



## **BOARD OF SUPERVISORS**

Michael Sanchez, Vice Chair 1<sup>st</sup> District  
Kevin Goss, 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, 4<sup>th</sup> District  
Jeff Engel, Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF MAY 1, 2018 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

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

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



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

## **STANDING ORDERS**

10:00 A.M. **CALL TO ORDER/ROLL CALL**

**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. 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) BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Almanor Recreation & Parks District: 38<sup>th</sup> Annual Chester 4<sup>th</sup> of July Run & Walk, July 4, 2018 at 8:30 a.m.)

#### **B) CLERK OF THE BOARD**

Approve Board minutes for April 2018

#### **C) CHESTER ELEMENTARY SCHOOL**

Approve request of Chester Elementary School to waive fees for use of the Almanor Recreation Center on Thursday, June 14, 2018 for their 6<sup>th</sup> Grade Graduation Party

#### **D) CHESTER LITTLE LEAGUE**

Approve request to waive fees for use of the Chester Park for the 2018 Chester Little League season

#### **E) SHERIFF**

Approve and authorize the Sheriff to sign Service Call Proposal of \$4,517.40 between County of Plumas and American Crematory Equipment Company for service of Animal Control crematory

#### **F) PLUMAS CHARTER SCHOOL**

Approve request to waive fees for use of the Quincy Veterans Hall on May 18, 2018 from 7 pm – 11 pm for Spring Formal

**G) PUBLIC HEALTH AGENCY**

- 1) Authorize Public Health to recruit and fill vacant, funded and allocated .675 FTE Driver for the Senior Services Transportation Program
- 2) Approve submission of the Annual Maternal Child and Adolescent Health Agreement Funding Application to the State Department of Health Services for FY 18/19 Allocation; approved as to form by County Counsel
- 3) Adopt **RESOLUTION** to accept Grant Agreement # 17-10072 with the California Department of Public Health, Immunization Branch for continued funding of the Vaccines for Children (VFC) Program for fiscal years 2017-2022, and authorize the Acting Director of Public Health to sign; approved as to form by County Counsel

**H) COUNTY COUNSEL**

Approve and authorize the Chair to sign Addendum to Legal Service Agreement with Prentice, Long & Epperson, PC extending the term of the Agreement through December 31, 2018

**2. DEPARTMENTAL MATTERS**

**A) ELECTIONS – Kathy Williams**

Accept the Clerk's Certification of Initiative Petition for the Medicinal and Adult Use of Cannabis Ordinance filed by proponents Chelsea Bunch and Kimberly Scott-Scales on March 29, 2018; discussion and possible action

**B) HUMAN RESOURCES – Nancy Selvage**

Adopt **RESOLUTION** to amend the Job Classification for Deputy Probation Officer I, Probation Department 20040. **Roll call vote**

**C) SOCIAL SERVICES – Elliott Smart**

- 1) Approve supplemental budget of \$59,148, Social Services Department 70590, Fund 0013, for receipt of unanticipated revenue for the IHSS Program for FY 2017-2018; **four/fifths required roll call vote**
- 2) Approve supplemental budget transfer of \$64,000, Social Services Department 70590, Fund 0013 to cover costs of office addition; discussion and possible action

**D) FACILITY SERVICES/AIRPORTS - Kevin Correia**

- 1) Approve Budget Transfer of \$44,147.00 within department 20891 (Airports) and authorize purchase of new AWOS (\$12,875.00) and unforeseen repairs at Rogers Field (\$31,272.00); discussion and possible action
- 2) Authorize the Department of Facility Services to recruit and fill funded and allocated 1.0 FTE Department Fiscal Officer I/II; and authorize a two week overlap for training purposes; discussion and possible action

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

- A. 10:15 A.M. **PUBLIC HEARING:** Pursuant to Ordinance No. 16-1100 regarding "Outdoor Festivals" consider application received for outdoor music festival(s) events to be held in Belden Town, CA:
- **Priceless Music Festival – June 29<sup>th</sup> through July 2<sup>nd</sup>, 2018**
  - **Sunset Campout Music Festival – July 27<sup>th</sup> through July 30<sup>th</sup>, 2018**
- B. Adopt **RESOLUTION** Declaring that Plumas County Policies Comply with Federal Immigration Laws and the County does not Constitute a "Sanctuary" Jurisdiction. **Roll call vote**
- C. Report and update on potential re-organization of Health & Human Services; discussion and possible action
- D. Set salary, of up to \$90,000, for the position of County Administrator; and direct Human Resources to begin recruitment to fill the position; discussion and possible action
- E. Approve request for refund of \$150 from the Chester Piecemakers Quilt Guild for use of the Almanor Recreation Center on April 10<sup>th</sup> and 11<sup>th</sup>, 2018 due to no heat in the facility; and discussion and possible direction to staff regarding maintenance and condition of the Almanor Recreation Center in Chester; Supervisor Thrall
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- H. Appointments  
**EASTERN PLUMAS RECREATION & PARK DISTRICT**  
Appoint Wendy Larrieu to the Eastern Plumas Recreation & Park District Governing Board to form a quorum necessary to conduct business

### 4. **CLOSED SESSION**

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

- A. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 - Amy Granat, et al., Plaintiffs, v. United States Department of Agriculture, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:15-cv-00605 MCE-DAD (Plumas National Forest Travel Management Plan)
- B. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- 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)**

### **ADJOURNMENT**

Adjourn meeting to Tuesday, May 8, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California.



# BOARD OF SUPERVISORS

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MICHAEL SANCHEZ, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHARON THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



May 1, 2018

Department of Transportation (Caltrans)  
Attn: Permits Engineer  
1000 Center Street  
Redding, CA 96001

Attention: Permits Engineer

**Subject: Encroachment Permit Request**  
**ALMANOR RECREATION & PARKS DISTRICT**  
38th Annual Chester 4th of July Run & Walk, July 4, 2018 at 8:30 a.m.

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Jeff Engel, Chair

Cc: Plumas County Director of Public Works

Shane Bergmann  
Almanor Recreation & Parks District  
PO Box 325  
Chester, CA 96020

April 9, 2018

Mrs. Sherrie Thrall  
County Board of Supervisors  
520 Main Street Room 309  
Quincy, CA 95971

Dear Mrs. Thrall,

Almanor Recreation and Parks District is holding the 38th annual Chester 4th of July Run & Walk on the morning of July 4, 2018 at 8:30am. The run & walk follows the parade route until turning onto Feather River Drive. Participants make a left onto the dirt road that continues over the Feather River onto the trails behind Collins Pine Lumber Mill. A course map is available on our website: [chesterfunrun.org](http://chesterfunrun.org).

To attain our Caltrans permit we need a letter of acknowledgement from your office.

Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Shane Berg", followed by a long, horizontal, slightly wavy line that extends to the right.

Shane Bergmann

Race Director, Chester 4th of July Run & Walk

1C



## Chester Elementary School



158 Aspen St/PO BOX 826

Chester, CA 96020

(530) 258-3194

Better Together!

April 9, 2018

Almanor Recreation and Parks District  
101 Meadowbrook Loop  
Chester, CA 96020

To whom it may concern;

The Chester Elementary School 6th grade class of 2018 is requesting the use of the Almanor Recreation and Parks Department building for their 6th grade graduation party on Thursday, June 14, 2018 and returning the facility keys on June 15th after clean up. As you have done in the past, we would again like to request the fees be waived for this school event.

On behalf of the 6th grade class of 2018, we appreciate and are grateful for your support.

Sincerely,

Sally McGowan  
Principal, Chester Elementary School



## Chester Little League

### District 48

To: The Plumas County Board of Supervisors

From: Christopher L. Dean

Date: 4/12/2018

RE: Request Fee Waiver for Chester Little League

My name is Chris and I am a parent and coach with Chester Little League. I have been asked by the Little League Board to request a waiver of fees for the use of Chester Park. I have been in contact with Lindsay at Facility Services and she informed me that it would be the decision of our Plumas County Board of Supervisors. I was able to reach out to Nancy and request this be put before you as an agenda item. The process was simple and I would like to thank those who assisted me in getting this request to you.

Every season Chester Little League coordinates with Cal-Fire to get a fire crew for multiple days to work on park and field clean-up. The stores within Chester donate paint and other needed supplies for the crews to work with. After the crews take care of the more difficult work all Chester Little League parents, coaches and board members hold an annual field cleanup day to "fine tune" the work of the fire crews. On average a total of 24 volunteer hours a year are committed to improving the park and field. In addition to these hours Chester Fire Department has on multiple occasions used the ladder truck to fix or replace lights and have even had PG&E assist.

Little League provides a positive, safe, recreational opportunity for over 150 children in the greater Chester area. Little League strives to instill character, courage and loyalty all while allowing kids to participate in a fun and active sport. We ensure that all children that desire to play have the opportunity regardless of the families' ability to pay. By waving the county park use fee you will be helping our organization continue in this effort.

In closing Little League volunteers would appreciate the counties consideration in awarding Chester Little League a waiver for the 2018 season.

On behalf of the Chester Little League Board, thank you for your consideration!

Christopher L. Dean

A handwritten signature in black ink, appearing to read 'Chris Dean', followed by a horizontal line.

Little League Coach, Parent and Volunteer




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

1E

## Memorandum

**DATE:** April 11, 2018  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of May 1, 2018

### RECOMMENDATION:

Authorize the Sheriff to execute the attached contract/invoice with American Crematory Equipment Company.

### BACKGROUND & DISCUSSION:

Due to a needed roof repair, the Animal Control crematory has been out of service for the past eighteen months. When the roof was repaired American Crematory Equipment Company was called to complete a tune-up of the crematory to ensure safe operation from the prolonged non-use and customary maintenance.

Upon American Crematory's inspection of the Animal Control crematory several components were found to be in need of repair. See attached contract/invoice.

American Crematory Equipment Company set the attached contract/invoice with the payment schedule of 50% due with signed contract/invoice upon scheduling and 50% due at completion.

American Crematory Equipment Company has serviced the Animal Control crematory since it was put into service and are the sole source of this needed service.

Although American Crematory Equipment Company contract/invoice and payment policies differ from Plumas County's it is requested the Board authorize the Sheriff to have the crematory repaired.

# American CREMATORY EQUIPMENT CO.

"SERVICE IS EVERYTHING"

March 26, 2018

Proposal No. 032618-A

Plumas County Animal Shelter  
201 North Millcreek Road  
Quincy Ca.  
530 283 6390  
dbanalia@pcs.net

Hello Dean,

## Service Call Proposal

<b>A. Re: Replace Misc. parts needed to complete Tune-up.</b>		
1.	Tech Labor – 4 HR Minimum; \$119 per HR	=\$476.00
2.	Tech Travel Time- \$69 per HR 8-hour flight 4-hour drive R/T	=\$828.00
3.	Mileage \$.99 per mile x 160 R/T	=\$158.40
4.	Airfare- Roundtrip Estimated Cost one way approx.	=\$400.00
5.	Rental Vehicle- Estimated at \$79.00 a day	=\$79.00
6.	Lodging and Per Diem \$229 per Day	=\$229.00
7.	Opacity Monitoring System	=\$699.00
8.	Afterburner Temp Controller x2	=\$1,398.00
9.	3/8" Flex Tube	=\$250.00

**Estimated Cost of Service: \$4517.40**

**Note:** Price includes the labor costs for technician to stay on site for 1 day(s). Should this service exceed 1 day(s) of labor, additional fees will apply. Cost of parts found necessary along with Freight fees for parts are additional and will be added to your final invoice.

### A. Terms:

- 50% Due with signed contract – Credit Card Deposit
- 50% Due at completion + Sales Tax & Freight

We want to thank you once again for giving us the opportunity to serve you. We look forward to working with you and helping you with your crematory service and repair needs. If you have any questions or need help with anything, always feel free to call us anytime. We look forward to seeing you soon and providing our services.

Sincerely Appreciated,  
AMERICAN CREMATORY EQUIPMENT CO.

Britnie Moniz  
Inside Sales

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Repairs / Cost as Indicated \$ 4517.40+ Sales Tax & Freight)





175 N. Mill Creek Road Quincy, CA 95971  
530.283.3851 530.283.3841 FAX  
www.plumascharterschool.org

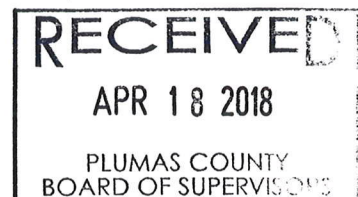
Dear Lori Simpson,

The Spring Formal dance committee at the Quincy Learning Center, Plumas Charter School is hosting our first Spring Formal for 9th-12th graders, on May 18th, 2018 from 7pm-11pm.

We have reserved the Veterans Hall here in downtown Quincy for our venue. We are writing to you to request a waiver of the rental fee and security deposit for the Veterans Hall.

Thank you for your consideration,

Kylie Anderson,  
Spring Formal committee member







# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

161

**Date:** April 3, 2018  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**cc:** Nancy Selvage, Human Resources  
**Agenda:** Item for May 1, 2018

**Item Description/Recommendation:** Approve a request to recruit and fill a vacant, allocated and funded .675 FTE Driver for the Senior Services Transportation Program.

**History/Background:** As the Board is aware, Plumas County Senior Transportation Program provides transportation for seniors who require help in going from one location to another, with primary focus on transportation to and from nutrition sites, for medical appointments and shopping.

The driver assists passengers while boarding and unloading; loads wheel chair clients; is aware of passengers comfort. The driver is also in charge of daily inspections of the bus for gas, oil, and tires before departing for duty.

This position is critical in providing transportation to seniors who require help in going from one location to another.

A copy of the organizational chart and critical staffing request is attached for your review.

Please contact me if you have any questions or need additional information. Thank you.



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

162

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Item:** Consent Item for May 1, 2018

**Description/Recommendation:** Approve submission of the Annual Maternal Child and Adolescent Health Agreement Funding Application to the State Department of Health Services for FY 18/19 Allocation.

**Background Information:** As the Board may recall, each year Plumas County Public Health Agency submits, to the California Department of Health Services, Maternal Child Adolescent Health (MCAH) Branch, an application for community coordination of prenatal and infant health services. The Application consists of a scope of work which details activities to improve quality of prenatal and infant health care and a description of the State funding allocation. This funding provides for coordination of maternal child health services, case management of at risk pregnant teens, and quality assurance of health care for women and children in Plumas County.

A copy of the Application is on file with the Clerk of the Board for your review.

Please contact me should you have any questions or need additional information. Thank you.

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# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

163

**Date:** March 20, 2018  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for May 1, 2018

**Description/Recommendation:** Approve a Resolution to accept Grant Agreement # 17-10072 with the California Department of Public Health, Immunization Branch for continued funding of the Vaccines for Children (VFC) Program for fiscal years 2017-2022, and authorize the Acting Director of Public Health to sign as the Board's designee.

**Background Information:** As the Board may recall, the Plumas County Public Health Agency receives funding from the California Department of Public Health to assist local health departments meet Section 120325-120380 of the Health and Safety Code, Chapter 435 requirements related to immunizations against childhood diseases prior to school admittance. Local health departments are required to organize and maintain a program to make the required immunizations available at no or low cost to the consumer.

Plumas County Public Health Agency uses the funds as part of our general immunization program providing the following vaccines: measles, mumps and rebella (MMR); tetanus, diphtheria, pertussis (Tdap); Haemophilus influenzae type b (Hib); varicella; and hepatitis b. In addition, Plumas County Public Health Agency identifies target populations in need of immunizations and initiates corrective action to improve immunization levels and reducing disparities in health. These funds assist Plumas County Public Health Agency in meeting the State's objectives to control vaccine preventable childhood illness.

The Resolution and Agreement have been reviewed by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

Please contact me if you have any questions, or need additional information. Thank you.

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RESOLUTION NO. 18- \_\_\_\_\_

**APPROVE AND ACCEPT GRANT AGREEMENT NUMBER 17-10339 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, IMMUNIZATION BRANCH FOR FUNDING OF THE VACCINES FOR CHILDREN (VFC) PROGRAM FROM JULY 1, 2017 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$181,250.00.**

WHEREAS, Plumas County Public Health Agency receives funding from the California Department of Public Health to assist with meeting Sections 120325-120380 of the Health and Safety Code, Chapter 435 requirements related to immunizations against childhood diseases prior to school admittance. Local health departments are required to organize and maintain a program to make the required immunizations available at no or low cost to the consumer.

**NOW, THEREFORE, BE IT RESOLVED** the Plumas County Board of Supervisors hereby:

1. Approves and accepts Grant Agreement Number 17-10339 from the California Department of Public Health, Immunization Branch for funding of the Vaccines for Children Program.
2. Authorizes the Acting Director of Public Health to sign the Grant Agreement and execute subsequent documents pertaining to the Agreement.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 1<sup>st</sup> day of May 2018, by the following vote:

**Ayes:**

**Noes:**

**Absent:**


**Abstain:**

\_\_\_\_\_  
Chair, Plumas County Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk, Plumas County Board of Supervisors

Approved as to Form:



4/9/18

\_\_\_\_\_  
Gretchen Stuhr, Deputy County Counsel III



14

**ADDENDUM TO LEGAL SERVICE AGREEMENT WITH PRENTICE, LONG & EPPERSON, PC.**

This is an addendum to the Legal Service Agreement dated May 2, 2017, by and between Prentice, Long & Epperson ("PLE") and the County of Plumas ("County"), which is attached to this addendum.

WHEREAS, the parties have entered into an agreement for assistance with legal services to County; and

WHEREAS, County would like to increase the legal services provided by PLE on an "as needed" basis;

NOW, THEREFORE, the parties agree that the agreement attached hereto as Exhibit A is subject to the following provisions:

**1.1 TERM OF AGREEMENT:** The term of this Agreement shall be January 1, 2018 through December 31, 2018, unless extended by mutual Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by PLE following expiration of the prior contract between the parties on December 31, 2017 to date of approval of this Agreement by the Board of Supervisors.

All of the above general provisions in this Addendum shall supercede any provisions in the standard agreement that is attached hereto.

Plumas County

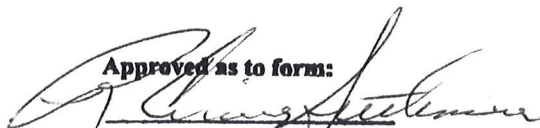
Prentice, Long & Epperson

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

**Approved as to form:**  
  
**R. Craig Sattlemire**  
**Plumas County Counsel** 3/23/18

Name: Margaret Long

Telephone No.: 530-691-0800

2A

**PLUMAS COUNTY CLERK~RECORDER**

Recorder Division (530) 283-6218  
Elections Division (530) 283-6256



520 Main Street, Room 102, Courthouse  
Quincy, CA 95971 Fax: (530) 283-6155

DATE: April 13, 2018

TO: Honorable Board of Supervisors, Plumas County

FROM: Kathy Williams, Plumas County Clerk-Recorder *Kathy Williams*

SUBJECT: Certification of Petition - Medicinal and Adult Use  
of Cannabis Ordinance

Kathy Williams  
Clerk – Recorder  
Registrar of Voters  
kathywilliams@countyofplumas.com

Melinda Rother  
Assistant  
melindarother@countyofplumas.com

**IT IS RECOMMENDED THAT THE BOARD:** Accept the Certification of the Petition for Medicinal and Adult Use of Cannabis Ordinance as presented by the Election Official.

**BACKGROUND:**

A Notice of Intention to Circulate Petition for the purpose of establishing a Medicinal and Adult Use Cannabis Ordinance was filed on February 28, 2018 by proponents Chelsea Bunch and Kimberly Scott-Scales.

The notice was presented to Craig Settlemyre, Plumas County Counsel, on the same date, requesting a Title and Summary of the proposed measure. He filed the Title and Summary on February 28, 2018.

The proponents were notified that the required number of petition signatures required to move forward with the measure would be 711 valid signatures, which was calculated based on 10% of the total number of voters voting (7,105) for Governor at the last gubernatorial election in 2014.

The petition containing 1,030 signatures was filed on March 29, 2018. 715 signatures were valid.

Pursuant to the California Elections Code Section 9118 which states “If the initiative petition is signed by voters not less in number than 10 percent of the entire vote cast in the county for all candidates for Governor at the last gubernatorial election preceding the publication of the notice of intention to circulate an initiative petition, the board of supervisors shall do one of the following:

(a) Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented.

(b) Submit the ordinance, without alteration, to the voters pursuant to Section 1405.

(c) Order a report pursuant to Section 9111 at the regular meeting at which the certification of the petition is presented. When the report is presented to the board of supervisors, the board shall either adopt the ordinance within 10 days or order an election pursuant to subdivision (b).

# CLERK'S CERTIFICATE TO INITIATIVE PETITION

I, Kathy Williams, County Clerk/Recorder/Registrar of Voters of the County of Plumas, State of California, hereby certify:

**INITIATIVE: MEDICINAL AND ADULT USE OF CANNABIS ORDINANCE** was received and filed with this office on March 29, 2018.

Parcel 1 of said petition contains 14 sections;

Each section contains signatures purporting to be the signatures of qualified electors of Plumas County;

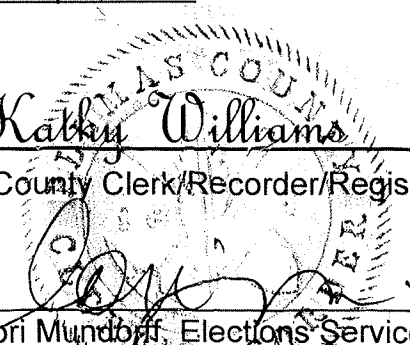
Attached to this petition at the time it was filed, was an affidavit purporting to be the affidavit of the person who solicited the signatures, and containing the dates between which the purported qualified electors signed said petition;

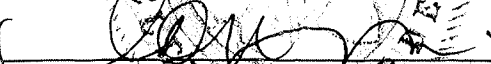
The affiant stated his or her own qualifications, that he or she had solicited the signatures upon that section, that all the signatures were made in his or her presence, and that to the best of his or her knowledge and belief, each signature to that section was the genuine signature of that person whose name it purports to be;

After the proponent filed this petition, I verified the required number of signatures by examining the records of registration in this county, current and in effect at the respective purported dates of such signing, to determine what number of qualified electors signed the petition, and from that examination, I have determined the following facts regarding this petition:

- |    |  |      |
|----|--|------|
| 1. | Number of unverified signatures filed by proponent (raw count) | 1030 |
| 2. | Number of signatures verified                                  | 1030 |
| a. | Number of signatures found SUFFICIENT                          | 715  |
| b. | Number of signatures found NOT SUFFICIENT                      | 315  |
| c. | NOT SUFFICIENT because DUPLICATE                               | 6    |

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 12<sup>th</sup> day of April, 2018.

  
Kathy Williams  
Plumas County Clerk/Recorder/Registrar of Voters

By   
Lori Mundorf, Elections Services Assistant

JB

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971


(530) 283-6444 FAX (530) 283-6160

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** April 20, 2018

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director 

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF MAY 1, 2018.

