

1. Board of Supervisors hereby incorporates by this reference the recitals set forth above as true and correct
2. The Board finds and determines that the Property is "exempt surplus land" under the SLA because it meets the exemption criteria contained in Government Code Section 54221(f)(1)(D) and the Updated Surplus Lands Act Guidelines ("Guidelines") Section 103(c)(7)(A), contingent on HCD 's 30-day review and approval of this Resolution.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 8<sup>th</sup> day of July 2025 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Kevin Goss Chair, Board of Supervisors

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Allen L. Hiskey, Clerk of the Board

Approved as to form:

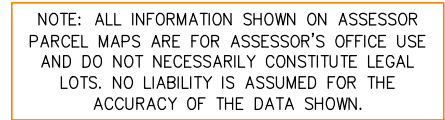


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Joshua Brechtel, Attorney  
County Counsel's Office

117-02

$1'' = 100'$



Page 331 of 337



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

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

**FROM:** Tracey Ferguson, Director of Planning

**MEETING DATE:** July 8, 2025

**SUBJECT:** Notice of Vacancy: This is to announce that a vacancy has occurred on the Airport Land Use Commission. If any member of the public is interested in serving on a County Board, Commission or Committee, please contact the Clerk of the Board at 530-283-6170 or email: [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com). **MADDY ACT:** In compliance with the requirements of the Maddy Act, Government Code §54970

**Recommendation:**

**Notice of Vacancy:** This is to announce that a vacancy has occurred on the Airport Land Use Commission. If any member of the public is interested in serving on a County Board, Commission or Committee, please contact the Clerk of the Board at 530-283-6170 or email: [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com). **MADDY ACT:** In compliance with the requirements of the Maddy Act, Government Code §54970

**Background and Discussion:**

In Plumas County, citizen participation in local government is essential. Local government is the form of government closest to us in our everyday lives, and the one we are most able to influence. Advisory bodies play a very important role in county government.

**Action:**

**Notice of Vacancy:** This is to announce that a vacancy has occurred on the Airport Land Use Commission. If any member of the public is interested in serving on a County Board, Commission or Committee, please contact the Clerk of the Board at 530-283-6170 or email: [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com). **MADDY ACT:** In compliance with the requirements of the Maddy Act, Government Code §54970

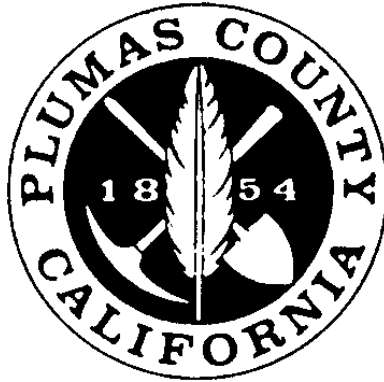
**Fiscal Impact:**

No General Fund Impact. **MADDY ACT:** In compliance with the requirements of the Maddy Act, Government Code §54970.

**Attachments:**

1. ALUC Commissioner\_VACANCY





## NOTICE OF VACANCY

THIS IS TO ANNOUNCE THAT ONE (1) VACANCY HAS OCCURRED ON THE

## AIRPORT LAND USE COMMISSION

**AIRPORT LAND USE COMMISSION APPOINTEE  
BOARD OF SUPERVISORS APPOINTEE**

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In Plumas County, citizen participation in local government is essential. Local government is the form of government closest to us in our everyday lives, and the one we are most able to influence. Advisory bodies play a very important role in county government.

**If you are interested in serving on a county, board, commission or committee (BCC), please contact the Office of the Clerk of the Board.** Please be prepared to provide a letter of interest and/or required application. Certain members must file financial disclosure statements upon appointment, or annually thereafter.

**MADDY ACT:**

In compliance with the requirements of the Maddy Act, Government Code §54970.

**Plumas County Board of Supervisors  
Plumas County Courthouse  
520 Main Street, Room 309  
Quincy, CA 95971  
Telephone: (530) 283-6170**



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

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

**FROM:** Tracey Ferguson, Director of Planning

**MEETING DATE:** July 8, 2025

**SUBJECT:** Re-appointments of Airport Land Use Commission (ALUC) Commissioners (note, the expiration date of the term of office of each ALUC member shall be the first Monday in May in the year in which that member's term is to expire):

- **Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Matthew Samuelson with Expertise in Aviation as a reappointment through May 1, 2028; discussion and possible action.**
  
- **Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Brendan Herbert with Expertise in Aviation as a reappointment through May 7, 2029, discussion and possible action.**

**Recommendation:**

Re-appointments of Airport Land Use Commission (ALUC) Commissioners (note, the expiration date of the term of office of each ALUC member shall be the first Monday in May in the year in which that member's term is to expire):

- Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Matthew Samuelson with Expertise in Aviation as a reappointment through May 1, 2028; discussion and possible action.
- Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Brendan Herbert with Expertise in Aviation as a reappointment through May 7, 2029, discussion and possible action.

**Background and Discussion:**

Re-appointments for Airport Land Use Commission (ALCU).

**Action:**

Re-appointments of Airport Land Use Commission (ALUC) Commissioners (note, the expiration date of the term of office of each ALUC member shall be the first Monday in May in the year in which that member's term is to expire):

- Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Matthew Samuelson with Expertise in Aviation as a reappointment through May 1,

2028; discussion and possible action.

- Accept Director of Facility Services & Airports Nick Collin's Airport Land Use Commission, Airport Manager Appointee, Brendan Herbert with Expertise in Aviation as a reappointment through May 7, 2029, discussion and possible action.

**Fiscal Impact:**

No General Fund Impact, re-appointments only.

**Attachments:**

1. ALUC\_AirportManagerAppointee\_M.Samuelson
2. ALUC\_AirportManagerAppointee\_B.Herbert

**APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS**

Name MATTHEW NIAS SAMUELSON Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

QUINCY 95971 Street Telephone: \_\_\_\_\_  
Town Zip

Employer's Name COBBLER AVIATION Telephone: \_\_\_\_\_  
& Address

Present Occupation AEP APPRENTICE Are You Over 18 Years of Age YES

Board/Commission Applied for AIRPORT

As representative of (check one) Supervisorial District #1 (OR) At Large \_\_\_\_\_

Summary of Qualifications for Position: I AM AN APPRENTICE

AIRCRAFT TECHNICIAN. HAVE A GREAT INTEREST  
FOR AVIATION AND THE FACILITIES INVOLVED WITH  
AVIATION. CARE IMMENSELY ABOUT OUR COUNTY.

Reasons for Applying: - TO BETTER AVIATION IN PLUMAS  
COUNTY, TO SERVE OUR CITIZENS DUTIFULLY

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: \_\_\_\_\_

Date 4/18/2021 Signature Matthew Nias

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.

Portola

APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS

Name Brendan Herbert

Email

Street

Town

Zip

Telephone:

Employer's Name & Address Plumas county facility services

198 Andy's Way Quincy CA 95971

Present Occupation Airport manager / Airplane mechanics Are You Over 18 Years of Age yes

Board/Commission Applied for **AIRPORT LAND USE COMMISSION**

As representative of (check one) **Airport Managers Appointee**

Summary of Qualifications for Position: Nielmo's Airport manager as of 9-1-22,  
7 years of airport experience at Nielmo Aero service

Reasons for Applying: To be a part of ALUC To help make decisions  
pertaining to the land use Around Plumas county Airports,

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: Airport manager through plumas county facilities services,

Date 09-10-22

Signature Brendan Herbert

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.