**RE: ADOPT RESOLUTION TO AMEND JOB CLASSIFICATION FOR  
DEPUTY PROBATION OFFICER I**

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### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt Resolution to amend the Plumas County job classification plan to revise the current Deputy Probation Officer I job description.

### **BACKGROUND AND DISCUSSIONS**

For the past few years, it has been challenging to recruit and fill the vacant allocated Deputy Probation Officer I (DPO I) positions. We currently have four (4) vacant allocation positions to fill. These unfilled positions have increased the work load for the current Deputy Probation Officers.

Human Resources was asked to review and revised the job description for the DPO I. We have surveyed similar counties reviewing their qualifications for DPO I job classifications. We reviewed 21 counties job descriptions for a DPO I. We found 14 of the 21 counties either did not require a degree for the position and allowed for a substitution of either experience or a combination of education and appropriate experience. Exhibit A summarizes these survey results.

The qualification for the current job description require some experience and puts all the emphasis on a Bachelor's degree in criminology, sociology, psychology, social work or closely related field. This limits applicants to only those who meet the educational requirements of a Bachelor's degree. Exhibit B is the current Plumas County job description for a DPO I.

Exhibit C is the recommended revised job description for DPO I. We have expanded the training and experience qualifying requirements, which is constant with our research of similar classifications.



We have updated the qualifications needed for the position as followed:

*“Graduation from college with a Bachelor’s degree in criminology, sociology, psychology, social work or closely related field. Some previous work experience in a probation related field is highly desirable.*

OR

*An Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of related experience, including two (2) years as a Probation Assistant in the Plumas County Probation Department.*

**Substitution:** *A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one (1) year of experience for each year of education requirement.*

I am not changing the required Licenses and Certifications as listed in the current job classification or the wage. The DPO I range will remain 1745.

I believe this revised job classification for the DPO I, range 1745, allows for flexibility in recruiting while maintaining a level of professionalism to fill the needs of the Probation department’s allocated Probation Officer positions. I have completed the meet and confer process with the Probation Unit and there are no objections to submitting the updated job classification for the DPO I.

Thank you for this opportunity.

**RESOLUTION NO. 2018-\_\_\_\_\_**

**ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR  
DEPUTY PROBATION OFFICER I, PROBATION DEPARTMENT #20400**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Human Resources Director has amended the allocated job classification for the Deputy Probation Officer I, range 1745; and

**WHEREAS**, the Human Resources Director has met and conferred with the Probation Unit regarding the amended job classification and the Unit has no objections to approve adding the amended job classification for the Deputy Probation Officer.

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

Approve the Deputy Probation Officer I job classification, range - 1745

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 1st day of May, 2018 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

# Exhibit A

In our research of job descriptions for Deputy Probation Officer we reviewed 21 counties. We found 14 counties that either did not require a degree for the position or allowed for a substitution of either experience or a combination of education and appropriate experience as shown below:

COUNTY	REQUIRED EDUCATION	SUBSTITUTION
<b>Alameda</b> Trainee: \$29.50/hr DPO: \$35.79/hr - \$43.71/hr	Trainee: Possession of a Bachelor's degree from an accredited college or university, preferably with specialization in one of the social sciences. DPO: Possession of a Bachelor's degree from an accredited college or university.	Trainee: Some acceptable combination of education and appropriate experience. DPO: No substitution for education.
<b>Del Norte</b> \$17.77/hr - \$21.60/hr	No degree required.	Bachelor's degree in behavioral science, criminal justice or a related field is preferred.
<b>Humboldt</b> \$18.54/hr - \$23.79/hr	Must be a high school graduate, have passed the GED Test or have attained a two-year or four-year degree from an accredited college or university.	Desirable education: equivalent to graduation from a four-year college or university with major coursework in psychology, sociology, a behavioral science or a closely related field.
<b>Mariposa</b> \$22.06/hr - \$26.82/hr	High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in sociology, criminology, corrections, social services, psychology or closely related field.	Relevant work experience may be substituted on a year-for-year basis for the education.
<b>Mendocino</b> \$19.20/hr - \$23.34/hr	Associate degree from an accredited college or university in Criminal Justice, Behavioral Science, or a related field.	A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of two (2) years of experience for each year of education requirement.
<b>Modoc</b> \$23.22/hr - \$29.63/hr	Equivalent to graduation from a four-year college or university with major course work in criminal justice, psychology, sociology or a closely related field.	Experience in a field related to the work may be substituted for the education on a year-for-year basis to a maximum of two (2) years.
<b>Placer</b> DPO – Institution: \$24.16/hr - \$29.36/hr DPO – Field: \$27.07/hr - \$32.91/hr	DPO – Institution: An Associate of Arts degree or equivalent (completion of 60 units at an accredited college, with at least 9 units in the behavioral sciences). DPO – Field: Equivalent to Bachelor's degree from an accredited four-year college or university with major course work in corrections, criminal justice, or a	DPO – Institution: Experience as a group or youth counselor, or other paid, full-time experience in related juvenile work may be substituted on a year-for-year basis for the required education. DPO – Field: Any combination of experience and training that would provide the required knowledge and

	closely related field.	abilities is qualifying.
<b>San Benito</b> \$26.09/hr - \$33.27/hr	No degree required.	<p>Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:</p> <ul style="list-style-type: none"> <li>One year of experience in the County of San Benito performing the duties of a Deputy Probation Officer (Entry)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Two years of experience performing professional probation or parole work. (Successful completion of the requirements for a Baccalaureate Degree in social welfare, psychology, sociology, criminology, or a closely related field from an accredited college or university may be substituted for one year of the required experience.)</li> </ul>
<b>Shasta</b> \$19.25/hr - \$24.57/hr	No degree required.	<p>Any combination of education and experience sufficient to directly demonstrate possession and application of the following:</p> <p>Knowledge of: The theory and concepts of basic casework practices, the principles of applied psychology, basic interviewing techniques, and proficient writing techniques.</p> <p>Ability to: Learn the principles and practices of modern adult and juvenile probation work; learn court procedures relating to probation; learn State laws and County ordinances affecting adult and juvenile probation; learn to effectively manage a caseload; have tolerance and show good judgment and act accordingly in a professional environment; speak and write effectively; learn to prepare comprehensive reports and maintain accurate records; establish and maintain cooperative working relationships with those contacted in the course of work.</p> <p>These employment standards are typically attained with graduation from an accredited college or university with major course work in behavioral science, social science, criminology, or a related</p>

		field.
<b>Solano</b> \$26.20/hr	A Bachelor's degree from an accredited college or university.	While a degree in a specific field is not required, the possession of a Bachelor's degree or higher in one of the following fields is desired and may be a factor considered during the rating and/or selection process: criminal justice, social work, psychology, sociology or a closely related field.
<b>Sonoma</b> \$26.04/hr - \$31.66/hr	Possession of a Bachelor's degree in sociology, psychology, counseling, social work, criminology, administration of justice, or a closely related field.	Any combination of education, training and experience which would likely provide the required knowledge and abilities.  Significant academic course work or formal training in sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, or a closely related field, <b>AND</b> two years of full-time experience in a position equivalent, or closely related, to Correctional Officer, Social Worker, Substance Abuse Treatment Provider, Deputy Sheriff, Juvenile Correctional Counselor, or Probation Assistant with the County of Sonoma.
<b>Sutter</b> \$22.95/hr – \$33.05/hr	Equivalent to the completion of core course work from an accredited college or university in Criminal Justice, Behavioral Science, or related field.	Any combination of education and experience that provides equivalent knowledge, skills, and abilities.
<b>Trinity</b> \$17.57/hr	No degree required	Possession of a Bachelor's degree in sociology, psychology, behavioral sciences, or a closely related field is desirable.
<b>Ventura</b> \$23.30/hr - \$35.07/hr	A) Bachelor's degree, preferably with a major in behavioral science, social science, psychology, sociology, criminology or a related field from an accredited college/university; <b>OR</b>  B) An Associate's degree from an accredited college/university OR 60 semester units of academic coursework PLUS 2 years of experience in custodial care, probation, parole, treatment counseling, correctional, patrol, and/or a criminal investigative field	Any combination of education, experience and/or training which would indicate possession of the requisite knowledge, skills and abilities (KSAs).  Related experience may be substituted for the required education on a year-for-year basis up to a maximum of four (4) years.
<b>Butte</b>	Bachelor's degree in criminology, social or behavioral sciences, or related field.	No substitution
<b>Lassen</b>	Bachelor's degree from an accredited college or university with major course	No substitution

	work in criminology, social or behavioral sciences, or related field.	
<b>Los Angeles</b>	Graduation from an accredited 4-year college or university.	No substitution
<b>Nevada</b>	Bachelor's degree from an accredited college or university in criminology or one of the behavioral or social sciences or a related field.	No substitution
<b>San Diego</b>	Bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency.	No substitution
<b>Tehama</b>	Equivalent to the completion of twelfth (12 <sup>th</sup> ) grade and graduation from an accredited four-year college or university with a Bachelor's degree in behavioral or social sciences, or a closely related liberal arts field of study.	No substitution
<b>Yuba</b>	Bachelor's degree	No substitution

## DEPUTY PROBATION OFFICER I - 2

### EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews client's families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Talks to the referring law enforcement officer about the case.
- Prepares and submits a court report outlining pertinent information and recommending a course of action.
- Presents the report in court and answers the judge's questions concerning the case.
- May transport juveniles to/from court.
- Reviews the case files.
- Develop a plan for making regular contacts with the probationer and provide counsel, guidance, and support.
- Arranges for restitution payments to be made.
- Checks with others who are aware of probationer's activities.
- Monitors behavior to determine compliance with conditions of probation.
- Records contacts in the field book/case file.
- Reviews progress in the case with supervisor.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Does crisis intervention as required.
- Conducts search and seizure of person, property and vehicles.
- May advise clients of available community resources.
- May be assigned to supervise Intensive Drug cases.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- Attend training programs yearly.
- Respond to citizen complaints and information requests.

## **DEPUTY PROBATION OFFICER I - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in the field environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

#### **Ability to**

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various equipment, such as typewriter and computer keyboard.
- Make oral presentations and training before groups.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.



## DEPUTY PROBATION OFFICER I - 4

### **Training and Experience:**

Some previous work experience in a probation related field is highly desirable.

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

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

Ability to qualify for certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure within one year of employment.

Ability to successfully complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training within one year of employment. Evidence of continued compliance with annual training requirements.

Possession of CPR /First Aid Certificate.

Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.

# Exhibit C

PLUMAS COUNTY

REVISED: 3/2018

## DEPUTY PROBATION OFFICER I

### **DEFINITION**

Under general supervision, to investigate, assess and manage cases involving adult or juvenile offenders; to supervise a caseload of assigned probationers and monitor compliance with Probation conditions of adult or juvenile offenders through supervision, guidance and accountability; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry/training level class for the Probation Officer class series. Incumbents work under relatively close supervision, performing the most basic assignments. As experience is gained, incumbents perform more independent duties in Intake, Supervision, and Placement Programs.

### **REPORTS TO**

Supervising Probation Officer, Chief Probation Officer

### **CLASSIFICATIONS SUPERVISED**

None

## **DEPUTY PROBATION OFFICER I - 4**

### **Training and Experience:**

Qualifications needed for this position:

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field. Some previous work experience in a probation related field is highly desirable.

OR

An Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of related experience, including two (2) years as a Probation Assistant in the Plumas County Probation Department.

**Substitution:** A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one (1) year of experience for each year of education requirement.

### **Licenses and Certifications:**

- Penal Code 832 requirements regarding arrest, search, and seizure within one year of employment.
- Ability to successfully complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training within one year of employment. Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate
- Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

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.

## **DEPUTY PROBATION OFFICER I - 2**

### **EXAMPLES OF DUTIES**

- Receives adult and juvenile cases assigned by supervisor.
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews client's families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Talks to the referring law enforcement officer about the case.
- Prepares and submits a court report outlining pertinent information and recommending a course of action.
- Presents the report in court and answers the judge's questions concerning the case.
- May transport juveniles to/from court.
- Reviews the case files.
- Develop a plan for making regular contacts with the probationer and provide counsel, guidance, and support.
- Arranges for restitution payments to be made.
- Checks with others who are aware of probationer's activities.
- Monitors behavior to determine compliance with conditions of probation.
- Records contacts in the field book/case file.
- Reviews progress in the case with supervisor.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Does crisis intervention as required.
- Conducts search and seizure of person, property and vehicles.
- May advise clients of available community resources.
- May be assigned to supervise Intensive Drug cases.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- Attend training programs yearly.
- Respond to citizen complaints and information requests.

## **DEPUTY PROBATION OFFICER I - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in the field environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

#### **Ability to**

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various office equipment including computer
- Make oral presentations and training before groups.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.



ELLIOTT SMART  
DIRECTOR


DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

(530) 283-6350  
Fax: (530) 283-6368  
Toll Free: (800) 242-3338

DATE: APRIL 19, 2018

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR   
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 1, 2018

RE: SUPPLEMENTAL BUDGET FOR THE INCREASED COUNTY MOE  
REQUIREMENT IN THE IHSS PROGRAM FOR FY 2017-2018.

**It is Recommended that the Board of Supervisors:**

Approve a supplemental budget in the Department of Social Services FY 2017-2018 budget, Fund 0013, Department 70590 in the amount of \$59,148, effective upon approval.

**Background and Discussion**

The Board of Supervisors is already aware that as a part of the negotiated State Budget for FY 2017-2018, Governor Brown and the State Legislature struck a compromise with Counties over a proposal (made by the Governor in his January budget) to eliminate the County Maintenance of Effort (MOE) in the IHSS program and restoring the prior 65/35 State/County cost sharing ratio in its place. The negotiated settlement reduced the statewide cost impact of this proposal to all 58 counties through a State General Fund contribution, redirection of some County Sales Tax and VLF Growth funds and (for the 35 CMSP Counties) a further offset through the contribution of CMSP Growth dollars.

While these negotiated mitigations substantially reduce the County share of IHSS costs, the budget compromise still results in an increase in the net County share of IHSS compared to prior years. The final FY 2017-2018 County Budget did not include funds for the increase in the County share. This is because at the time the budget was passed by the Board of Supervisors, the mechanics of the budget deal that reduced the County share were not known with enough precision to accurately project the local cost.

Since then, the share calculation for the revised MOE has been completed. It is that determination of the new MOE share that brings the Department before the Board.

**Financial Impact**

The adopted budget for IHSS included a local MOE of \$451,602. The Department of Social Services has determined that an additional \$59,148 is needed to fund the full IHSS share of cost for the current Fiscal Year. There is no impact to the County General Fund as a result of this budget change. Funds to support the County share for the IHSS MOE are drawn from the Department of Social Services reserve of 1991 Realignment dollars.

**Other Agency Involvement**

The Office of the Auditor-Controller has reviewed the proposed Supplemental Budget and has approved it.

Copy: DSS Management Staff  
Roberta Allen, Auditor-Controller

Enclosure



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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Social Services Dept. No: 70590 Date 4/10/2018

The reason for this request is (check one):

- |    |                                     |   |         |
|----|-------------------------------------|---|---------|
| A. | <input type="checkbox"/>            | Transfer to/from Contingencies OR between Departments | Board   |
| B. | <input checked="" type="checkbox"/> | Supplemental Budgets (including budget reductions)    | Board   |
| C. | <input type="checkbox"/>            | Transfers to/from or new Fixed Asset, within a 51XXX  | Board   |
| D. | <input type="checkbox"/>            | Transfer within Department, except fixed assets       | Auditor |
| E. | <input type="checkbox"/>            | Establish any new account except fixed assets         | Auditor |

**Approval Required**

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

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0013	70590	44044	State-Veh Lic Fees	59,148.00
Total (must equal transfer to total)				59,148.00

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

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0013	70594	532800	IHSS/PCS Program	59,148.00
Total (must equal transfer to total)				59,148.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

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

SPI - FINANCEPLUS  
DATE: 02/01/18  
TIME: 13:54:03

PLUMAS COUNTY  
REVENUE AUDIT TRAIL

PAGE NUMBER: 1  
AUDIT41

SELECTION CRITERIA: orgn.fund='0013' and revliedgr.key\_orgn='70590' and revliedgr.account='44044'  
ACCOUNTING PERIODS: 1/18 THRU 8/18

(INACTIVE ACCOUNTS INCLUDED)

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT,ACCOUNT,PERIOD

TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT,PERIOD

PAGE BREAKS ON: FUND,DEPT/FUND

ACCOUNT DATE	T/C	RECEIVE REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION	CUMULATIVE BALANCE
44044		STATE-VEH LIC FEES					
0013-5-26-70590-70590 - SOCIAL SRVC							
44044		STATE-VEH LIC FEES		89,673.00	.00	.00 BEGINNING BALANCE	
09/28/17 12-1						POSTED FROM BUDGET SYSTEM	
TOTAL PERIOD 1				89,673.00	.00		89,673.00
08/31/17 24-2		131878			6,479.89	.00 SCH 1700015A	
TOTAL PERIOD 2				.00	6,479.89		83,193.11
10/03/17 24-4		132312			9,520.90	.00 SCH 1700055A	
10/30/17 24-4		132676			59,147.73	.00 SCH 1600560A VLF G GROWTH	
TOTAL PERIOD 4				.00	68,668.63		14,524.48
11/02/17 24-5		132743			6,094.46	.00 SCH 1700101A	
11/02/17 24-5		132743			.00	.00 SCH 1700101A	
11/30/17 24-5		133056			13,710.79	.00 SCH#1700133A	
TOTAL PERIOD 5				.00	19,805.25		-5,280.77
01/04/18 24-7		133499			13,754.64	.00 SCH 1700186A	
TOTAL PERIOD 7				.00	13,754.64		-19,035.41
TOTAL STATE-VEH LIC FEES				89,673.00	108,708.41		-19,035.41
TOTAL 1ST SUBTOTAL - STATE & FEDERAL AID				89,673.00	108,708.41		-19,035.41
TOTAL DEPT/FUND - SOCIAL SRVC				89,673.00	108,708.41		-19,035.41
TOTAL FUND - DEPT. SOCIAL SERVICES				89,673.00	108,708.41		-19,035.41
TOTAL REPORT				89,673.00	108,708.41		-19,035.41

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

CONTROLLER OF CALIFORNIA, STATE OF CALIFORNIA

P O BOX 942850, SACRAMENTO, CA 94250-0001

REMITTANCE ADVICE

CLAIM SCHEDULE NUMBER: 1600560A  
PAYMENT ISSUE DATE: 10/26/2017

PLUMAS COUNTY TREASURER  
PO BOX 176

QUINCY

CA 95971

Financial Activity

**Additional Description:**

Section 17606.20(c) of the Welfare and Institutions Code. To be deposited in the Local Health and Welfare Trust Fund, Social Services Account.

Per schedule from the Department of Finance.

More information at [http://www.sco.ca.gov/ard\\_local\\_apportionments.html](http://www.sco.ca.gov/ard_local_apportionments.html)

Allocation of the 2016-17 Fiscal Year Vehicle License Fee General Growth for Social Fiscal Year 2016  
Services:

**Collection Period:** 08/16/2016 To 08/15/2017

**Payment Calculations:**

Social Services Vehicle License Fees General Growth amount statewide total. 73,746,842.78

**Gross Claim** **\$59,147.73**

**Net Claim / Payment Amount** **\$59,147.73**

**YTD Amount:** **\$59,147.73**

**STATE OF CALIFORNIA**DIRECT DEPOSIT NUMBER  
99726286

## DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account  
at bank 122000496 from the APS PAYMENT FUND

726286  
PLUMAS COUNTY TREASURER  
PO BOX 176  
QUINCY CA 95971

10 | 26 | 17

DOLLARS	CENTS
\$***59147	73

**NOT NEGOTIABLE**

188

PAYEE IDENTIFICATION  
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency  
accounting office immediately. Do not close your old account until you have received your  
first payment in your new account.



**BETTY T. YEE**  
CALIFORNIA STATE CONTROLLER

S.S  
D.D.

10-30-17

PAYMENT FOR ALLOCATION OF THE 2016-17 FISCAL YEAR VEHICLE LICE  
NSE FEE GENERAL GROWTH FOR SOCIAL SERVICES.  
FOR PROPERTY TAX POSTPONEMENT (PTP) PAYMENTS,  
CALL 800-952-5661, FOR ALL OTHER PAYMENTS,  
PLEASE VISIT [HTTP://WWW.SCO.CA.GOV/ARD\\_CURRENT\\_PAYMENTS.HTML](http://WWW.SCO.CA.GOV/ARD_CURRENT_PAYMENTS.HTML).



ELLIOTT SMART  
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN


Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

(530) 283-6350

Fax: (530) 283-6368

DATE: APRIL 11, 2018

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR   
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 1, 2018

RE: SUPPLEMENTAL BUDGET AND TRANSFER FOR OFFICE ADDITION

**It is Recommended that the Board of Supervisors:**

Approve the enclosed fund transfer and supplemental budget in the Department of Social Services FY 2017-2018 budget, Fund 0013, Department 70590 in the amount of \$64,000 effective upon approval.

**Background and Discussion**

The Department of Social Services FY 2017-2018 includes an appropriation of \$100,000 for capital improvements within the office space that is currently occupied by Social Services staff. That appropriation was based upon estimates provided by the Department of Facility Services for the addition of eight new offices within the Department to accommodate added staff for programs such as Adoptions, Resource Family Homes for Foster Children and a full FTE Public Health Nurse.

The building project includes re-wiring parts of the facility and changing lighting in addition to the installation of floor to ceiling office cubicles that are confidential work spaces. After receiving bids, Facility Services has advised the Department that the original estimates for completing this project are not sufficient. Consequently, a supplemental budget and transfer of funds is needed. The enclosed budget form generates a transfer of \$64,000, the amount estimated to complete the project.

### **Financial Impact**

Funds transferred to support this project come from the Department's reserve of 1991 and 2011 Realignment funds. There is no impact to the County General Fund because the source of funds is 100% State sourced.

### **Alternatives**

There are none recommended. The project has been delayed for over two years and needs to move forward as we have no suitable space for employees.

### **Other Agency Involvement**

The office of the Auditor Controller has reviewed the enclosure and agrees with the necessity to make this transfer.

Copies:      PCDSS Management Staff  
                 Roberta Allen, Auditor-Controller  
                 Kevin Correia, Acting Facility Services Director

Enclosure



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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Social Services

Dept. No: 70590

Date 4/3/2018

The reason for this request is (check one):

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

**Approval Required**

Board  
Board  
Board  
Auditor  
Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0013R 0013	70590 70593	48000 <del>58000</del>	Transfer - Realignment 2011	64,000.00
Total (must equal transfer to total)				64,000.00

☐ **TRANSFER TO OR**

☒ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0013	70590	540110	Capital Improvment	64,000.00
Total (must equal transfer to total)				64,000.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

A) To cover un-budgeted costs related to the Social Services Office Build Out.

B) 2011 realignment funds as allocated for FY 17/18 are sufficient and included 16/17 growth.

C) Project completion is expected in the current Fiscal Year.

D) N/A



Disapproved/ Not recommended

.....

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

.....

Initials

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

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



## **DEPARTMENT OF FACILITY SERVICES & AIRPORTS**

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

201

**Kevin Correia**  
**Interim Director**

Board Date: May 1, 2018

To: The Honorable Board of Supervisors

From: Kevin Correia, Interim Director

Subject: **Approve Budget Transfer of \$44,147.00 within department 20891 (Airports) and authorize purchase of new AWOS and unforeseen repairs at Rogers Field.**

---

### **Background**

LA Perks was contracted to perform repair work on the underground pipe system. During the course of that work, Plumas County Environmental Health requested that the existing underground Total Containment product piping, under-dispenser containment sumps, and the existing piping transition sump be excavated, exposed, and removed from the ground. Due to that request, it added additional work in the amount of \$31,271.85. Jet Fuel cannot be pumped and sold until this work is completed. Because we did not know that it was needed until the project was underway, it was not included in our original budget.

This budget transfer will also allow us to purchase a new AWOS for Chester-Rogers Field. The current AWOS does not work which leaves pilots without weather monitoring.

### **Recommendation**

Approve Budget Transfer of \$44,147.00 within department 20891 (Airports) and authorize purchase of new AWOS and unforeseen repairs at Rogers Field.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS


198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk  
Director


### CONTRACT CHANGE ORDER

DATE <b>3/19/18</b>	CCO NUMBER <b>1</b>	CONTRACT NUMBER <b>FAC18CAPFuel</b>	LOCATION <b>Chester Airport</b>
TO <b>L.A. Perks Petroleum Specialists</b> <b>CONTRACTOR</b>			
<i>You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. NOTE: This change order is not effective until approved by the Director of Facility Services</i>			
<small>Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the engineer's estimate.</small>			
Description of work to be done attached.			
Total Increase = +\$31,271.85			
Estimated Cost:      Decrease <input checked="" type="checkbox"/> Increase			
By reason of this order the time of completion will be adjusted as follows: <b>No Adjustment</b>			

### DIRECTOR APPROVAL BY

SIGNATURE 	(PRINT NAME & TITLE) Kevin Correia Interim Director of Facility Services & Airports	DATE <b>4-4-18</b>
--	---	-----------------------

### COUNTY COUNSEL APPROVAL AS TO FORM

SIGNATURE 	(PRINT NAME & TITLE) Gretchen Stur, Deputy	DATE <b>3/27/2018</b>
--	---	--------------------------

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

### CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME & TITLE)	DATE



765 East Greg Street #103

Sparks, NV. 89431

Phone (775) 358-4403

Fax (775) 358-4411

[kylenp@perkspetroleum.com](mailto:kylenp@perkspetroleum.com)

[www.perkspetroleum.com](http://www.perkspetroleum.com)

### Change Order

October 6, 2017

Attention: Dony Sawchuk

Chester Airport

241 Mission Road

Chester, CA. 96020

Change Order #1

Reference: Fabrication & Installation of new aboveground stainless steel product piping – Chester, CA.

#### Details:

Plumas County Environmental Health Department has requested that the existing underground Total Containment product piping, (2) Under-Dispenser Containment Sumps and the existing Piping Transition sump be excavated, exposed and removed from the ground. This Change Order also includes all required soil sampling / analytical approximately 2'-0" below the product piping at 20'-0" intervals along the piping route, soil sampling / analytical approximately 2'-0" below each of the Under-Dispenser Containment sumps and the existing piping transition sump. We have requested a 24 hr. turn-a-round time on the soil analytical to speed up the excavation and backfill process.

#### Subcontractor:

McGinley and Associates:	\$6,869.10
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<b>Subcontractor Subtotal:</b>	<b>\$6,869.10</b>
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#### Materials:

Concrete:	\$1,525.00
-----------	------------

Hazardous Waste Containment Drums: (2 Drums – w/ label – Customer to dispose)	\$127.50
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Nitrogen:	\$35.00
-----------	---------

<b>Materials Subtotal:</b>	<b>\$1,687.50</b>
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#### Rental Equipment:

Cashmen Equipment (Excavator, Skid Stir/Forklift)	\$4,020.00
---	------------

<b>L.A. Perks Equipment Subtotal:</b>	<b>\$4,020.00</b>
---------------------------------------	-------------------

Nevada License 12559A Classification C1, Unlimited - Nevada License 12559B Classifications A15, 16, 19, 22 limit \$5,000,000

Nevada License 12559C Classification B2, 4 limit \$5,000,000 - California License 678948 Classifications A, C-36, HAZ

Idaho License RCE-39776 - Nevada Underground Handlers License 1018, 2274 and 2296

**L.A. Perks Labor:**

Journeymen Fuel Tech 56 Hrs. @ \$67.64 per hr.	\$3,787.84
Equipment Operator: 40 Hrs. @ \$72.05 per hr.	\$2,882.00
Apprentice Fuel Tech 56 Hrs. @ \$40.58 per hr.	\$2,272.48
<b>L.A. Perks Labor Subtotal:</b>	<b>\$8,942.32</b>

**Direct Job Costs:**

Gooseneck Trailer: (Equipment Transport)	\$750.00
Dump Trailer: (Waste, Piping, UDC's, Transition Sump, Concrete disposal)	\$750.00
Trucks: (2 Trucks - \$50.00 per day x 5 days)	\$500.00
Fuel / DEF: (\$3.19 per Gal - Diesel Fuel For Trucks, Compressor, Equipment)	\$1,524.00
Dump Fees:	\$550.00
Jackhammer / Diesel Air Compressor:	\$250.00
Motel / Subsistence:	\$1,350.00
<b>Direct Job Costs Subtotal:</b>	<b>\$5,674.00</b>

Change Order Subtotal:	\$27,192.92
15% Mark Up:	\$4,078.93
<b>Total Change Order:</b>	<b>\$31,271.85</b>



Advanced Weather  
Reporting For An  
Unpredictable World

1165 National Drive  
Sacramento, CA 95834

Tel (916) 928-6752  
Fax (916) 928-1165  
EMAIL bbaca@allweatherinc.com  
<http://www.allweatherinc.com>

Exhibit A

Date: 5-Sep-17 Quotation #: 201709-5246

To: County of Plumas Valid for 60 Days  
Airports Department  
Quincy, CA 95971

Attn: Dony Sawchuck TERMS: As per attached All Weather, Inc.  
Email: [DonySawchuk@countyofplumas.com](mailto:DonySawchuk@countyofplumas.com) Terms and Conditions of Sale

Phone#: 530-283-6070 Project: AWOS Computer System Upgrade  
Roger Field, Chester CA 96020

**AUTOMATED WEATHER OBSERVING SYSTEM (AWOS)**  
**QUOTATION**

MODEL 3000 AWOS, type certified under FAA AC 150/5220-16, (latest edition) in accordance with the attached technical description (Attachment 1). If there are any discrepancies between the bid specification and this description/quotation the quotation prevails.

<u>Quantity</u>	<u>Part Number</u>	<u>DESCRIPTION</u>	<u>Price</u>	<u>Extended</u>
<b><u>Computer Upgrade</u></b>				
1	3000-ATIS	AWOS Computer System Upgrade	\$ 8,423	\$ 8,423
		Includes: DCP Cabinet, UPS, Monitor, Keyboard, Mouse		
		<b>Reuse Existing VHF &amp; UHF Radio</b>		
1	M488614-00	CDP Upgrade Kit for UHF Radio	\$ 320	\$ 320
1	M488290-00	Kit, DCP BL1500 Computer Board	\$ 572	\$ 572
1	M443022-00	Modem Filter	\$ 5	\$ 5
3	M491823-00	Cable USB Active Ext	\$ 33	\$ 99
1	INTEGRATION	Integration, Voice File & Site Data	No Charge	
1	AWOSMANUALS	Hard Copy Manuals - CDP Upgrade	\$ 35	\$ 35
1	AWOSINSTALLATION	Installation of new Computer System	\$ 2,143	\$ 2,143
		Includes User Orientation and Monthly Maintenance Overview		
1	F01	Freight, Package & Handling	\$ 592	\$ 592
		Roger Field, CA		
Total Equipment Ex-Works, All Weather Inc, Sacramento:			\$ 12,123	\$ 12,189

NOTES: Shipping charges are included, applicable taxes are the buyer's responsibility unless other arrangements are made. Taxable Amount \$9,454.00 X 7.25% sales tax = 685.42

If you place an order based on this quote, please ensure you include a reference to the Quote Number on your P.O.

Delivery is approximately 45-60 Days ARO at the time of this quotation. Call/FAX to confirm.

Unless specifically included in the quote above, site preparation is not the responsibility of AWI. We have provided a site preparation manual for your reference.

Submitted this Date By: Barbara Baca

Barbara Baca

12,189.00  
+ 685.42  

---

12,874.42





202

## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103

Kevin Correia  
Interim Director

Board Date: May 1, 2018

To: The Honorable Board of Supervisors

From: Kevin Correia, Interim Director

Subject: **Authorize the Department of Facility Services to recruit and fill funded and allocated 1.0 FTE Department Fiscal Officer I/II with up to a two week overlap.**

---

### Background

In June 2018, the current Department Fiscal Officer II has accepted another job offer. This will leave a vacant position that is imperative to fill as soon as possible in order to keep up with the demand of our departments' administrative duties. Should a successful applicant be chosen quickly, we request that up to a two week overlap be approved so that the current employee can assist in training the new hire. Given the recent turnover with the Director and the Maintenance Supervisor, an overlap would be essential to pass on pertinent knowledge of the department. The current employee has been with the County for over seven years. It is probable that a new hire would come in at a lower salary within that salary range which would help cover an overlap.

### Recommendation

Authorize the Department of Facility Services to recruit and fill funded and allocated 1.0 FTE Department Fiscal Officer I/II with up to a two week overlap.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Department Fiscal Officer I/II**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**This is oftentimes the only person in the office. This job is essential to maintain the administrative duties for Facility Services and Airports.**
- Why is it critical that this position be filled at this time?  
**This is oftentimes the only person in the office. This job is essential to maintain the administrative duties for Facility Services and Airports. The workload of our current administrative staff is already at capacity.**
- How long has the position been vacant?  
**This position will be vacant due to a resignation effective June 1, 2018.**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 17/18 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?  
What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **Bills and claims will not be processed. Deposits will not be made in a timely fashion.**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**None**
- Does the department have a reserve? **N/A** If yes, provide the activity of the department's reserve account for the last three years?

3A

**Outdoor Festival Permit**

**For the**

**PRICELESS**

**MUSIC FESTIVAL**

**at**

**Belden Town Resort**

**June 29<sup>th</sup> through July 2<sup>nd</sup>, 2018**

FEST 2-18

**DEPARTMENT OF PUBLIC WORKS USE ONLY**

Date Recv'd 3/6/18

Receipt No. 153672 \$ 1000

**PRELIMINARY OUTDOOR FESTIVAL PERMIT APPLICATION**

Instructions to applicant(s):

1. Complete the form and mail or take to: Plumas County Department of Public Works  
1834 E. Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee deposit of \$1,000.00.
4. Make the check payable to Plumas County Department of Public Works

**A. Applicant (s)**

Name of Festival Priceless

Name of Applicant False Profit Inc

Residence Address 1307 Gateview Ave Unit A, San Francisco CA 94130

Mailing Address 1307 Gateview Ave Unit A, San Francisco CA 94130

Telephone Number (510) 329 8261

E-Mail Address yee.sasha@gmail.com

Business Address and Telephone Number (if different from above) \_\_\_\_\_

\*Applicant must be the promotor of the event. If the application is made by a partnership, the name and mailing address of the responsible general partner must be included. If the application is made by a corporation, the application shall be signed by the president and attested to by the secretary. The address and telephone number of the principal place of business of the applicant shall also be included in the application.

**B. Owner (s)**

(Attach additional sheets if necessary)

Name Ivan Coffman

Mailing Address Belden Town Resort and Lodge 4785 Belden Town Road, Belden, CA 95915

Telephone (530) 283 9662

\*Attach letter(s) of authorization signed by the owner(s).

**C. Location of Event**

(Include all lands to be used for parking or incidental purposes)

Street Address Belden Town Resort and Lodge 4785 Belden Town Road, Belden, CA 95915 and 'Jack's Place' 25311 Hwy 70, Twain, CA 95984

Nearest town Twain

Assessors Parcel Number(s) 002-340-002

**D. Dates & Hours of Event**

Dates of Pre-Event Setup: Thursday June 28  
Dates of Actual Event: Friday June 29 thru Monday July 2  
Dates of Post Even Activities: Monday July 3  
Hours of Event Activities for each day of Event: 24/7

---

**E. Number of Attendees and Staff**

Number of Spectators or Participants for each day of Event \_\_\_\_\_  
We expect a total of 1200 individuals, including all staff, artist, vendors, and ticket holders.

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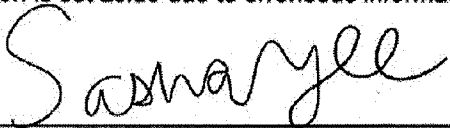
**F. Maps and Diagrams**

Provide maps or diagrams showing the following:

- (a) Location of the property on which the proposed event and all related activities will be held.
  - (b) Location of adjacent roads, lots, and residences
  - (c) Parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property
  - (d) Location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending
  - (e) Location and orientation of loudspeakers
  - (f) Location, style, wattage and orientation of all temporary lighting, such lighting shall not illuminate off-site properties.
  - (g) Location of camping or other overnight areas
  - (h) Location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.
- 

**Signature (s) of Applicant (s)**

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

  
Signature

2/26/18

Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Belden Town Resort  
14785 Belden Town Road  
Belden, CA 95915

To Whom It May Concern,

I, Ivan Coffman, owner of Belden Town Resort and Lodge, give my permission for

Priceless Festival to take place on 6/29/18 - 7/2/18 at Belden  
Town Resort, (14785 Belden Town Road, Belden, CA 95915) and Jack's Place for  
parking (25311 Hwy 70, Twain, CA 95984).

Thank you.

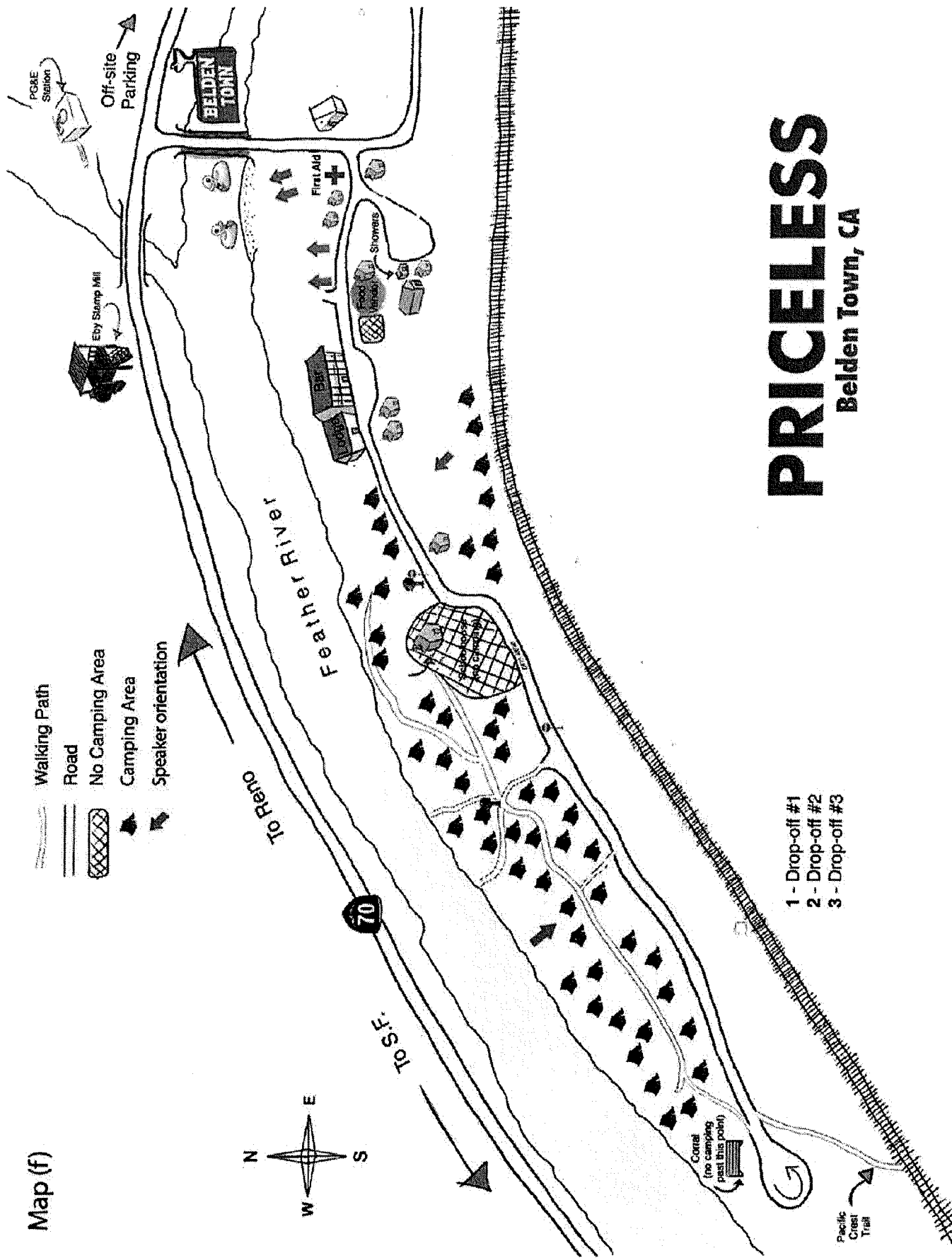


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Ivan Coffman - Owner, Belden Town Resort and Lodge



Map (f)

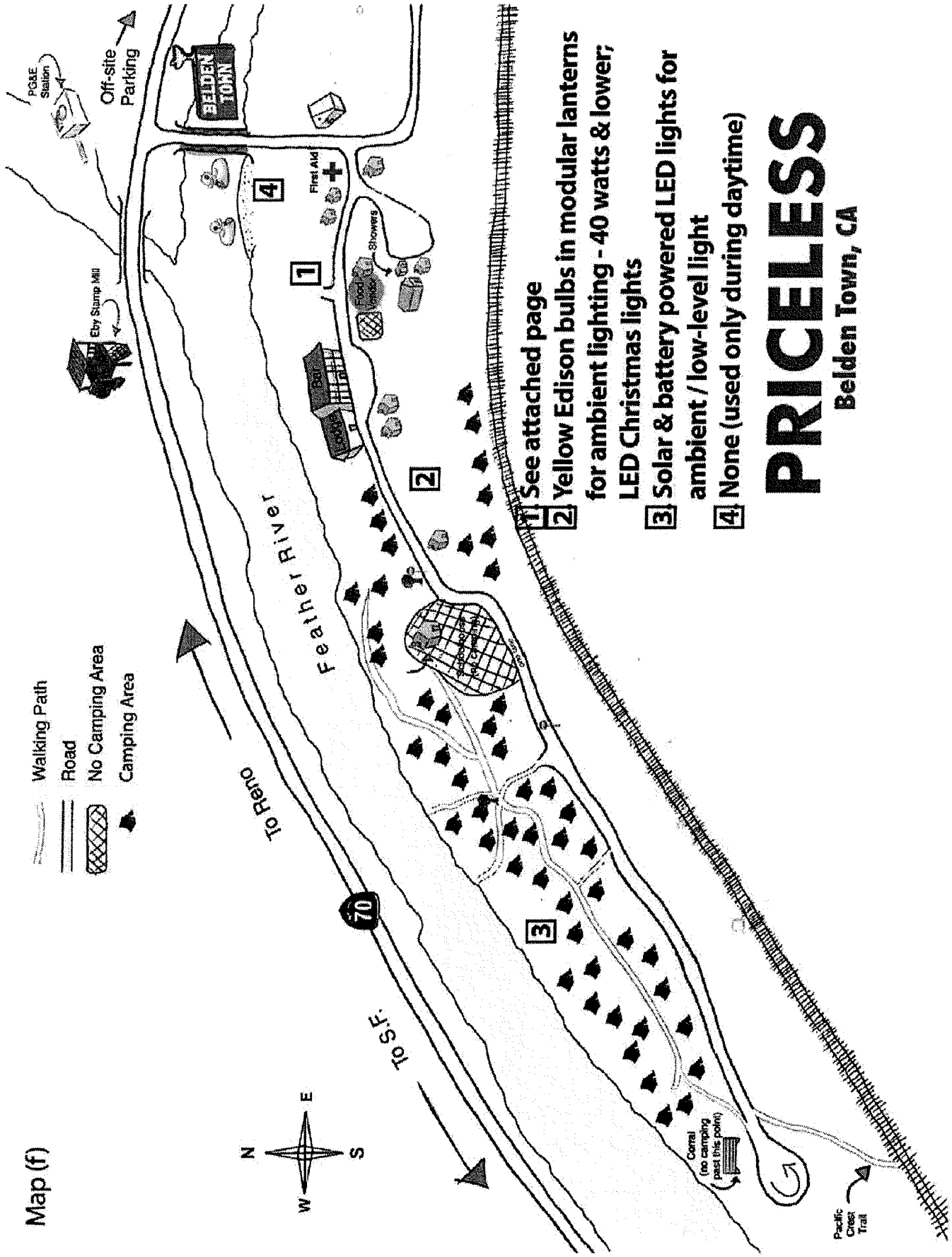


# PRICELESS

Belden Town, CA



Map (f)



1 See attached page

2 Yellow Edison bulbs in modular lanterns for ambient lighting - 40 watts & lower; LED Christmas lights

3 Solar & battery powered LED lights for ambient / low-level light

4 None (used only during daytime)

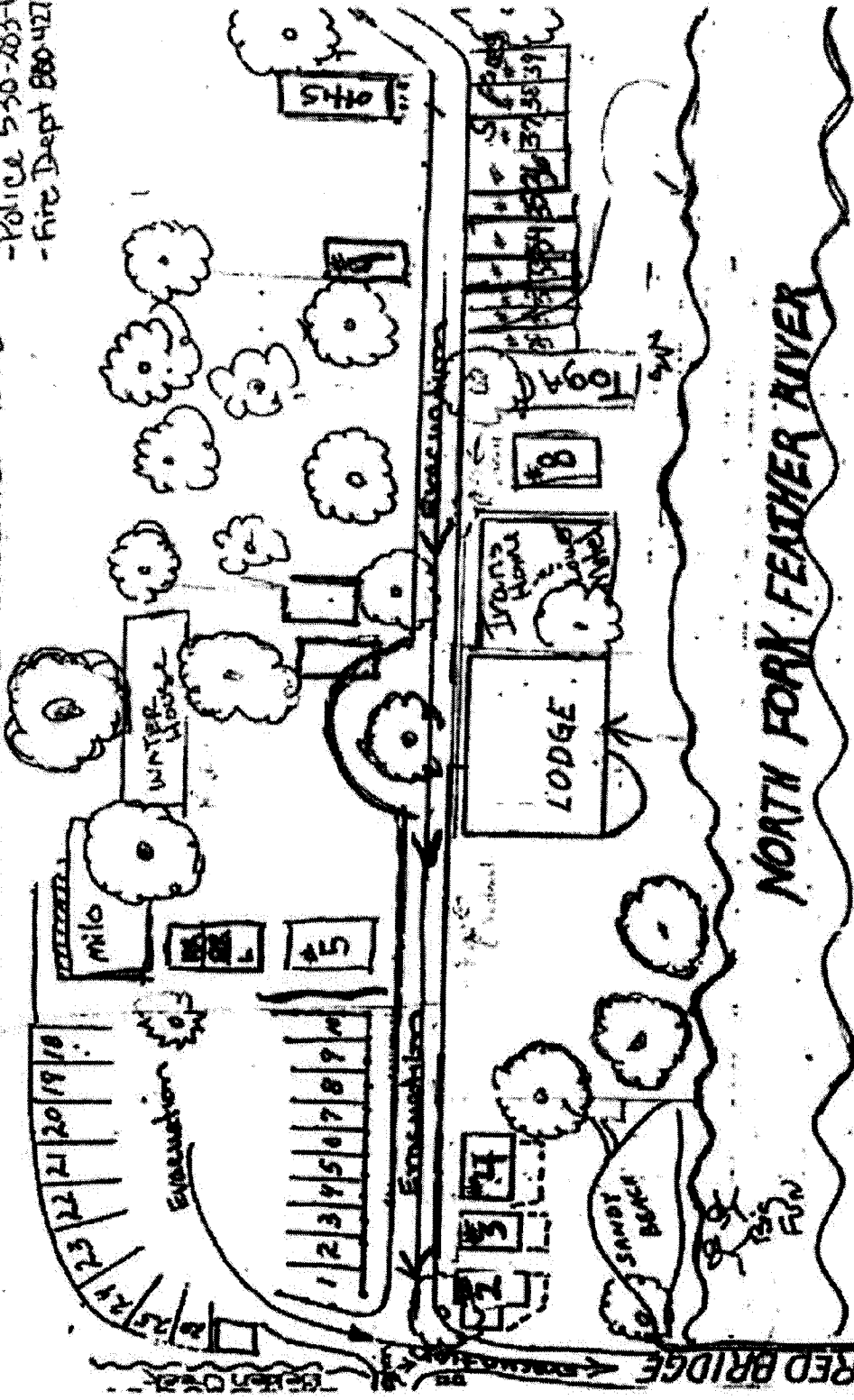
# PRICELESS

Belden Town, CA

# Map (b) BELDON TOWN RESORT & LODGE

14785 Belden Town Rd. Belden, CA. 95915

- Wildfires
- ELEVATION 2190
- Police 530-283-6301
- Fire Dept 880-427-1627



TO QUINCY      HWY. 70      TO OROVILLE →

### SUPPLEMENTAL OUTDOOR FESTIVAL PERMIT APPLICATION

Describe below, or on an attached sheet, an explanation of the proposed event including plans describing the following information. Include the signature of the approving County authority as required. Programs and plans must be consistent with preliminary application.

Name of Festival Priceless  
Dates of Actual Event: Friday June 29 thru Monday July 2

**a) Commercial Liability Insurance**

Describe the commercial liability insurance coverage for the proposed event and provide proof of said coverage to the satisfaction of the Plumas County Risk Manager.

Plumas County Risk Manager: 520 Main Street, Room 205  
Quincy, CA 95971  
(530) 283-6041

**Please see attached our Certificates of Liability showing our general commercial liability insurance coverage for Priceless.**

**False Profit maintains general liability insurance throughout the year, and will renew this policy and provide up-to-date certificates as soon as available.**

**County Agency Approval:**

The commercial liability insurance coverage described above, or attached hereto, is approved for the event as described in this application.

*Shirley L. Cook*  
Plumas County Risk Manager

*William R. Cook* 11-4-15  
Signature / Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/6/2017

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).

PRODUCER MacCorkle Insurance Services  
A Risk Strategies Company  
700 Airport Boulevard, Suite 300  
Burlingame, CA 94010

CONTACT NAME: Tiffany Chinn

PHONE (A/C, No, Ext): 650-762-0400

FAX (A/C, No):

E-MAIL: tchinn@risk-strategies.com

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Nonprofits Insurance Alliance of CA

INSURER B: OBE Insurance Corporation

39217

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
False Profit, Inc  
340 S Lemon Ave #2678  
Walnut Creek CA 91789

## COVERAGES

CERTIFICATE NUMBER: 36025323

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		2017-51028- NPO	5/19/2017	5/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2017-51028- NPO	5/19/2017	5/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Actual Cash Value Comp/Coll Deductible \$ \$500
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Liability		MHH010307	5/19/2017	5/19/2018	Aggregate \$1,000,000

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

Evidence of Coverage

## CERTIFICATE HOLDER

Evidence of Coverage

## CANCELLATION

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

Mike Christian

*M B Christian*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2017

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**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).

PRODUCER: MacCorkle Insurance Services  
A Risk Strategies Company  
700 Airport Boulevard, Suite 300  
Burlingame, CA 94010

CONTACT NAME: Tiffany Chinn

PHONE (A/C, No, Ext): 650-762-0400

FAX (A/C, No):

E-MAIL ADDRESS: tchinn@risk-strategies.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Nonprofits Insurance Alliance of CA

INSURER B: QBE Insurance Corporation

39217

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
False Profit, Inc  
340 S Lemon Ave #2678  
Walnut Creek CA 91789

**COVERAGES**

CERTIFICATE NUMBER: 35953000

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	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC  OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2017-51028- NPO	5/19/2017	5/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2017-51028- NPO	5/19/2017	5/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Liability			MHH010307	5/19/2017	5/19/2018	Aggregate \$1,000,000

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

Certificate Holder is hereby listed as an Additional Insured as required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

State of California,  
It's Officers, Agents, and Employees  
86 North Main Street  
Quincy CA 95971

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

Mike Christian

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ACORD 25 (2016/03)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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PRODUCER MacCorkle Insurance Services  
A Risk Strategies Company  
700 Airport Boulevard, Suite 300  
Burlingame, CA 94010

CONTACT NAME: Tiffany Chinn

PHONE (A/C No. Ext): 650-762-0400

FAX (A/C No.):

E-MAIL ADDRESS: tchinn@risk-strategies.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Nonprofits Insurance Alliance of CA

INSURER B: QBE Insurance Corporation

39217

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
False Profit, Inc  
340 S Lemon Ave #2678  
Walnut Creek CA 91789

## COVERAGES

CERTIFICATE NUMBER: 35953076

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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	2017-51028- NPO	5/19/2017	5/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2017-51028- NPO	5/19/2017	5/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Liability		MHH010307	5/19/2017	5/19/2018	Aggregate \$1,000,000

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

Certificate Holder is hereby listed as an Additional Insured as required per written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Plumas Forest Service  
US Department of Agriculture,  
Mt. Hough Ranger District  
39696 Highway 70  
Quincy CA 95971

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

Mike Christian

*M B Christian*

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ACORD 25 (2016/03)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2017

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PRODUCER MacCorkle Insurance Services A Risk Strategies Company 700 Airport Boulevard, Suite 300 Burlingame, CA 94010	CONTACT NAME: Tiffany Chinn	
	PHONE (A/C, No, Ext): 650-762-0400	
INSURED False Profit, Inc 340 S Lemon Ave #2678 Walnut Creek CA 91789	FAX (A/C, No):	
	E-MAIL ADDRESS: tchinn@risk-strategies.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Nonprofits Insurance Alliance of CA	
	INSURER B: OBE Insurance Corporation	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

## COVERAGES

CERTIFICATE NUMBER: 35953235

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 SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	2017-51028- NPO	5/19/2017	5/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2017-51028- NPO	5/19/2017	5/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Liability		MHH010307	5/19/2017	5/19/2018	Aggregate \$1,000,000

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

Certificate Holder is hereby listed as an Additional Insured as required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Plumas National Forest P.O. Box 11500 159 Lawrence Street Quincy CA 95971-6025	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  Mike Christian

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Name of Festival Priceless  
Dates of Actual Event: Friday June 29 thru Monday July 2

**b) Police Protection and Security**

Describe the Police Protection and Security Plan for the proposed event to the satisfaction of the Plumas County Sheriff. Include a plan for the control and prevention of drug consumption and underage alcohol consumption.


Plumas County Sheriff: 1400 East Main Street  
Quincy, CA 95971  
(530) 283-6375

**Please see attached page for complete description of our Police Protection and Security Plan**

County Agency Approval:

The Police Protection and Security Plans described above, or attached hereto, are approved for the event as described in this application.

U/S Deane Canale  
Plumas County Sheriff

  
4/2/18  
Signature / Date

## b) Police Protection and Security

Priceless will have 24-hour security coverage, provided by Belden's security team and High Rock Security, an experienced security firm, PPO # 17462. All security personnel will be well marked, and will have radios for quick response to any incidents during the festival. High Rock Security personnel all have current Guard Cards (i.e. Security Card Licenses from the California Bureau of Security and Investigative Services). At least one patrol (a two-person team) will be on duty at all times, and at least one other patrol will be on call in case of emergencies. In the evening hours, we will run several patrols and continue to have another patrol on call in case something critical occurs.

We will not serve or sell any alcohol at Priceless. Belden's bar is open throughout the weekend, but we do not advertise its presence nor actively encourage it as a source of alcohol. In our first year of operation we learned that encouraging daytime drinking - in particular - leads to less participation by attendees during evening programming, so we've since had a policy of not supporting alcohol distribution. While some of our attendees bring alcohol to the event, they are not, as a rule, heavy drinkers, and we have had very few incidents of alcohol-related medical calls during our tenure.

We also have very few, if any, attendees between the ages of 14 and 21, so we have not in the past been aware of any occurrence of underage drinking. The only alcohol distributed during our event is done by the qualified bartenders at Belden Lodge.

**We do not condone illegal drug use at Priceless, and all of our staff will be vigilant and look for signs of illegal substance dealing, drug paraphernalia sales, issues arising out of illegal substance use, or underage drinking. If any such issues arise, staff will notify security and/or medical staff, as appropriate, who will remove those involved in the sale, distribution and/or use of illicit drugs from the festival.**

Priceless staffs a team devoted to parking, which will coordinate the parking on property in accordance with Plumas County, Belden, and U.S. Forest Service rules and regulations. Priceless sells 40 parking passes for parking in Belden Town. The rest of the vehicles are parked at the off-site property 11 miles away known as Jack's Place, and attendees will be shuttled over from that remote lot. We are applying for Highway Easement / Road Encroachment permits through Caltrans and Plumas County which will allow us to post signage along the Highway, directing attendees to the off-site lot dedicated to attendee parking. This permit application can be confirmed through Carla Shuman (530-225-3121).

We also post signage and monitor the nearest rest stop parking area on Highway 70 opposite Belden Town to ensure that attendees do not use the area for event parking. We also communicate to our attendees before the event that this rest stop is not for event use.

Name of Festival Priceless  
Dates of Actual Event: Friday June 29 thru Monday July 2

**c) Emergency Preparedness Plans**

Describe the Fire Protection, Evacuation Plan, and Wildfire Protection Plan for the proposed event to the satisfaction of the Plumas County Office of Emergency Services.

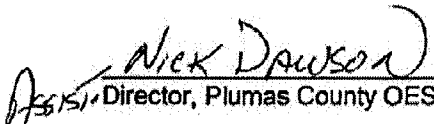
Plumas County Office of Emergency Services:

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6332

**Please see attached pages for details regarding our plans for Fire Protection, Evacuation, and Wildfire Protection.**

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

  
Director, Plumas County OES

 4/3/18  
Signature / Date

## c) Emergency Preparedness Plans

Incidents requiring emergency response will be facilitated by the Priceless Safety Team staff. All Safety Team members will be easily identifiable, and at least one will be available 24 hours a day via radio. Any incidents that require escalation and the support of local/county emergency services will be facilitated through the Priceless Safety Team.

### Priceless Safety Team

The Priceless Safety Team is comprised of the following entities, with the following capabilities:

1. **Priceless Event Lead**
  - a. The highest-ranked individual person onsite representing False Profit, Inc. They are responsible for coordinating with all Safety and Entertainment departments to ensure the smooth flow of the event.
  - b. Event Leads will be active from 12pm on Friday June 30th until 3pm Monday July 3rd. Their shifts are 6 hours long.
  - c. They can be reached on Radio using the callsign 'Event Lead.'
2. **Mutual Aid Response, Inc.**
  - a. Priceless contracts with Mutual Aid Response Services, Inc. (MARS) to provide on-site basic life support and first aid services. In the event an injury or illness requires that a participant be transported off-site to a hospital, they will coordinate with Priceless staff and emergency services to facilitate safe and expedient evacuation from the site.
  - b. MARS coverage begins at 12pm on June 30th, and ends at 2pm on July 3rd. A 6 person medical staff will work 6-hour shifts, providing 24-hour coverage. The first aid station will be located at the main entrance, and medical personnel will sleep in Cabin 3. A list of supplies and resources is available on request. Medical personnel can be reached on Radio using the callsign 'Medic.'
3. **High Rock Security**
  - a. Priceless contracts with High Rock Security to provide public safety services during the event. This includes but is not limited to conflict mediation, wristband checking, interfacing with non-Priceless visitors, and coordinating with appropriate entities and agencies to ensure public safety.
  - b. High Rock coverage begins at 2pm on June 30th and ends at 2pm, July 3rd. They will have 6 personnel working 8-hour shifts.
  - c. High Rock staff can be reached on Radio, using the callsign 'High Rock.'
4. **Belden Town Security**
  - a. Belden Town has its own security personnel to support Priceless Staff to provide public safety services during the event, particularly in cases that involve non ticket holding attendees, non-Priceless visitors to Belden Town, and in cases

where Priceless staff rely on Belden infrastructure and policy. For example, an Emergency Evacuation.

- b. Coverage begins 10am on Friday June 30th and ends at 6pm on Monday July 3rd.
- c. Belden staff can be reached on Radio, through the Event Lead on shift as needed.

5. Door Operations (support role)

- a. Due to Belden Town's unique access/egress characteristic, Priceless' Door Operations will be involved in the event of an emergency. They will coordinate with the appropriate Priceless, Belden Town, and other authorities to ensure traffic flow into and out of Belden is conducted in a safe manner.
- b. Door Operations begin on 12p on Friday, June 30th and officially end at 2pm Monday July 3rd. There will always be at least 2 people staffing the Door.
- c. Door staff can be reached on Radio, using the callsign 'Door.'

6. Shuttle Operations (support role)

- a. Because most of the participants' vehicles will be off-site (see Parking Plan), the shuttles will assist in evacuations in the event that evacuations take place while the Shuttle is in service.
- b. During normal event services, the shuttle service will run from 11am Friday June 29th to 2pm Monday July 2nd and will consist of 2 buses making trips between Belden Town and the Lots approximately every 30 minutes. Each shuttle carries approximately 50 people.
- c. Due to the distances between Belden Town and the Parking Lots, drivers will be out of radio contact for most of their route but will be accessible via cell phone.

## Evacuation Plan

To prepare for emergency evacuations, roadways in Belden are kept clear and fire lanes clearly marked. Cars are parked facing the direction of evacuation, per Federal and County regulation. Enough cars are kept on site to be able to implement the evacuation plan. Belden staff are in charge of the evacuation procedure and our staff will assist them as necessary to complete evacuation.

The Priceless evacuation plan is indicated on the attached maps. Attendees will be notified of the evacuation plan by email prior to the event and via printed materials provided at arrival, including program and map.

Once staff is notified of an evacuation requirement from CalFire, the CHP, the Sheriff's Office, or Plumas County, the security team and event leads will assemble with Belden staff to review plans and assignments.

No breakdown of camps or of event infrastructure will occur at the time of evacuation; only living beings will be evacuated. Priceless Event Leads, Parking, and Door staff will oversee vehicle traffic.

If evacuation becomes necessary, a 3 pulse temporal pattern in 4 second cycles will sound, and the security team will move through the campground area with megaphones, informing participants of the call for evacuation, direct them to collect Identification and any life sustaining prescription medications, and to immediately do the following, as applies to them:

1. "On site Vehicles": Attendees who have vehicles parked in Belden will be directed to get in their vehicles and proceed to the Belden RV parking lot.
2. "Off site Vehicles": Participants with vehicles in the off-site lots will be instructed to get their keys, report to the RV parking lot and prepare to assist in evacuating other participants off-site.
3. "Carpoolers": Participants who do not have vehicles onsite or in the off site lots will be instructed to assemble at the front of the lodge and will then be directed by Priceless event staff to follow the paved road out of town and across the bridge. Participants will then be directed across Highway 70 while traffic is managed by High Rock, Belden, and event staff. Participants will be directed by Priceless staff to gather at the rest stop north of Belden on the north side of Highway 70, where they will await pickup.

Once in the RV parking lot, "Onsite Cars" will fill their remaining seats\* with drivers\*\* of off site vehicles and drive them to the offsite parking lot so that they in turn can retrieve their vehicles and assist in the evacuation. This process will iterate as required, using our shuttle if the Emergency takes place while the shuttle is on site.

\* To ensure safety, only seats with appropriate seatbelts will be filled.

\*\* Only drivers will be ferried to the offsite parking lot, in order to maximize the number of cars returning to Belden to assist in evacuation.

All vehicles returning to Belden from the offsite parking lot will load passengers at the rest stop north of Belden on the north side of Highway 70 and proceed southwest along the evacuation route as specified by CalFire/CHP/Sheriff/Plumas County.

Note: Belden staff has indicated that because emergency vehicles come from Quincy, evacuation is expected to be directed onto CA 70 West.

Priceless event leads and security will conduct additional ongoing sweeps through all campground areas to verify evacuation - there will be a minimum of 4 coordinated comprehensive sweeps to confirm that attendees are evacuating. Staff, not including event leads, will evacuate with participants. Once staff and participant evacuation is complete, a 'last call' alarm signal in a 3 pulse pattern will sound and security and event leads will evacuate.

## Fire Protection and Wildfire Protection Plan

### COMMUNITY AWARENESS

We clearly communicate to all of our attendees that no campfires, fire art, fire activities, or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. Burn bans and fire conditions at the time of the event are also communicated to all attendees before the event begins. We additionally post fire prevention signs in campsites.

Our security team conducts routine walking patrols throughout the town and campgrounds and remains vigilant for any fire activity. In addition, all participants are made aware of the danger of any fire, and instructed to report any smoke, fire, or dangerous circumstances to the security team or Priceless staff. Belden Town staff will notify the Fire department, and associated First Responders necessary of a fire by phone.

### WATER SOURCES

In addition, in the event of fire, Belden has two dedicated fire hydrants, as well as one additional water source with hose-hook-up capability for use in fire-fighting that we have been informed is able to produce the output of 2 hydrants. Locations of these water sources are indicated in the attached map. Additionally, there are numerous spigot and residential hose hook-ups throughout Belden.

### WATER HOSES

Belden possesses the following hoses and appropriate reducers for said hoses:

- 10 x 1.5 inch (100 feet each)
- 8 x 1 inch (100 feet each)
- 3 x 2 inch (50 feet each)
- 2 x 3.5 inch (100 feet each)

***Campfires and camp stoves.*** Communal Barbeque grills are provided for the use of attendees. They are not moved to any personal campsites or campgrounds and remain in one location during the entirety of the event. These BBQ/propane grills will be on Belden property on a graveled surface with a hose within the immediate area for use in emergency. Our security team and staff are aware of and will actively enforce these restrictions. We will once again both: (a) direct people pre-event to a location online where they can find permits for camp stoves; and (b) have these permits available at our main entry station for attendees to obtain and fill out.

***Fireworks, generators, and portable equipment.*** The use of fireworks and portable equipment such as welding, cutting, or chainsaws is not permitted at Priceless. These restrictions will also be clearly communicated to attendees. In addition, if generators are used as part of an art project or as an emergency power supply, Priceless security and staff will ensure

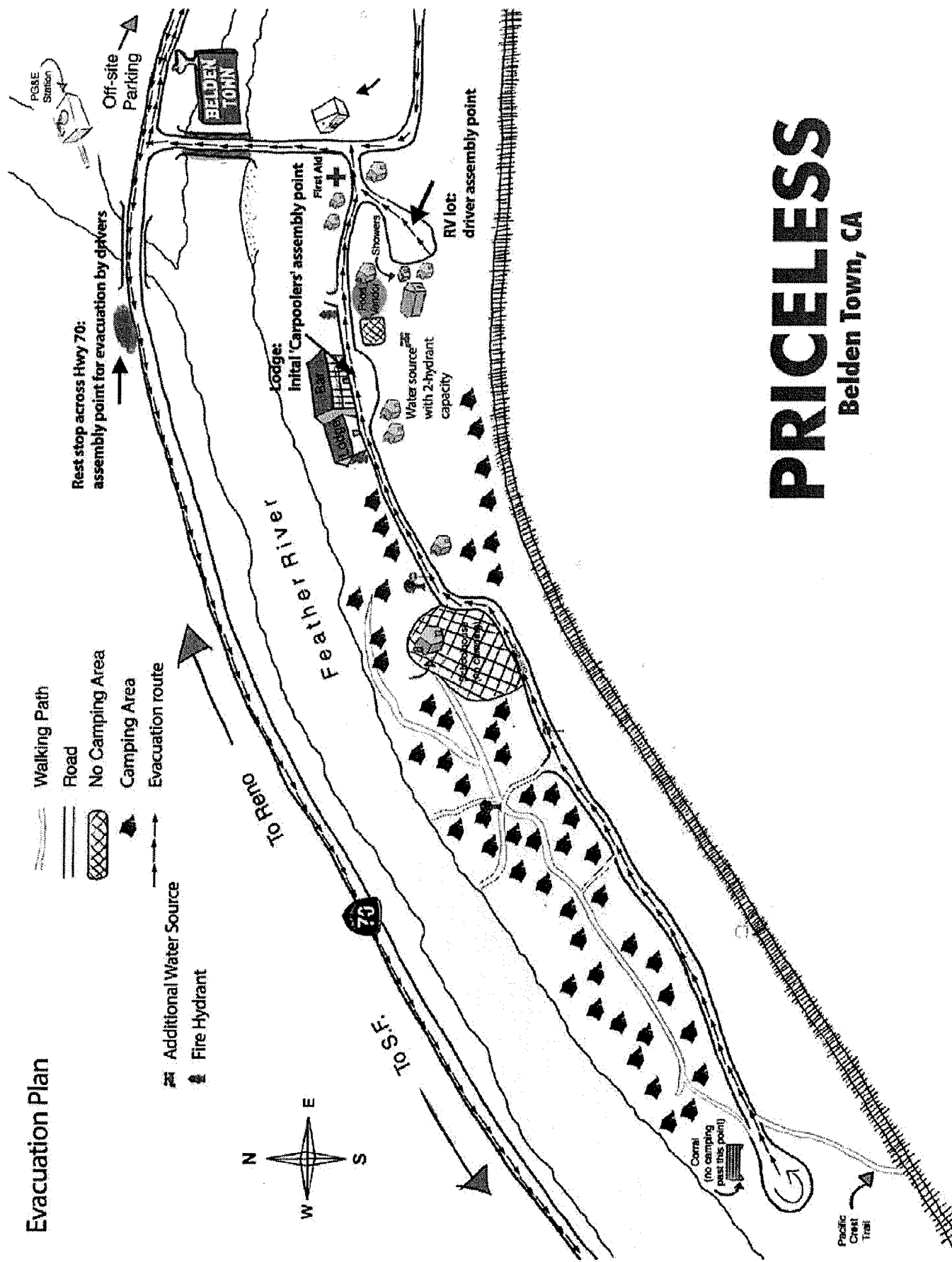
compliance with Cal. PRC § 4442, for example by ensuring that generators are only operated on land that is not forest-covered, brush-covered, or grass-covered.

***Smoking.*** Programming and planned activities at Priceless are held largely on pavement or in areas without vegetation. Smokers will be encouraged by security to use such areas for smoking. Security is trained to identify unsafe smoking practices and intervene to encourage smokers to use only safe areas. In past years, consistent with our leave-no-trace philosophy, we have provided lidded ashtrays for smokers to use to safely dispose of cigarette waste.

***Parking in dry grass.*** Our designated parking areas either (a) are cut to ensure that there will be no car body or engine contact with plant life or dried plant matter or (b) do not contain live or dry plant matter. Designated parking areas are also watered down before the event to minimize the possibility of sudden combustion/spark ignition.

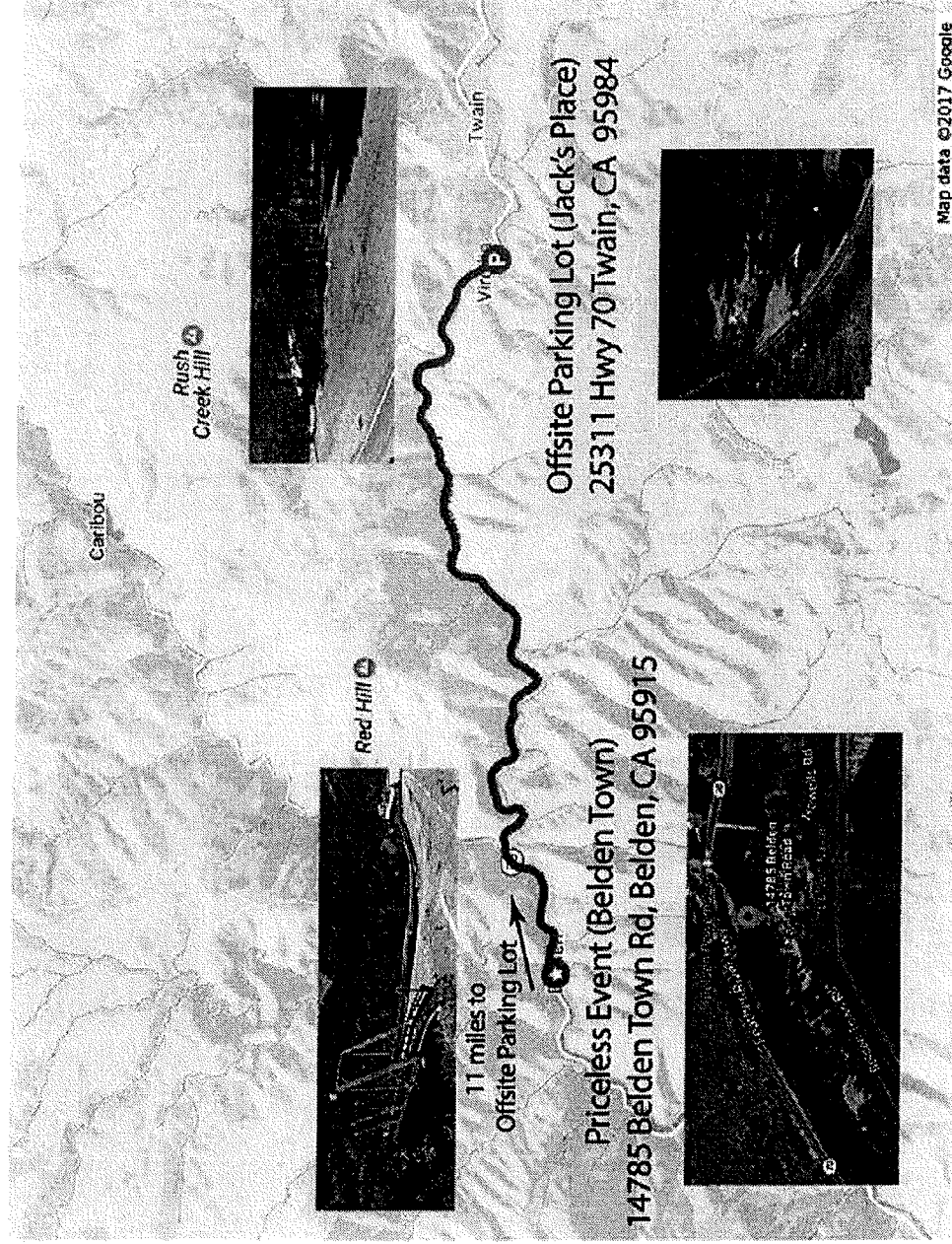


# Evacuation Plan



**PRICELESS**  
Belden Town, CA

Map (a) - Venue and Offsite Parking



Name of Festival Priceless

Dates of Actual Event: Friday June 29 thru Monday July 2

**d) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans**

Describe water supply and sanitation facility plans, provisions for food handling and the solid waste clean-up and recycling plans for the proposed event to the satisfaction of the Plumas County Department of Environmental Health.

Plumas County Department of Environmental Health

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6355

Please see attached page for complete description of plans for Food Provisions, Sanitation Facilities, Water Supply, and Solid Waste clean up.

*Approved as amended by March 7, 2018 email  
from applicant Sasha Yee.*

County Agency Approval:

The plans described above, or attached hereto, are approved for the event as described in this application.

*Jerry Sipe*  
Plumas County Environmental Health

*[Signature]* *4/10/18*  
Signature / Date

## **d) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plan**

### **FOOD PROVISIONS**

The Belden Town restaurant will be open for food service from 7am until 10 pm each day. Snacks and beverages can also be obtained at Belden's store, which is kept fully stocked during Priceless. Priceless also employs a food vendor that will provide the bulk of the Festival attendees' food needs. At least 30 days prior to the event Priceless will submit an Event Coordinator application to Environmental Health which will include the names and contact information for any temporary or mobile food vendors. We expect and require the vendors to comply with all state and county health department requirements, including submitting a Temporary Food/Mobile Food Facility application at least 30 days prior to the event.

Priceless may serve snacks to attendees as part of our activities. We will apply for a temporary food facility permit and follow regulations as outlined by the Plumas County Environmental Health, and apply for the relevant permits from the Department of Environmental Health. If Priceless serves pre-packaged snacks, they will be served under a canopy. If we prepare food on site for the general public, it will be prepared in a fully enclosed canopy with hand washing and dishwashing stations (temporary food facility). We may provide facilities, such as a grill, for attendees to cook for themselves only. We may use the on-site cabins to prepare food for staff, volunteers, and artists but will not use cabins to prepare food for the general public.

### **WATER SUPPLY**

Belden has two water sources and holds a current permit for these water sources, so we will be relying primarily on the Belden system for our water supply. These water sources include one easy-to-access water fountain spigot in a central location. A Belden also sells bottled water in their store. We continually communicate to everyone to stay healthy and hydrated, including in pre-event emails and as part of our entry communication to new arrivals.

### **SEWAGE DISPOSAL**

We will be using Ben Toilet Rentals, based in Gridley, for portable toilets. For the expected 1200 total, Ben's Toilets will provide 48 porta-potties and 6 wash stations. This equipment will be cleaned daily--once on Saturday, once on Sunday, and once on Monday, as recommended by Ben Toilets and Plumas County in past years. In addition, Belden provides men's and women's bathrooms in the lodge, men's and women's bathrooms in their shower area, and ten bathrooms in their cabins. Two of the portable toilets will be stationed at the off-site parking area. Ben's

Toilets is required to and expects to have a current permit - to - operate with Plumas County at the time of the event.

## **SOLID WASTE-RECYCLING**

Priceless is a leave-no-trace event, and we communicate to our attendees that they are responsible for packing out their own trash. Compliance with this policy is fairly high, since our attendees are used to practicing leave-no-trace ethics at other community events. Priceless also provides seven waste collection stations, placed in common areas as noted on the attached map. Each station has three containers: (1) landfill, (2) cans & bottles recycling, (3) compost/food scraps. Event staff will service each of these stations a minimum of six times per day. Campers in camping areas will be informed that they are responsible for collecting waste in their own area, although event staff will also ensure these areas are left clean after the event. The number, location and servicing of solid waste bins or containers will be adequate to prevent odors, leakage, overflow or flies. A bin of adequate size will also be located at the offsite parking area.

Compostable material will be collected in special compostable green bags and transported in a truck by event staff to Recology San Francisco for processing. Recyclables will be collected in blue bags and taken to a recycling center in a different truck, either by a local Plumas County resident to a local recycling facility or by False Profit's staff to San Francisco Recology transfer station. All other solid waste will be collected in clear bags and placed in a 15-yard container located to the east of the event entrance. This container, provided by Feather River Disposal (Waste Management Inc), will be delivered prior to the start of the event and hauled away after the end of the event. This 15 yard container has consistently met our solid waste needs over the years, and based on our experience, we fully expect it to be adequate this year as well. The on-site recycling operation will be conducted in a manner to prevent leakage, odors and access by rodents or other animals. Recycling should be completed within 48 hours of the end of the festival. Any unsorted solid waste after that time will be placed in the bins provided by Feather River Disposal for disposal.

**Sipe, Jerry**

---

**From:** Sasha Yee <yee.sasha@gmail.com>  
**Sent:** Wednesday, March 07, 2018 7:00 PM  
**To:** Graham, Jim; Dan Ring  
**Subject:** Priceless (FP Inc) Waste Water Disposal Addendum to application

Hello

Please consider the below and addendum to our application upon confirming the waste water disposal requirements for food vendors at Priceless:

**We understand that it is unacceptable to dispose of hand and dishwashing, and food prep wastewater on the ground or surrounding dirt and vegetation.**

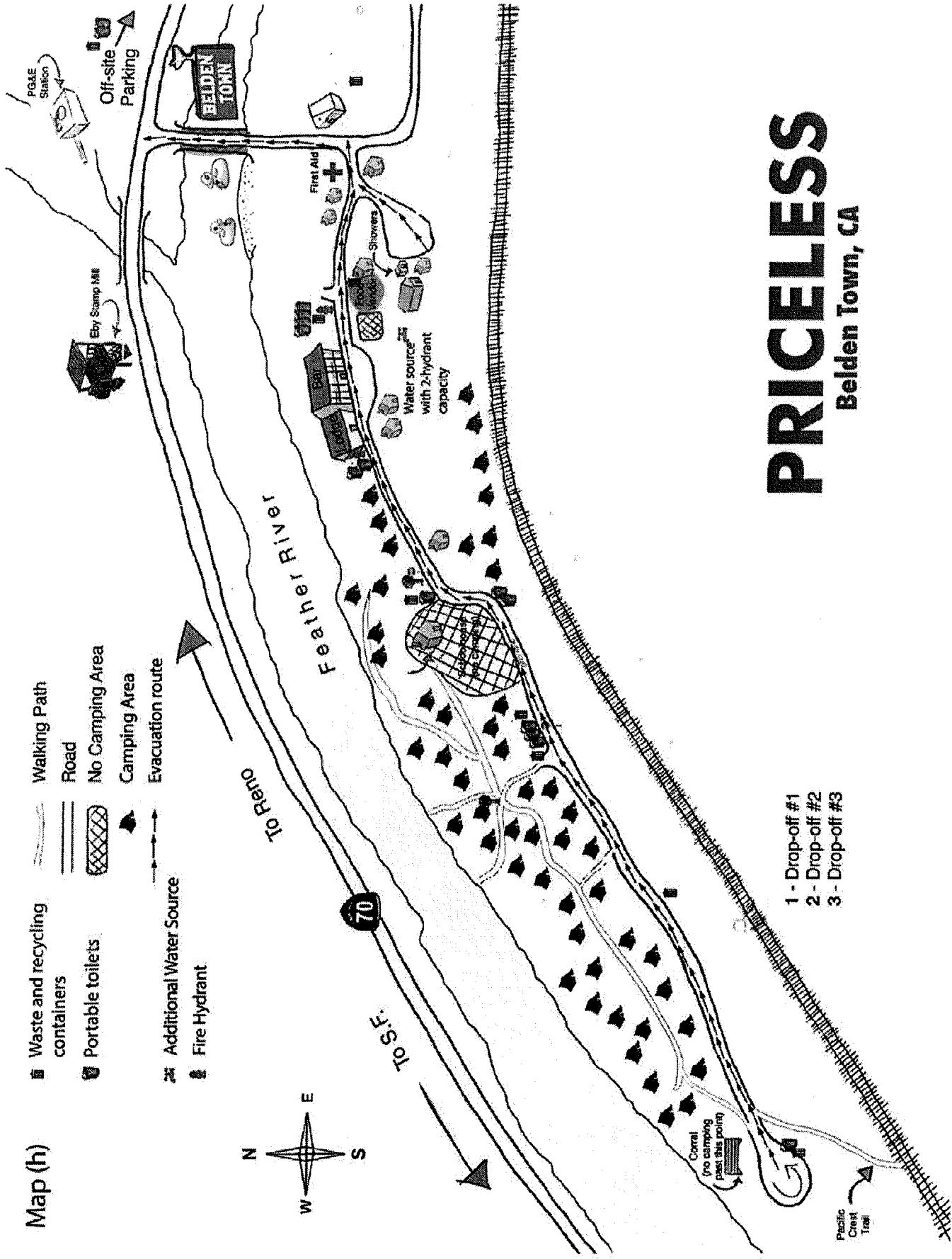
**We will ensure that any food vendor contracted with Priceless will operate with the appropriate containers for waste water, and that the waste water will be disposed of at a Belden RV dump station, or sink within Belden lodge facilities anytime the food vendor is open and operating and not on the ground or surrounding vegetation.**

**Thank you and if you require any further details or explanation, please don't hesitate to reach out.**

Regards

Sasha Yee  
Priceless, False Profit

Map (h)



# PRICELESS

Belden Town, CA

APR/12/2018/THU 01:51 PM

FAX No.

P. 002

Name of Festival PricelessDates of Actual Event Friday, June 29<sup>th</sup> thru Monday, July 2<sup>nd</sup>**e) Medical Facilities & Services – Page 1 of 3**

Priceless will have medical support available on-site, provided by Mutual Aid Response Services Inc. (MARS Medical, <http://www.mars911.info/>). For all medical issues other than critical injuries or rescue situations, we have sufficient resources to either treat injuries on site or provide transportation to local medical centers.

Members of the Public Health Department have been extraordinarily generous with their time in discussing medical support needs with us and our professional on-site medical staffing personnel. In cooperation with the Public Health Department we have developed the emergency medical support plan that appears below. Based on our event's history, size, and type, we believe that this plan will permit us to address on-site any medical issues that are likely to arise. In nine years producing Priceless we have only required ambulance evacuation twice. Both of these cases occurred before we secured our current professional on-site medical and security staffing. Our medical staffing and plan includes:

- We will provide at least two California-licensed EMS providers, one with EMT-B certification or higher and one with EMT-P certification or higher. Both will be available and stationed at a dedicated First Aid Station clearly marked and accessible to attendees.
- An automated external defibrillator (AED) and certified CPR staff will be available at all times.
- These medics will evaluate and treat any injury or illness brought to the attention of the Priceless staff.
- On-site medics will perform assessment to determine appropriate treatment, and whether treatment should be on-site or at a local medical center. If treatment at a medical center is required or advised, the medics will make recommendations regarding the appropriate mode of transportation.
- Medics will administer BLS (basic life support) care, including treatment of cuts, scrapes, sprains, and other injuries, which do not require escalated diagnostics or specialist consultation.
- Basic resuscitation equipment and medications as well as other basic equipment and supplies, all provided by MARS Medical, will be available for the medics' use. This will include a blood pressure cuff, basic splinting and bandaging supplies, and immobilization devices.
- In addition to an AED, medical personnel also have available basic resuscitation equipment and medications to include an adult BVM (bag-valve-mask) device, oxygen and nasal cannula, epinephrine for IM use (EpiPen), naloxone for IM/IN use (available OTC), and basic BLS airway, splinting, and immobilization devices.

County Agency Approval:

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

  
Mark Satterfield, M.D., Plumas County Health OfficerDate 4/12/18



APR/12/2018/THU 01:51 PM

FAX No.

P. 003

Name of Festival Priceless

Dates of Actual Event Friday, June 29<sup>th</sup> thru Monday, July 2<sup>nd</sup>

e) Medical Facilities & Services – Page 2 of 3

- A vehicle will be kept ready to transport the medics to the patient if necessary.
- A vehicle and driver will also be kept ready to transport an injured or ill participant or staff member to a local medical facility if that participant does not have a vehicle available and the medical event does not warrant an ambulance call.
- All Priceless, Belden, High Rock, and MARS staff on duty are on the same radio network 24 hours a day throughout the duration of the event, remaining in constant communication. Priceless staff and medical staff on duty will have at least two fully functional cellular devices on hand to use in the event that an emergency warrants a call for off-site services. Belden Lodge has a landline that is available for our use in the event that on-site cellular communications are unavailable due to reasons beyond our control.
- Our medical services provider, MARS Medical, will complete ICS Forms 201, 202, 205, and 206, and these documents will be available to county agencies, venue staff, event personnel, and medical personnel. They will be completed at least two weeks prior to the event.

Additional measures related to emergency services and safety include:

- Priceless will have additional individuals with medical certification (including at least four staff members with CPR, AED, and/or wilderness first aid certification) on site, working on our security or production teams.
- We will have tight integration between event leads, High Rock Security, MARS Medical, and Belden staff to provide seamless and consistent monitoring and emergency response capabilities. Both Belden staff and High Rock Security staff are trained to handle emergency situations, and will be prepared and equipped to do so in the event of an emergency at Priceless. Our event staff will be clearly identifiable and carry radios in the event of emergency. One patrol (a two-person team) is on duty at all times, and at least one other patrol is on call in case of all types of emergencies, including medical. In the evening hours, we run several patrols and continue to have a patrol on call in case something critical occurs.
- Over twelve years, with input from numerous agencies, we have honed an efficient traffic and parking management system that leaves only as many cars on-site as needed to accomplish an evacuation, and that provides clearance for emergency vehicles (see the section entitled *Evacuation Plan* in this permit application).
- Neither Priceless staff nor any vendors hired by Priceless sell or distribute alcohol to attendees. (Belden Resort does sell alcohol at their licensed bar, which is typically open from around 10am until sometime between 10pm and 1am each day.)

County Agency Approval:

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

Mark Satterfield, M.D. Plumas County Health Officer

Date

4/12/18

APR/12/2018/THU 01:51 PM

FAX No.

P. 004

Name of Festival Priceless

Dates of Actual Event Friday, June 29<sup>th</sup> thru Monday, July 2<sup>nd</sup>

**e) Medical Facilities & Services – Page 3 of 3**

- Our email communications to ticket-holders will include language regarding river safety, including a warning that we do not provide lifeguards, and we will post "Swim At Your Own Risk" signage on the Belden beach.
- While we will not have certified lifeguards on duty, we will schedule dedicated beach lookouts who remain vigilant during periods of high river usage.
- We will clearly communicate to all of our attendees that no campfires, fire art, fire activities, or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will additionally post fire prevention signs in campsites. For additional fire safety measures, see the *Fire Protection and Emergency Preparedness* section of this permit application.
- While Priceless staff, MARS Medical, and High Rock Security will be focused on the safety of Priceless event participants, it is our expectation that Belden's staff will have sole responsibility for the safety of bystanders, specifically for any non-ticket-holder Belden Resort (bar, restaurant, and store) patrons, including local passersby and any hikers from the nearby Pacific Crest Trail.

**County Agency Approval:**

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

  
Mark Satterfield, M.D. Plumas County Health Officer

Date 4/12/18

Name of Festival Priceless  
Dates of Actual Event: Friday June 29 thru Monday July 2

f) **Parking plan**

Describe the parking plan for the proposed event to the satisfaction of the Plumas County Planning Department.

Plumas County Planning Department

555 Main Street  
Quincy, CA 95971  
(530) 283-7011

Please see attached page for complete description of our Parking Plan.

County Agency Approval:

The parking plan described above, or attached hereto, is approved for the event as described in this application.

  
Plumas County Planning Department

4/2/18  
Signature / Date

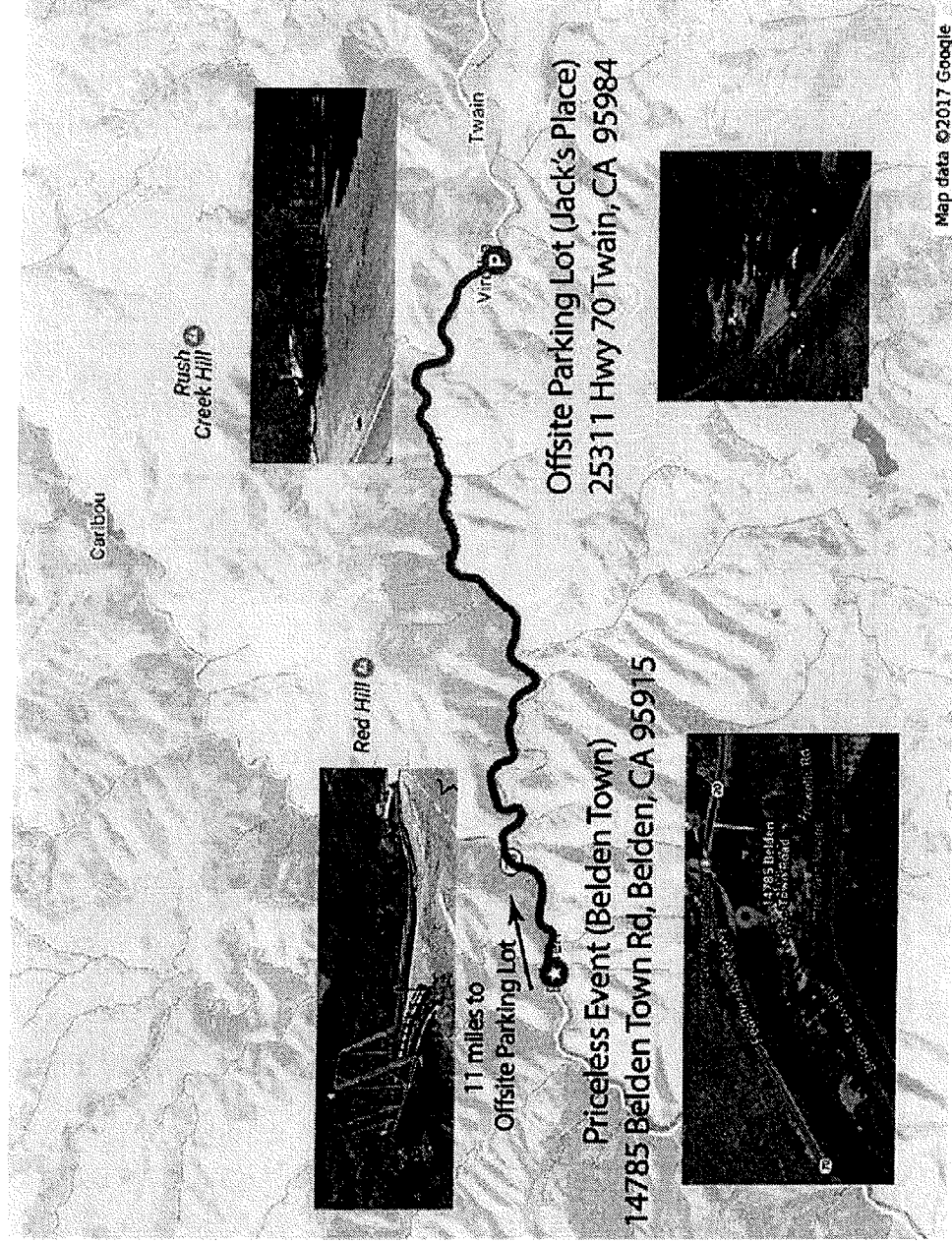
## f) Parking Plan

Priceless staffs a team devoted to Parking, which will coordinate parking on property in accordance with County, Belden, and US Forest Service rules and regulations.

Priceless sells 40 parking passes for parking in Belden Town.

The rest of the vehicles will be parked at the offsite property 11 miles away known as Jack's Place, and attendees will be shuttled over from that remote lot. We have applications submitted for Highway Encroachment/Easement permits through Caltrans, which will allow us to post signage along Highway 70, directing attendees to this offsite lot dedicated to attendee parking. This Permit application can be confirmed through Carla Shuman ([carla.shuman@dot.ca.gov](mailto:carla.shuman@dot.ca.gov)). We will also have a dumpster and 2 porta potties at the offsite area to ensure proper sanitation.

Map (a) - Venue and Offsite Parking



Name of Festival Priceless

Dates of Actual Event: Friday June 29 thru Monday July 2

**g) Traffic Control Plan**

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works

1834 E. Main Street  
Quincy, CA 95971  
(530) 283-6268

**Please see attached pages for complete  
description of our Traffic Control Plan.**

County Agency Approval:

The traffic control plan as described above, or attached hereto, is approved for the event as described in this application.

  
Plumas County Department of Public Works

4-16-18  
Signature / Date

## g) Traffic Control Plan

### *Access/On Site Traffic Control*

#### Before Event Begins

- Belden will pick up the 'Special Event' signs from Caltrans so people know to slow down while people are turning onto the bridge from Highway 70.
- Set up 'No Event Parking' signs at the rest stop on the opposite side of Highway 70 from Belden. Assign staff to monitor the area throughout the time attendees are arriving to ensure that the area is not used by Priceless attendees. We also actively engage in pre-event communications to highlight that this area is NOT for use by Priceless attendees.
- We use signage and staff to prep and manage the area:
  - Prep staff off bridge and up to the RV lot to direct arrival traffic flow
  - Post "no parking" and don't allow parking along the high road near the main camping area to maintain the fire lane.
  - Use staff to manage the width of the fire lane we need along the entire road.

#### As People Arrive

- The first day/night we set up check-in in the RV lot. Attendees cross the bridge and drive into the RV lot in a loop around the perimeter, stopping to check in when they are faced with their noses pointing out back toward the bridge, ready to drive back out of the lot.
- They are then directed slowly out of the lot and through the town.
- First traffic stop person controls cars at the edge of the lodge to be sure there is clearance to drive.
- Second traffic stop person is at The Tree just before the road starts sloping upward at the Southwest end of town. This person controls incoming cars to ensure there is a place for the cars ahead to unload and the road is clear to drive.
- Monitors are stationed at unloading zones 1, 2, and 3 to communicate open unloading zones for incoming cars before sending cars into the unloading zones. The second traffic stop person allows cars past them only when the monitors indicate there is an open spot, so no one is waiting in the road up ahead.
- We don't allow anyone to leave their cars to find a camping spot. They are asked to unload and then immediately get back into their cars to drive to and park in the off site lot.
- We don't allow any onsite parking along the road until the end of the second day (Friday), once we feel confident that the vast majority of our attendees have arrived and unloaded, to ensure the maximum number of unloading zones are available.
- Drivers of cars left too long at the unloading zones are identified and then called out publicly via bullhorn. Searches for the drivers continue until the cars are relocated.

- The second day, the check-in gate is moved to the 'gas station' building at the end of the bridge to catch late arrivals. We additionally have support staff to help manage the traffic flow along the route at every point.

#### As People Leave

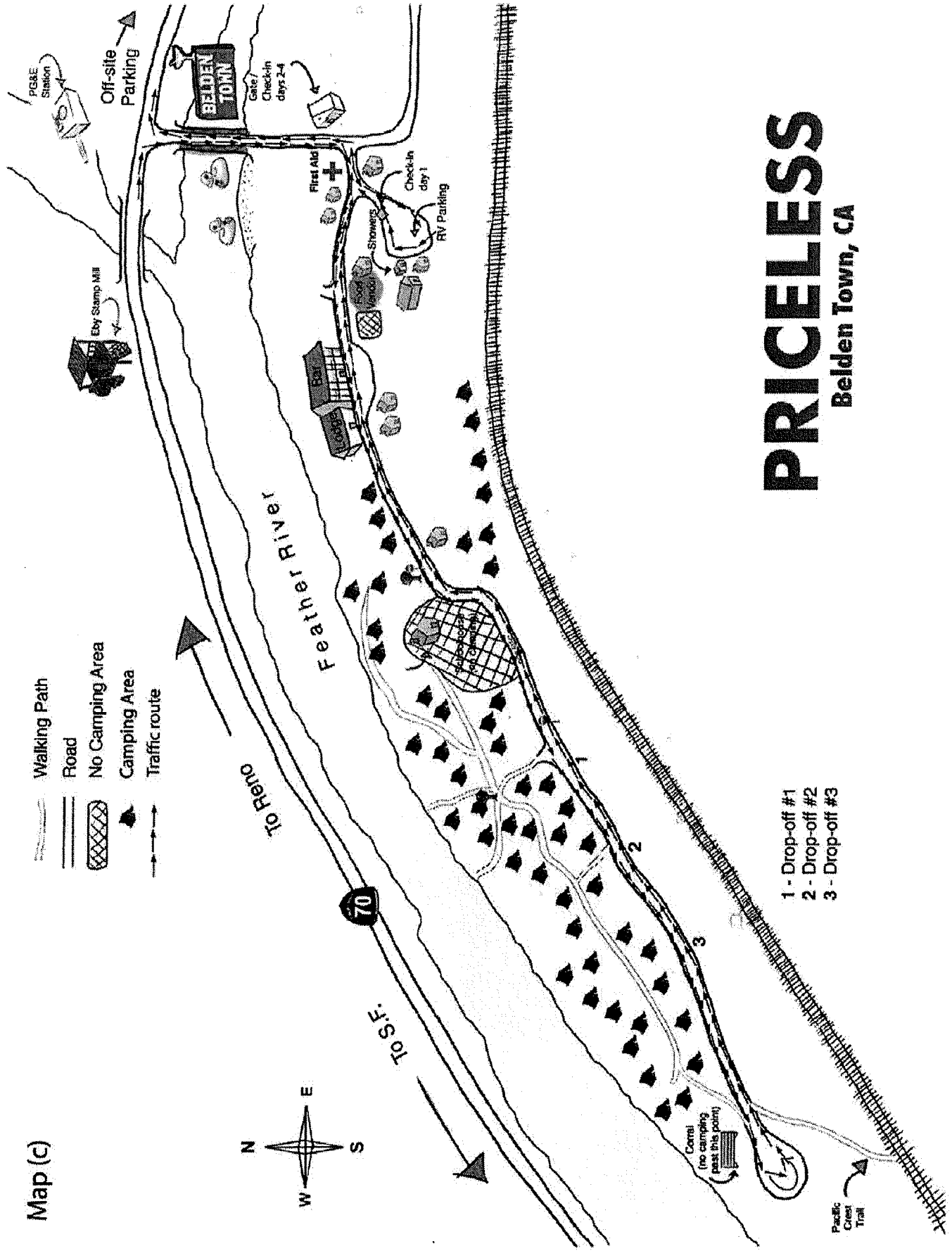
- We use the same traffic stop stations to manage flow along the road
- Car arrivals are staggered by the schedule of the shuttles. All the cars arrive in a row (from the drivers on the last shuttle) and we control their movements into and out of the loading zones before the next shuttle load arrives.
- Drivers of cars left too long at the loading zones are identified and then called out via megaphone. Searches for the drivers continue until the cars are relocated.

#### OTHER PARKING/TRAFFIC MANAGEMENT

- Cars left too long in non-parking spaces or without onsite parking passes are tagged using glass markers.
  - Note 1 is polite and requests that the care be moved quickly.
  - Note 2 is direct and demands car relocation.
  - Note 3 says that the car will be towed if not moved by X deadline
- In the past, we have not had to tow a car for traffic reasons; our only tows have been for mechanical breakdowns.



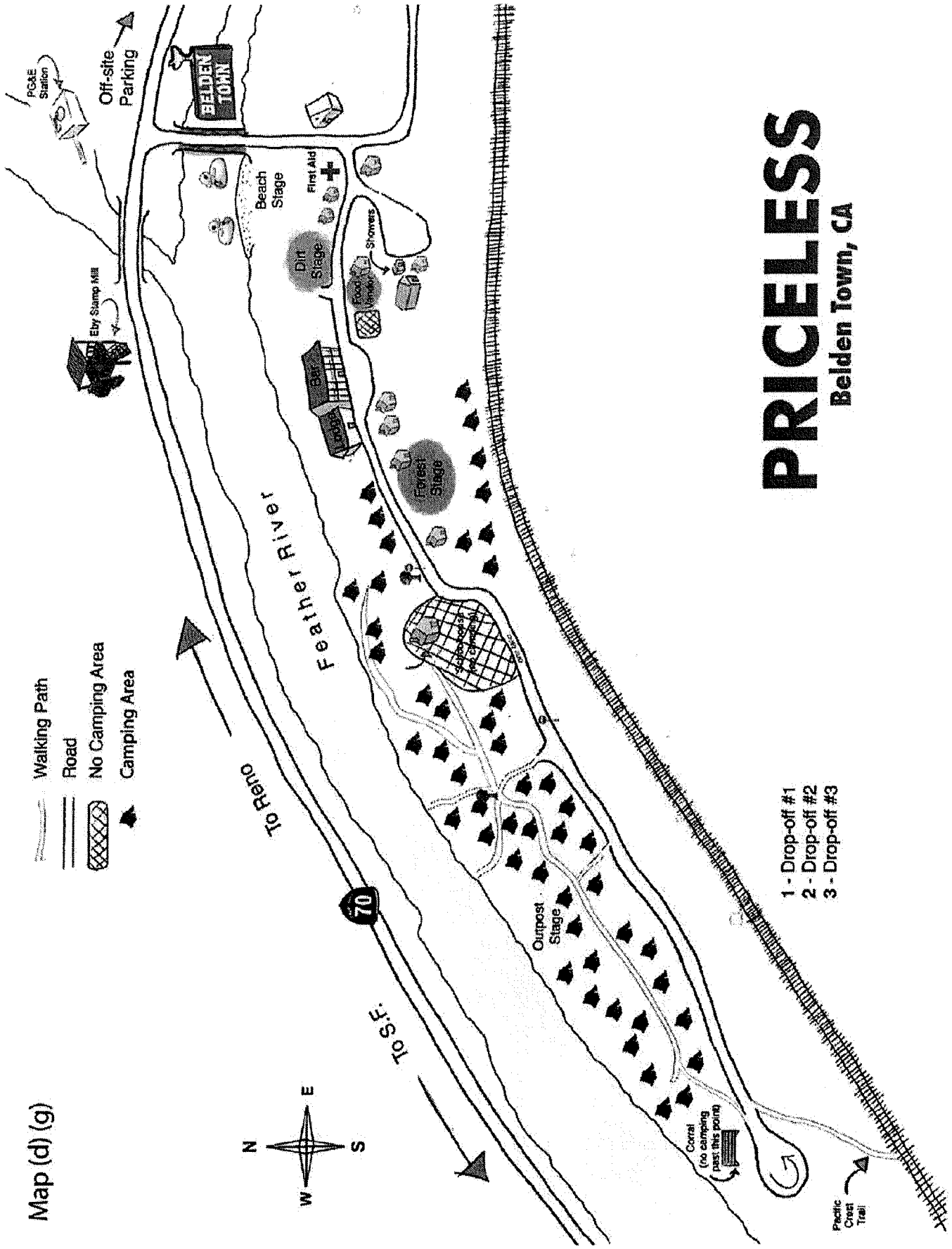
Map (c)



# PRICELESS

Belden Town, CA

Map (d) (g)



# PRICELESS

Belden Town, CA

- 1 - Drop-off #1
- 2 - Drop-off #2
- 3 - Drop-off #3

Name of Festival Priceless

Dates of Actual Event: Friday June 29 thru Monday July 2

**h) Transient Occupancy Taxes**

If it is proposed or expected that spectators or participants will remain overnight, include provisions for the collection of transient occupancy taxes in accordance with Chapter 4 of Title 3 of the Plumas County Code to the satisfaction of the Plumas County Tax Collector.

Plumas County Tax Collector

520 Main Street, Room 203  
Quincy, CA 95971  
(530) 283-6260

**Transient Occupancy Taxes are included in the ticket price of the Festival. We pass the cost of campground, cabin access, and hotel lodge rooms directly to the attendees with net revenue received.**

**We understand that False Profit Inc is the "Operator" of this Festival and we are responsible for filing quarterly returns in a timely manner, and the collection and remittance of the Transient Occupancy Tax.**

**County Agency Approval:**

The provisions for collecting transient occupancy taxes as described above, or attached hereto, are approved for the event as described in this application.

\_\_\_\_\_  
Plumas County Tax Collector

Marta Graham 4/16/18  
Signature / Date

**COUNTY TREASURER & TAX COLLECTOR**

P.O. BOX 176, QUINCY, CALIFORNIA 95971 (530)283-8260



**REGISTRATION FORM**

UNIFORM TRANSIENT OCCUPANCY TAX  
ORDINANCE NO. 544  
COUNTY OF PLUMAS, STATE OF CALIFORNIA

For Office Use Only:

Issue Date: \_\_\_\_\_

Eff. Date: \_\_\_\_\_

Location: \_\_\_\_\_

Type: \_\_\_\_\_

DATE 1/30/2017

CERT.# 2199

(To be assigned by Tax Collector)

TO: PLUMAS COUNTY TAX COLLECTOR  
P.O. BOX 176  
QUINCY, CA. 95971

1. OWNER OF BUSINESS False Profit Inc

OWNER'S MAILING ADDRESS 1307 Gateview Ave Unit A San Francisco CA 94130

OWNER'S TELEPHONE NUMBER (510) 329-8261

2. NAME OF BUSINESS ESTABLISHMENT False Profit Inc

MAILING ADDRESS OF BUSINESS ESTABLISHMENT 1307 Gateview Ave Unit A SF 94130

TELEPHONE NUMBER OF BUSINESS ESTABLISHMENT (510) 329-8261

3. NAME OF OPERATOR False Profit Inc

(If different from owner-Caution: Please read Ordinance No. 544, Plumas County Code for clarification of Operator's of Operator's responsibilities).

OPERATOR'S TITLE Carrie Brown President, Sasha Yee Primary Administrator

RESIDENCE ADDRESS OF OPERATOR 1307 Gateview Ave Unit A SF CA 94130

RESIDENCE TELEPHONE OF OPERATOR (510) 329-8261

4. NAME OF RENTAL MANAGER Belden Town Resort

(If different from operator)

5. WHO WILL BE RESPONSIBLE FOR FILING TRANSIENT OCCUPANCY TAX RETURN?

Sasha Yee, Primary Administrator for False Profit Inc

**SEE REVERSE SIDE-ALL INFORMATION REQUESTED ON BOTH SIDES OF THIS FORM MUST BE PROVIDED.**

6. PARCEL NUMBER, STREET ADDRESS OR LOCATION OF BUSINESS

022-340-002

7. FIRST DATE YOU RENTED THIS UNIT ON A 30 DAY OR LESS BASIS

6/30/2016

8. TYPE OF ORGANIZATION: INDIVIDUAL ☒ PARTNERSHIP ☐ CORP. ☐

9. NAMES OF PARTNERS OR CORPORATION OFFICERS:

(name) (title) (address)

(name) (title) (address)

(name) (title) (address)

10. NUMBER OF OCCUPANCY UNITS:

\_\_\_\_\_ @ \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ @ \$  
\_\_\_\_\_ @ \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ @ \$  
\_\_\_\_\_ @ \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ @ \$

11. IF YOU OWNED OR OPERATED THIS RENTAL FOR TWO OR MORE YEARS, PLEASE  
COMPLETE THE FOLLOWING TO THE BEST OF YOUR ABILITY.

PERCENTAGE OF OCCUPANCY (FROM EXPERIENCE) \_\_\_\_\_

PERCENTAGE OF OCCUPANCY 30 DAYS OR LESS \_\_\_\_\_ \*

PERCENTAGE OF OCCUPANCY 31 DAYS OR MORE \_\_\_\_\_

TOTAL PERCENTAGE OF OCCUPANCY \_\_\_\_\_

DATED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

3A

**Outdoor Festival Permit**

**For the**

**SUNSET CAMPOUT**

**MUSIC FESTIVAL**

**at**

**Belden Town Resort**

**July 27th through July 30th, 2018**

DEPARTMENT OF PUBLIC WORKS USE ONLY

Date Recv'd \_\_\_\_\_

Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

PRELIMINARY OUTDOOR FESTIVAL PERMIT APPLICATION

Instructions to applicant(s):

1. Complete the form and mail or take to: Plumas County Department of Public Works  
1834 E. Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee deposit of \$1,000.00.
4. Make the check payable to Plumas County Department of Public Works

**A. Applicant (s)**

Name of Festival Sunset Campout

Name of Applicant Sunset Sound System - Galen Abbott, Solar Langevin

Residence Address 202 Bocana St., San Francisco, California, 94110

Mailing Address Same

Telephone Number (415)577-9099 E-Mail Address galenabbott@gmail.com

Business Address and Telephone Number (If different from above) N/A

\*Applicant must be the promotor of the event. If the application is made by a partnership, the name and mailing address of the responsible general partner must be included. If the application is made by a corporation, the application shall be signed by the president and attested to by the secretary. The address and telephone number of the principal place of business of the applicant shall also be included in the application.

**B. Owner (s)**

(Attach additional sheets if necessary)

Name Ivan Coffmann

Mailing Address Belden Town Resort & Lodge, 14785 Belden Town Rd. 95915

Telephone (530)283-9662

\*Attach letter(s) of authorization signed by the owner(s).

**C. Location of Event**

(Include all lands to be used for parking or incidental purposes)

Street Address Belden Town Resort 14785 Belden Town Rd. 95915 & Jack's Place, 25311 Highway 70

Nearest town Belden, CA 95915 & Twain CA 95984

Assessors Parcel Number(s) 002-340-002

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**D. Dates & Hours of Event**

Dates of Pre-Event Setup: July 25 & 26, 2018

Dates of Actual Event: July 27, 2017 - July 30, 2018

Dates of Post Even Activities: July 30 & 31, 2018

Hours of Event Activities for each day of Event: All Day and Evening.

July 27, 2018 @ 12pm - July 30, 2018 @ 10am

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**E. Number of Attendees and Staff**

Number of Spectators or Participants for each day of Event No Day Passes

850 Participants, 200 Staff, 150 Artists/Vendors

---

---

**F. Maps and Diagrams**

Provide maps or diagrams showing the following:

- (a) Location of the property on which the proposed event and all related activities will be held.
  - (b) Location of adjacent roads, lots, and residences
  - (c) Parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property
  - (d) Location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending
  - (e) Location and orientation of loudspeakers
  - (f) Location, style, wattage and orientation of all temporary lighting
  - (g) Location of camping or other overnight areas
  - (h) Location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.
- 

**Signature (s) of Applicant (s)**

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Signature



December 22, 2017

Date

Signature

Date



Belden Town Resort  
14785 Belden Town Road  
Belden, CA 95915

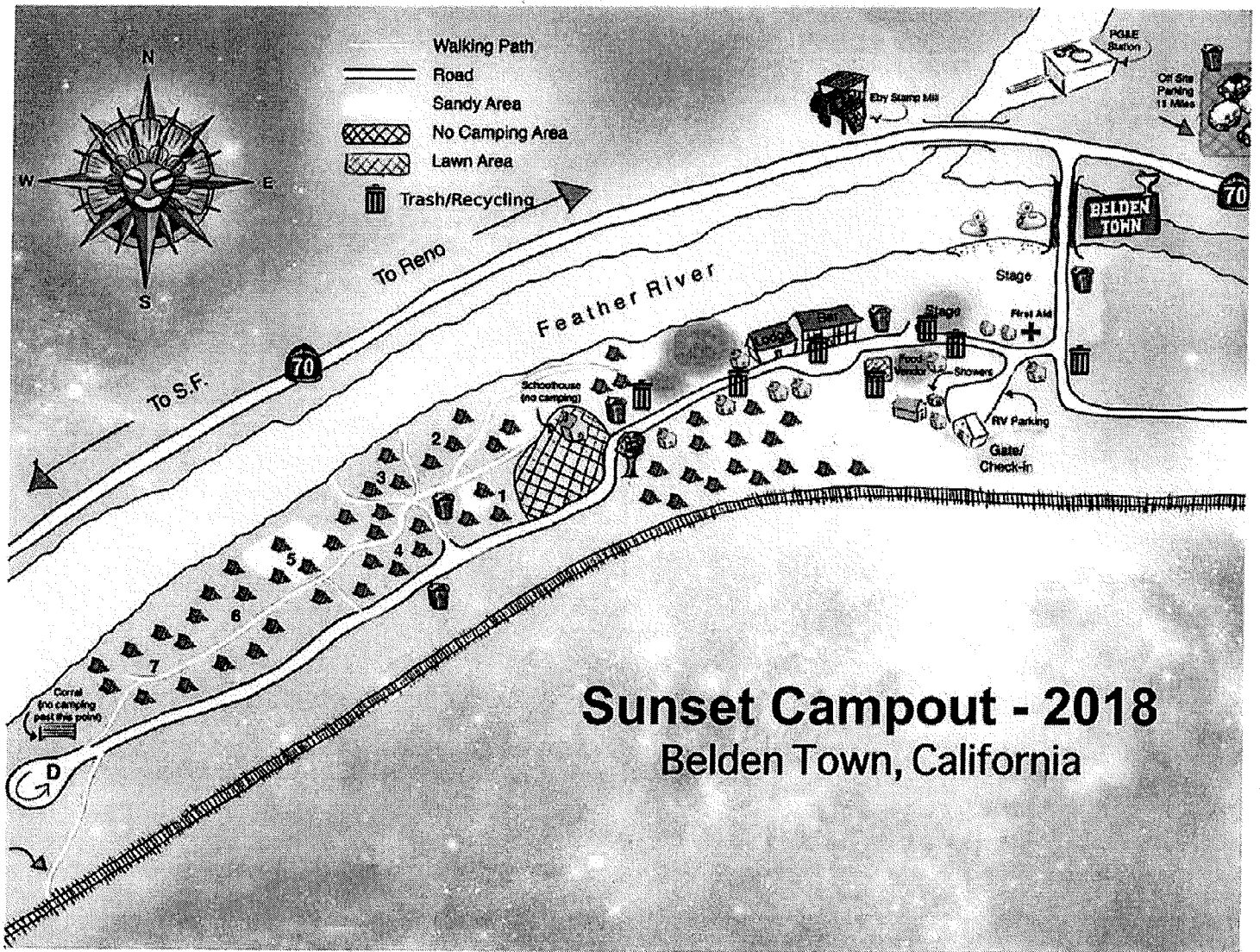
To Whom It May Concern,

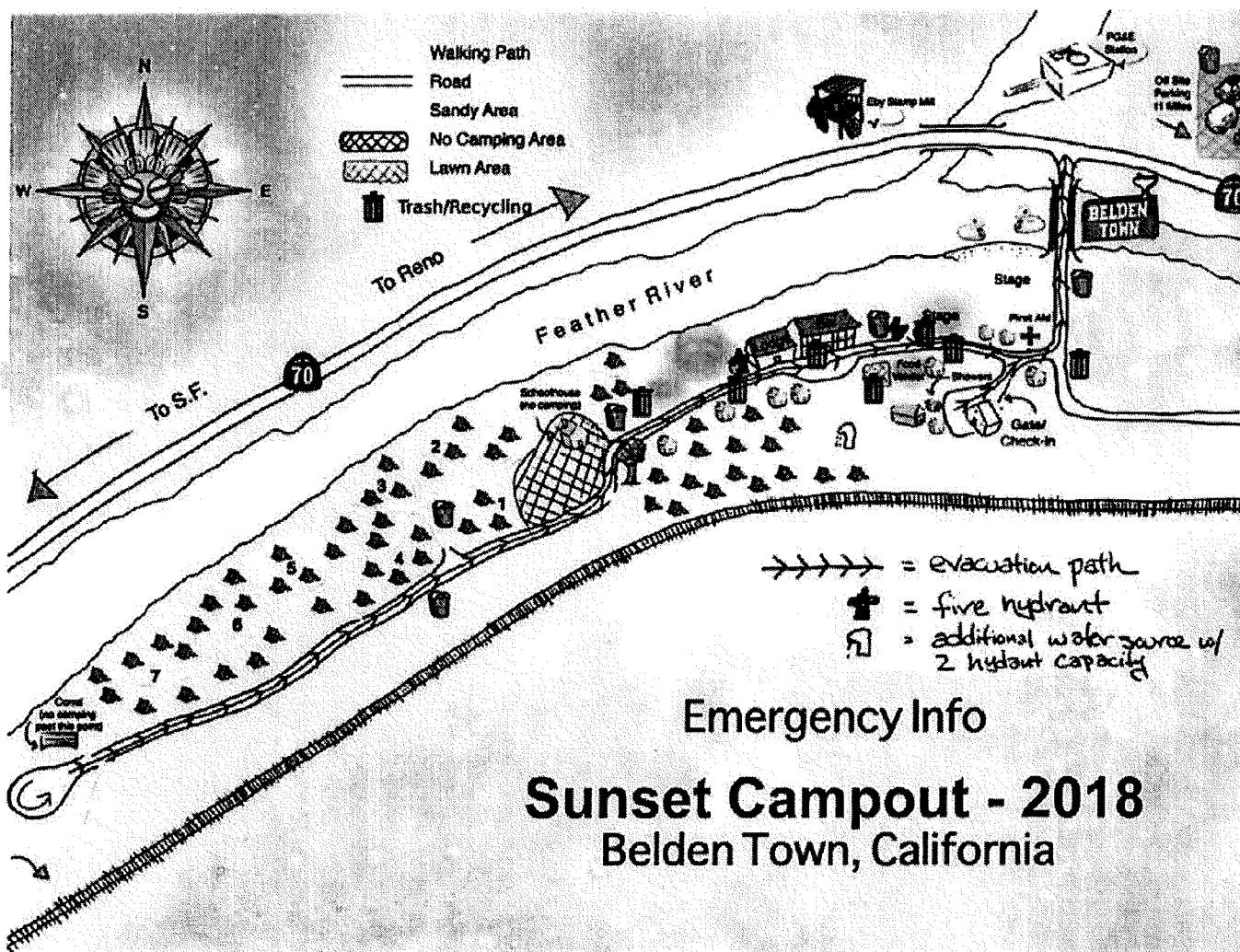
I, Ivan Coffman, owner of Belden Town Resort and Lodge, give my permission for Sunset Campout  
~~to take place on~~ to take place on July 26<sup>th</sup> - 30<sup>th</sup> 2018 at Belden  
~~Town Resort, (14785 Belden Town Road, Belden, CA 95915) and Jack's Place for~~  
parking (25311 Hwy 70, Twain, CA 95984).

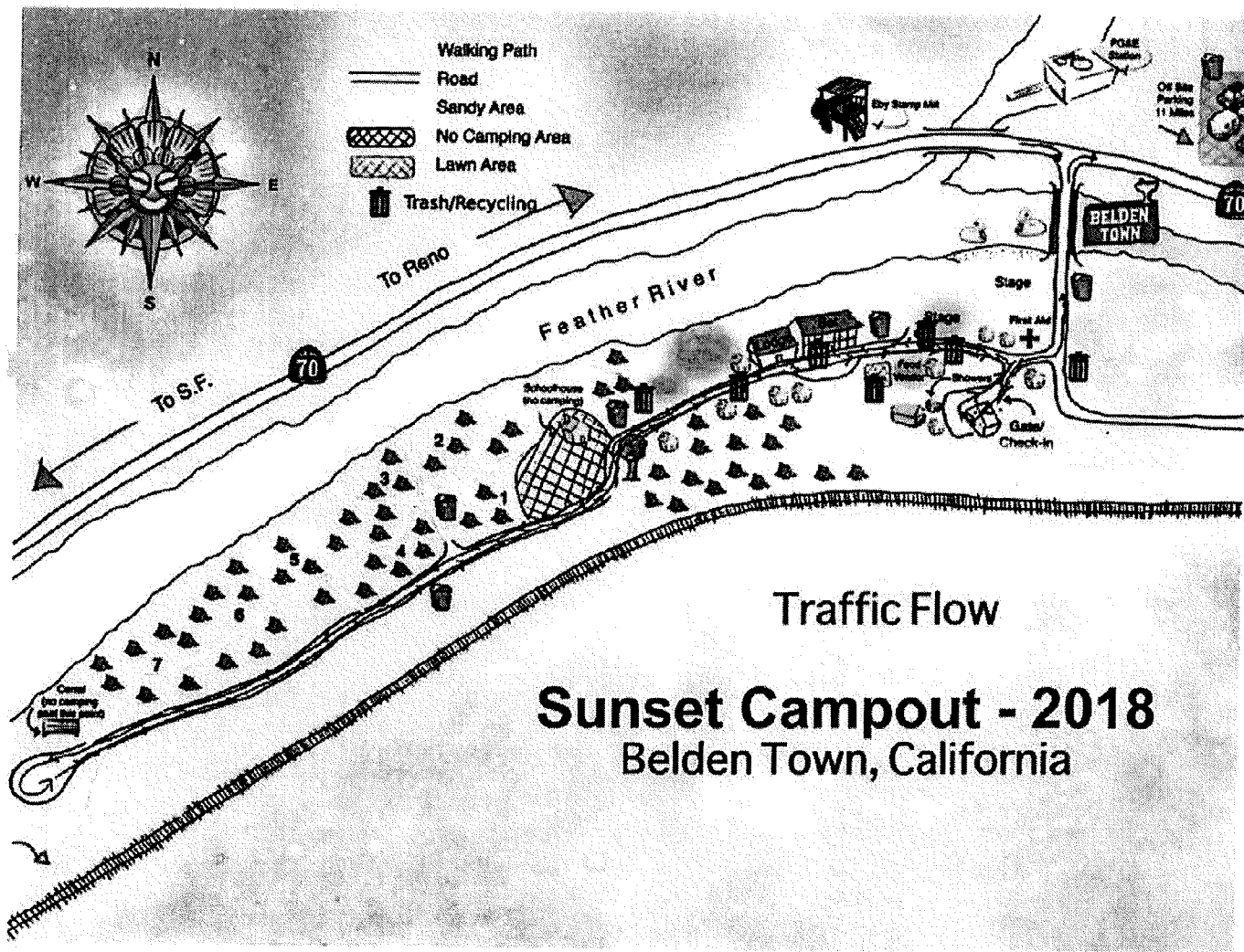
Thank you,



Ivan Coffman - Owner, Belden Town Resort and Lodge







Sunset Campout - July 27 through 30, 2018

**SUPPLEMENTAL OUTDOOR FESTIVAL PERMIT APPLICATION**

Describe below, or on an attached sheet, an explanation of the proposed event including plans describing the following information. Include the signature of the approving County authority as required. Programs and plans must be consistent with preliminary application.

**a) Commercial Liability Insurance**

Describe the commercial liability insurance coverage for the proposed event and provide proof of said coverage to the satisfaction of the Plumas County Risk Manager.

Plumas County Risk Manager: 520 Main Street, Room 205  
Quincy, CA 95971  
(530) 283-6041

Please See Attached Documentation for our Certificates of Liability.

**County Agency Approval:**

The commercial liability insurance coverage described above, or attached hereto, is approved for the event as described in this application.

  
Plumas County Risk Manager

 8-11-18  
Signature / Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2017

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 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> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark <b>PHONE (A/C No. Ext):</b> 408-293-3336 <b>E-MAIL ADDRESS:</b> ark@wawib.com <b>FAX (A/C No.):</b> 408-293-6054																					
<b>INSURED</b> Sunset Sound System 835 Carolina St San Francisco, CA 94107	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Colony</td><td></td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Colony		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		101GL0016870-00	05/16/2018	05/16/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> Hired AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	<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						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

BELDEN TOWN LISTED AS ADDITIONAL INSURED ON THIS POLICY. Dates: July 25, 2018 to July 31, 2018

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 10 days written notice to the certificate holder named below, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

**CERTIFICATE HOLDER****CANCELLATION**BELDEN TOWN  
14785 BELDEN TOWN ROAD  
BELDEN, CA 95915

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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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2017

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark <b>PHONE (A/C, No, Ext):</b> 408-293-3336 <b>E-MAIL ADDRESS:</b> ark@wawib.com <b>FAX (A/C, No):</b> 408-293-6054
<b>INSURED</b> Sunset Sound System 835 Carolina St San Francisco, CA 94107	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Colony <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

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INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR YYY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	101GL0016870-00	05/16/2018	05/16/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$
	<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			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Additional Insured: The State of California its Officers, Agents and Employee's  
Description: Sunset Campout

Dates: July 25, 2018 to July 31, 2018

**CERTIFICATE HOLDER****CANCELLATION**

The State of California 1657 Riverside Drive Redding, CA 96001-0536	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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<b>PRODUCER</b> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT</b> NAME: Ozdalga, Ark PHONE (A/C, No, Ext): 408-293-3336 E-MAIL ADDRESS: ark@wawib.com FAX (A/C, No): 408-293-6054
<b>INSURED</b> Sunset Sound System 835 Carolina St San Francisco, CA 94107	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Colony INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	<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		N/A				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Dates: July 25, 2018 to July 31, 2018

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named below, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

**CERTIFICATE HOLDER****CANCELLATION**

Jack's Place  
2513 Highway 70  
Twain, California 95984

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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# CERTIFICATE OF LIABILITY INSURANCE

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<b>PRODUCER</b> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark	<b>FAX (A/C No.):</b> 408-293-6054	
	<b>PHONE (A/C No. Ext):</b> 408-293-3336	<b>E-MAIL ADDRESS:</b> ark@wawib.com	
<b>INSURED</b> Sunset Sound System 835 Carolina St San Francisco, CA 94107	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Colony		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

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A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	101GL0016870-00	05/16/2018	05/16/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	<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	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			WC STATU- TORY LIMITS \$
						OTH- ER \$
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

Additional Insured: Plumas County Department of Public Works

Dates: July 25, 2018 to July 31, 2018

**CERTIFICATE HOLDER****CANCELLATION**

Plumas County Department of Public Works  
1834 East Main St.  
Quincy, Ca 95971

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

© 1988-2010 ACORD CORPORATION. All rights reserved.

b) Police Protection and Security

Sunset Campout - July 27 through 30, 2018

Describe the Police Protection and Security Plan for the proposed event to the satisfaction of the Plumas County Sheriff. Include a plan for the control and prevention of drug consumption and underage alcohol consumption.

Plumas County Sheriff: 1400 East Main Street  
Quincy, CA 95971  
(530) 283-6375

The Sunset Campout will have 24 hours security coverage provided by Belden's Security team combined our own hire of High Rock Security. All security personnel will be well marked and all have radios for a quick response to any events during the festival. High Rock Security personnel all have current Guard Cards (i.e. Security Guard Licenses from the Bureau of Security and Investigative Services). At least one Patrol Team (a two person team) is on duty at all times during the day with another team on standby in case of emergencies. Two - Three teams will be on patrol during the evening and through the night.

We do not sell any alcohol at the Sunset Campout. However, the Belden Bar does remain open during the event and Beer is available for purchase in the General Store. We also do not host any gathering in the bar or encourage it's use during the event. While some of our attendees do bring alcohol to the event we rarely see any issues arising from it's use. We also have very few attendees in the 14 - 21 age group as most of our crowd is in it's 30's and 40's so it's unlikely underage consumption occurs.

We do not condone illegal drug use at the Sunset Campout, and all of our staff is vigilant and will be on the look out for illegal substance abuse, dealing, and any issues that could arise. If any such issues arise, staff will notify security and/or security staff, as appropriate, who will remove those involved in the illegal activity.

County Agency Approval:

The Police Protection and Security Plans described above, or attached hereto, are approved for the event as described in this application.

GREGORY HAGWOOD  
Plumas County Sheriff

 2/14/18  
Signature / Date

c) Emergency Preparedness Plans

Describe the Fire Protection, Evacuation Plan, and Wildfire Protection Plan for the proposed event to the satisfaction of the Plumas County Office of Emergency Services.

Plumas County Office of Emergency Services:

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6332

Belden and High Rock security staff are trained to handle emergency situations, and will be prepared and equipped to do so in the event of an emergency at Sunset Campout. Our security team will be easily-identifiable and carry radios in the event of emergency.

**EVACUATION PLAN:**

Our evacuation plan is indicted on the attached map. Attendees will be notified of an evacuation plan by email prior to the event and printed materials provided at arrival, including program and map.

Once staff is notified of an evacuation requirement from CalFire, the CHP, the Sheriff's Office, or Plumas County, the security team and event leads will assemble with Belden staff to review plans and assignments. An alarm will sound, and the security team will move through the campground area with megaphones, directing participants to report to the front of the lodge. No breakdown of camps or of event infrastructure will occur at the time of evacuation; only living beings will be evacuated. Our parking crew, door crew, and event leads will oversee vehicle traffic.


Attendees who have cars parked on-site at Belden will be directed to get in their cars and proceed to the Belden RV parking lot, where they will fill their remaining seats having seat belts with drivers of vehicles who have cars that are parked at the off-site lot. (To be clear, only drivers will be ferried to the offsite parking lot, in order to maximize the number of cars returning to Belden to assist in evacuation.) These onsite cars will then drive up Highway 70 to the offsite lot and drop off their passengers. This process will iterate as required, using our shuttle if the shuttle is deemed necessary.

Attendees who are not driving to the offsite lot in on-site cars will be directed to follow the paved road out of town and across the bridge, then led across Highway 70 (with staff directing traffic) to gather at the rest stop north of Belden on the north side of Highway 70 by security, Belden Staff, and event leads. They will await pickup there.

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

GREGORY HAGWOOD  
Director, Plumas County OES

 2/14/18  
Signature / Date

Cars returning to Belden from the off-site parking lot will load passengers at the rest stop north of Belden on the north side of Highway 70 and proceed southwest along the evacuation route as specified by CalFire/CHP/Sheriff/Plumas County. (Belden staff has indicated that because emergency vehicles come from Quincy, evacuation is expected to be directed onto CA 70 West. )

Sunset Campout leads and security will conduct additional sweeps through all campground areas to verify evacuation. Staff, not including event leads, will evacuate with participants. Once staff and participant evacuation is complete, security and event leads will evacuate.

To prepare for emergency evacuations, roadways are kept clear and fire lanes clearly marked. Cars are parked facing the direction of evacuation, per federal and county regulation. Enough cars are kept on site to be able to implement the evacuation plan. Belden staff is in charge of the evacuation procedure and our staff will assist them as necessary to complete.

#### **FIRE PROTECTION:**

Our security team conducts routine walking patrols throughout the town and campgrounds and remains vigilant for any fire activity. In addition, all participants are made aware of the danger of any fire, and instructed to report any smoke, fire, or dangerous circumstances to the security team or Sunset staff. The security team and Belden staff are equipped with radios to respond to incidents at the event. Emergency responders will be notified of a fire by phone.

In addition, in the event of a fire, Belden is equipped with state-of-the-art fire system. Belden has two dedicated fire hydrants, as well as one additional water source with hook-up capability, for use in fire-fighting, that is able to produce the output of 2 hydrants. Locations of these water sources are indicated in the attached map. Additionally, there are numerous spigot and hose hook-ups throughout Belden. Belden has the following hoses and appropriate reducers for said hoses:

- 10 1.5 inch (100ft each)
- 8 1 inch (100ft each)
- 3 2 inch (50 feet length)
- 2 3.5 inch (100ft)

#### **PREVENTION OF WILDFIRES:**

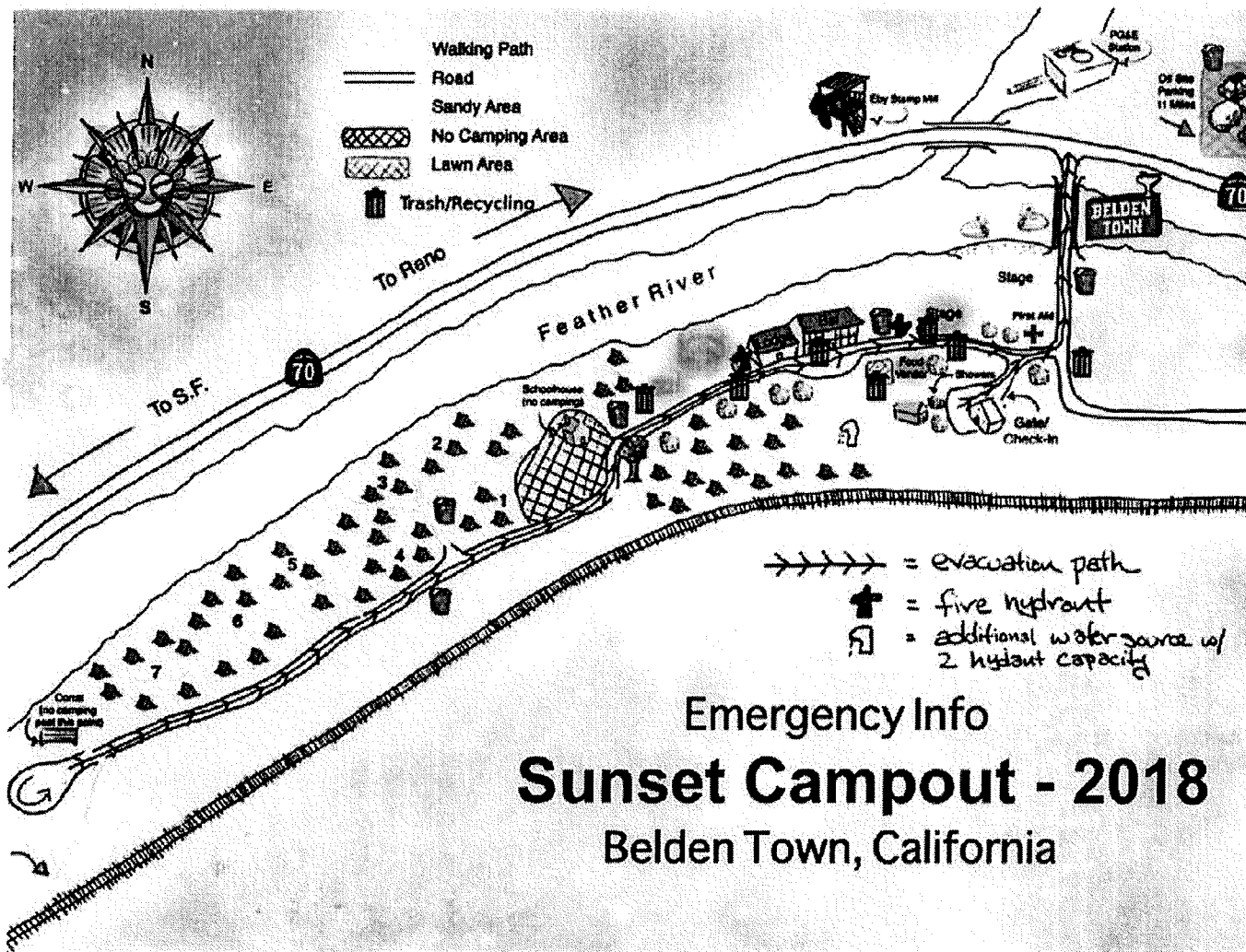
We clearly communicate to all of our attendees that no campfires, fire art, fire activities, or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will additionally post fire prevention signs in campsites.

**Campfires and camp stoves.** Campfires are not allowed during the event and all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations.

**Fireworks, generators and portable equipment.** The use of fireworks and portable equipment such as welding, cutting or chainsaws is not permitted at Sunset Campout. These restrictions will be clearly communicated to attendees. In addition, if generators are used as part of an art project or as an emergency power supply, Sunset security and staff will ensure that generators are only operated on land that is not forest-covered, bush-covered, or grass-covered.

**Smoking.** Programming and planned activities at Sunset are held largely on pavement or in areas without vegetation. Smokers will be encouraged by security to use such areas for smoking. Security is trained to identify unsafe smoking practices and intervene to encourage smokers to use only safe areas. In past years, consistent with our leave-no-trace philosophy, we have provided lidded ashtrays for smokers to use to safely dispose of cigarette waste.

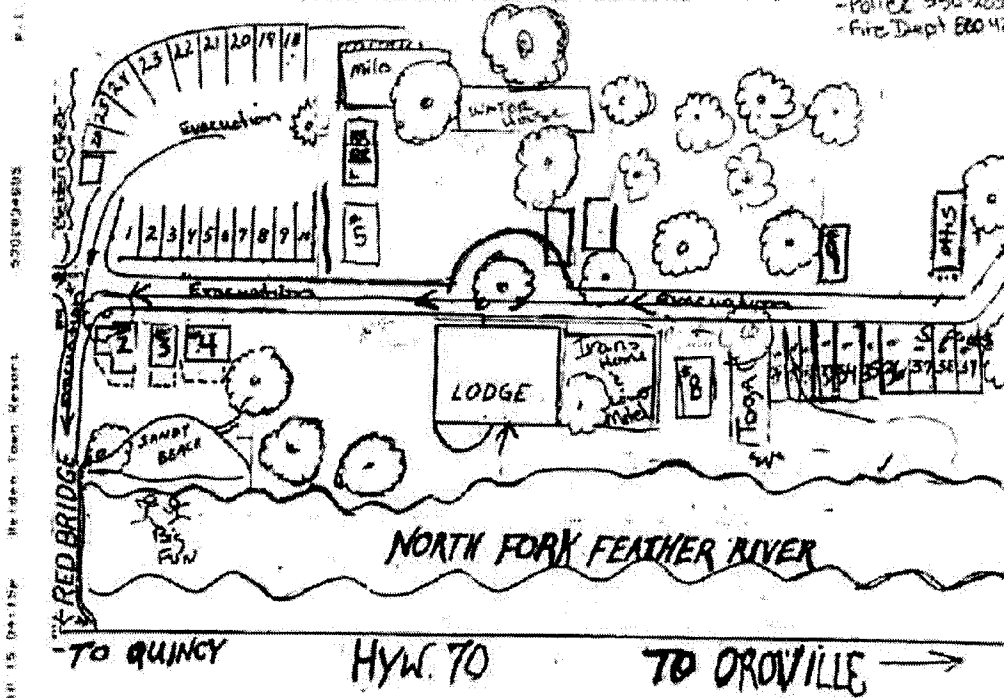
**Parking in dry grass.** Our designated parking areas either (a) are cut to ensure that there will be no car body or engine contact with plant life or dried plant matter or (b) do not contain live or dry plant matter. Designated parking areas are also watered down before the event to minimize the possibility of sudden combustion/spark ignition.



# BELDON TOWN RESORT & LODGE

14785 Belden Town Rd. Belden, Ca. 95415

Wildfires  
 -Elevation 2200  
 -Police 530-283-6304  
 -Fire Dept 800-427-762



Map 14785 Belden Town Rd. Belden, Ca. 95415

Sunset Campout - July 27 through 30, 2018

**d) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans**

Describe water supply and sanitation facility plans, provisions for food handling and the solid waste clean-up and recycling plans for the proposed event to the satisfaction of the Plumas County Department of Environmental Health.

Plumas County Department of Environmental Health

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6355

**FOOD PROVISIONS:**

The Belden Town Restaurant will be open for food service from 7am to 10pm each day. Snacks and beverages can also be obtained at Belden's Store, which is kept fully stocked during the event. The Sunset Campout also employs 3 food/beverage vendors which provide a good portion of the attendee's food needs. At least 30 days prior to the event, Sunset Campout will submit an Event Coordinator application to Environmental Health which will include the names and contact information for any temporary or mobile food vendors. We expect and require the vendors to comply with all state and county department requirements. All food vendors are required to obtain a Temporary Food Facility permit from Plumas County Environmental Health at least 30 days prior to the event.

**WATER SUPPLY:**

We will be relying on the Belden system primarily for our water supply. Belden has two water sources and holds a current permit for these water sources. These water sources include, one easy access water fountain in a central location. Belden also sells bottled water in it's store. We continually communicate to everyone to stay healthy and hydrated, included in pre-event emails, signage on-site, and as part of the check-in process.

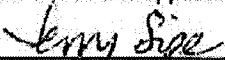
**SEWAGE DISPOSAL:**


We will be using Ben's Toilets located in Gridley for our portable toilets. Ben's toilets will provide 48 portable toilets and 3 wash stations. This equipment will be cleaned once daily on each Friday, Saturday, & Sunday as recommended by Ben's Toilets and Plumas County from past years events. In addition, Belden provides men's and women's bathrooms in the lodge, men's and women's bathrooms on the shower area, as well as bathrooms in each of the cabins and lodge rooms. Two portable toilets will be stationed at the off-site parking area. Ben's Toilets is known to us to have the current permits to operate in Plumas County.

Water Supply and Sanitation Facilities, Food Provisions and Solid Waste Clean-up and Recycling Plans described above, or attached hereto, are approved for the event as described in the application.

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

  
\_\_\_\_\_  
Plumas County Environmental Health

 4/9/18  
\_\_\_\_\_  
Signature / Date



**Sunset Campout - July 27 through 30, 2018**

**Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans  
(cont.)**

**SOLID WASTE RECYCLING:**

The Sunset Campout is a leave no trace event, and we communicate to our attendees that they are responsible for packing out their own trash. Compliance with this policy has gone well as many of our attendees are used to practicing leave no trace ethics at other community events. Sunset Campout also provides at least 7 waste collecting eco-stations in central locations throughout the event. Each station has 3 containers (1) landfill (2) cans and bottle recycling (3) compost/food scraps. Event staff will service each of these stations constantly throughout the duration of the event. Campers in camping areas will be informed that they are responsible for collecting waste in their own area, although event staff will also ensure these areas are left clear after the event. The number, location, and servicing of solid waste bins or containers will be adequate to prevent odors, leakage, overflow, or flies. A bin of adequate size will also be located at the off-site parking area. Recycling will be completed within 48 hours of the end of the festival. Any unsorted solid waste after that time will be placed in the bins provided by the solid waste franchisee for disposal.

Compostable and Recyclable material will be transported to sufficient facility for processing. All other solid waste will be collected into our 30 yard container located to the east of the event entrance. This container will be provided by Feather River Disposal (Waste Management Inc.) which will be delivered prior to the start of the event and will be hauled away at its conclusion. This container has consistently met our solid waste needs based on our past events in Belden Town.

## SUNSET CAMPOUT 2018 APPLICATION ADDENDUM 4-6-18

Upon arrival, The vendor coordinator will show all food vendors where to dump their waste (grey) water on-site, and demonstrate the proper dumping process.

Food vendors will use the grey water receptacle behind the food vending area provided by Ben's Toilets who also manages the portable toilets on-site. Ben's toilets will manage the receptacle and remove it at the end of the event for proper disposal at their facility. In the event Ben's toilets cannot provide a grey water receptacle (ie, emergency with Cal-Fire) Food Vendors will use their own portable 50 gallon transfer tanks to collect their waste (grey) water for the duration of the event.

Their tanks will be directed to Belden Town's established septic dumping area in the RV site section for proper disposal .

Food vendors will transfer their waste (grey) water in the correct manor for waste water containment.

They will be informed that under no circumstances are they to be dumping any waste water anywhere but the established septic dumping area.

All food vendors will be monitored throughout the event by the vendor coordinator & assistants.

**\*NOTE\*** All food vendors will be required to bring a portable 50 gallon waste water transfer tank for waste water transfer based on the availability of a grey water receptical provided by Ben's Toilets. Our vendor coordinator will verify with all the food vendors to make sure all are covered for usage & informed of the newly established process for waste (grey) water disposal.

**e) Medical Facilities & Services**

Sunset Campout - July 27 through 30, 2018

Describe the medical facilities and services, including access for ambulances and paramedics or emergency medical technicians for the proposed event to the satisfaction of the Plumas County Health Officer.

Plumas County Public Health Agency

270 County Hospital Rd. Ste. 206  
Quincy, CA 95971  
(530) 283-6330

Sunset Campout will have medical support available on-site 24 hours a day during the event. For all medical issues other than critical injuries or rescue situations, we have sufficient resources to either treat injuries on site or provide transportation to local medical centers. We will be using the same medical provider as last year: RGX Medical. They have nearly a decade of experience in event medical support. Our medical staffing and plan includes:

- We will provide at least one California licensed Registered Nurse as well as 2 California licensed EMS providers, one with EMT-B certification or higher and one with EMT-P certification or higher 24 hours a day. There will be a dedicated First Aid Station clearly marked and accessible to attendees.
- In addition to an AED, medical personnel will also have available basic resuscitation equipment and medications to include an adult BVM (bag-valve-mask), oxygen, BLS airways, epinephrine for IM use (EpiPen), naloxone for IM/IN use, splinting, and immobilization devices.
- These medics will evaluate and treat any injury or illness brought to the attention of the Sunset Campout staff.
- On-site medics will perform assessment to determine appropriate treatment, and whether treatment should be on-site or at a local medical center. If treatment at a medical center is required or advised, the medics will make recommendations regarding the appropriate mode of transportation.
- Medics will administer BLS (basic life support) care, including treatment of cuts, scrapes, sprains, and other injuries, which do not require escalated diagnostics or specialist consultation.
- A vehicle will be kept ready to transport the medics to the patient if necessary.
- A vehicle and driver will also be kept ready to transport an injured or ill participant or staff member to a local medical facility if that participant does not have a vehicle available and the medical event does not warrant an ambulance call.
- All Sunset Campout, Belden, High Rock Security, and RGX Medical staff on duty are on the same radio network 24 hours a day throughout the duration of the event, remaining in constant communication. Sunset Campout staff and medical staff on duty will have at least two fully functional cellular devices on hand to use in the event that an emergency warrants a call for off-site services. Belden Lodge has a landline that is available for our use in the event that on-site cellular communications are unavailable due to reasons beyond our control. Our medical services provider, will complete ICS Forms 201, 202, 205, and 206, and these documents will be available to county agencies, venue staff, event personnel, and medical personnel. They will be completed at least two weeks prior to the event.

**County Agency Approval:**

- The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

  
Mark Satterfield, M.D., Plumas County Health Officer

Date 3/28/18

Additional measures related to emergency services and safety include:

- We will have close integration between Event leads, High Rock Security, Medical staff, and Belden staff to provide seamless and consistent monitoring and emergency response capabilities. Both Belden staff and High Rock Security staff are trained to handle emergency situations, and will be prepared and equipped to do so in the event of an emergency at Sunset Campout. Our event staff will be clearly identifiable and carry radios in the event of emergency. One patrol (a two-person team) is on duty at all times, and at least one other patrol is on call in case of all types of emergencies, including medical. In the evening hours, we run several patrols in case of a critical incident.
- Our experienced operations team will work closely with both medical and security staff to make sure all facilities are well coordinated and in communication with Belden and local agencies.
- Over 9 years, with input from numerous agencies, we have honed an efficient traffic and parking management system that leaves only as many cars on-site as needed to accomplish an evacuation, and that provides clearance for emergency vehicles (see the section entitled Evacuation Plan in this permit application).
- Neither Sunset Campout nor any vendors hired by Sunset Campout sell or distribute alcohol to attendees. (Belden Resort does sell alcohol at their licensed bar, which is typically open from around 10AM until sometime between 10 PM and 1 AM each day.)
- Our email communications to ticket-holders will include language regarding river safety, including a warning that we do not provide lifeguards, and will post "Swim At Your Own Risk" signage on the Belden beach.
- While we will not have certified lifeguards on duty, we will schedule dedicated beach lookouts who remain vigilant during periods of high river usage.
- We will clearly communicate to all of our attendees that no campfires, fire art, fire activities, or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will additionally post fire prevention signs in campsites.
- While Sunset Campout staff, Medical, and High Rock Security will be focused on the safety of Sunset Campout event participants, it is our expectation that Belden's staff will have sole responsibility for the safety of bystanders, specifically for any non-ticketholder Belden Resort (bar, restaurant, and store) patrons, including local passerby and any hikers from the nearby Pacific Crest Trail.

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

  
Mark Satterfield, M.D., Plumas County Health Officer

  
Date

Sunset Campout - July 27 through 30, 2018

f) Parking plan

Describe the parking plan for the proposed event to the satisfaction of the Plumas County Planning Department.

Plumas County Planning Department

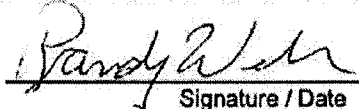
555 Main Street  
Quincy, CA 95971  
(530) 283-7011

The Sunset Campout staffs a team devoted to parking, which will coordinate the parking on property in accordance with Plumas County, Belden, and the US Forestry Service rules and regulations. Sunset Campout sells 40 parking spaces for parking in Belden Town and 40 for staff. All vehicles are guided into parking spots by our staff backed in facing out to the road. 15' easement is always left through town and fire lane access through vending area. The rest of the vehicles are parked at the off-site property known as Jacks Place, and attendees will be shuttled over from that remote lot. We are applying for Highway Easement/Road Encroachment permits through Caltrans which will allow us to post signage along the highway, directing attendees to the off-site parking and Belden entrance.

County Agency Approval:

The parking plan described above, or attached hereto, is approved for the event as described in this application.

\_\_\_\_\_  
Plumas County Planning Department

 2/14/18  
\_\_\_\_\_  
Signature / Date

**g) Traffic Control Plan**

Sunset Campout - July 27 through 30, 2018

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works

1834 E. Main Street  
Quincy, CA 95971  
(530) 283-6268

**Access/On-Site Traffic Control**

**Before Event Begins:**

- Belden will put up 'special event' signs so people know to slow down while people are turning onto the bridge from Highway 70.
- We use spray chalk to prep RV sites and traffic information on the ground.
- Post 'no parking' and 'fire lane' signs on the back road along all Forestry Service camping area
- Create markings for 15' fire lane easement going down the entire road

**As Attendees Arrive:**

- During the entire event we set up check-in in the upper RV lot. Attendees cross the bridge and drive into the RV lot in a loop around the perimeter, stopping to check in when they are faced with their noses pointing out back toward the bridge, ready to drive back out of the lot.
- They are then to check-in and unload their vehicles. Attendees are not allowed to drive vehicles into Belden unless they have a parking pass.
- The driver only will take vehicle to the off-site parking to park vehicle and ride shuttle back to Belden
- Traffic attendants are making sure that all vehicles flow freely and do not back up onto bridge or highway.
- Check-in attendants ensure a safe and efficient unloading process.

**As Attendees Leave:**

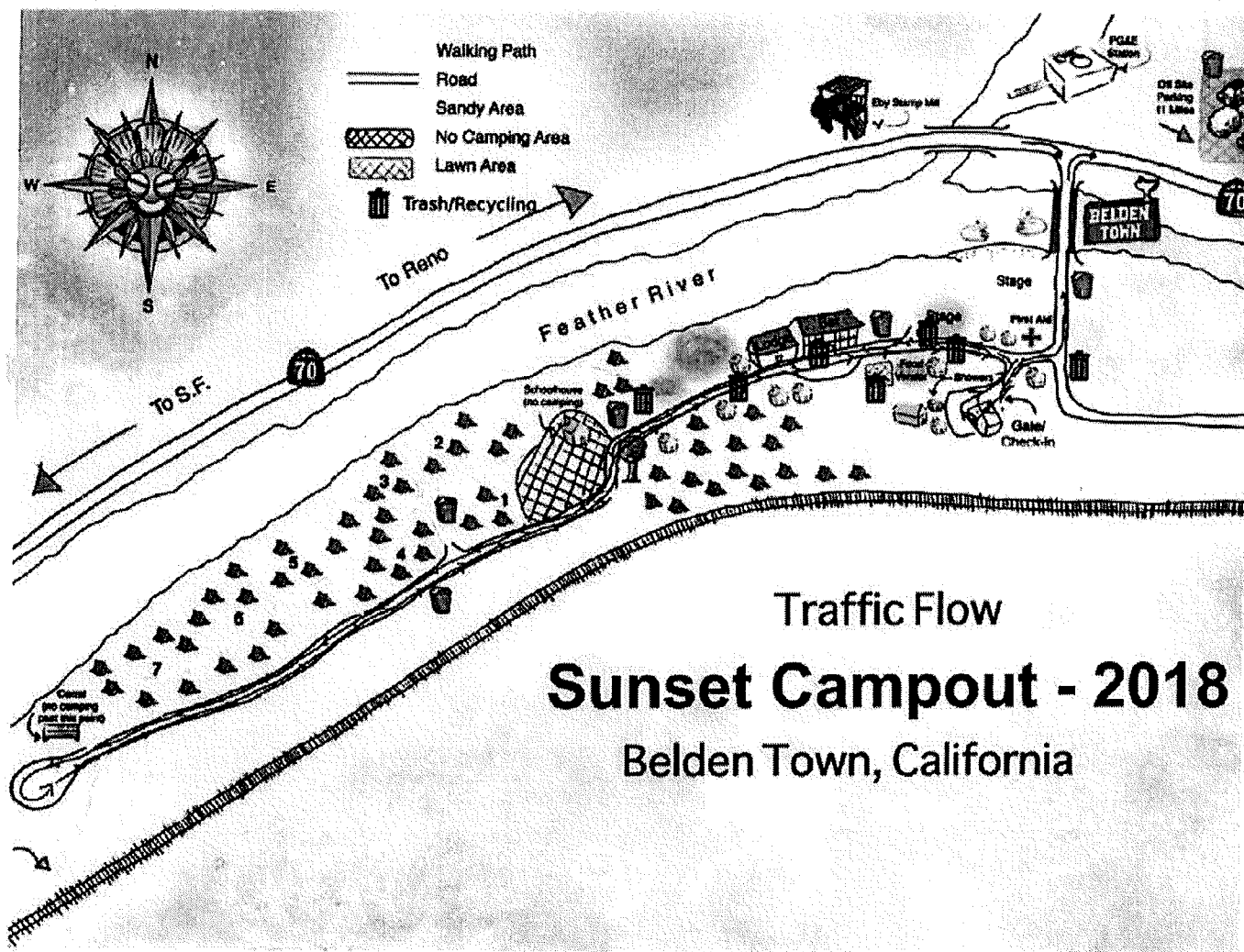
- Vehicles are staggered methodically as the entire back to Belden for load out. The schedule of the shuttles dictates how many vehicles will enter at a time and can be managed for smooth traffic flow.
- Check-out attendants ensure a safe and efficient loading process.

**County Agency Approval:**

The traffic control plan as described above, or attached hereto, is approved for the event as described in this application.

Plumas County Department of Public Works

*See attached approval letter dated 2-14-18*  
\_\_\_\_\_  
Signature / Date



# Traffic Control Plan

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works  
1834 E. Main Street  
Quincy, CA 95971  
(530) 283-6268

## Access/On Site Traffic Control

### **Before Event Begins**

- "Special Event Ahead" signs will be placed at mileposts 13.4 and 15.1 on the State Highway to warn the traveling public of an event at Belden. "Temporary No Parking" signs shall be placed every one hundred feet (100') from the Belden Bridge to the "Special Event Signs".
- Spray chalk will be used to:
  - Draw arrows off the bridge and up to the RV lot to direct traffic flow.
  - Post "no parking" and "fire lane" signs along the back road adjacent to the Forest Service Campground.
  - Mark the 15' width of the fire lane required along the length of Belden Town Road.

### **As Attendees Arrive**

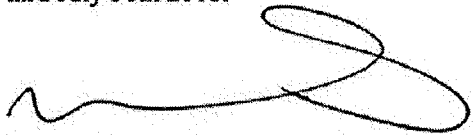
- During the entire even, check-in will be located in the RV lot. Attendees cross the bridge and drive into the RV lot in a loop around the perimeter, stopping to check in when they are faced with their noses pointing out back toward the bridge, ready to drive back out of the lot.
- Attendees will be allowed to check-in and unload their vehicles. Attendees will not be allowed to drive vehicles past the check-in area unless they have an onsite parking pass.
- The driver will be directed to take the vehicle to the off-site parking lot where they will park the vehicle and be shuttled back to Belden.
- Attendants will be available to make sure that traffic is not allowed to back up onto the bridge or State Highway.

### **As Attendees Leave**

- Vehicles returning to Belden will be staggered to prevent a traffic jam. The shuttle schedule will dictate how many vehicles will be allowed onsite at a time.
- Attendants will be available to help ensure a safe and effective loading process.

### **County Agency Approval:**

The traffic control plan as described above is approved for the Sunset Campout scheduled for July 27th thru July 30th 2018.



Plumas County Department of Public Works

2-14-18  
Signature/Date



Sunset Campout - July 27 through 30, 2018

i) **Transient Occupancy Taxes**

If it is proposed or expected that spectators or participants will remain overnight, include provisions for the collection of transient occupancy taxes in accordance with Chapter 4 of Title 3 of the Plumas County Code to the satisfaction of the Plumas County Tax Collector.

Plumas County Tax Collector

520 Main Street, Room 203  
Quincy, CA 95971  
(530) 283-6260

Please see attached TOT Registration Form to represent a breakdown from our ticket sales.

County Agency Approval:

The provisions for collecting transient occupancy taxes as described above, or attached hereto, are approved for the event as described in this application.

\_\_\_\_\_  
Plumas County Tax Collector

Mandy Mahan 3/19/18  
Signature / Date

**COUNTY TREASURER & TAX COLLECTOR**

P.O. BOX 176, QUINCY, CALIFORNIA 95971 (530)283-6260



**REGISTRATION FORM**

UNIFORM TRANSIENT OCCUPANCY TAX  
ORDINANCE NO. 544  
COUNTY OF PLUMAS, STATE OF CALIFORNIA

For Office Use Only:

Issue Date: \_\_\_\_\_

Eff. Date: \_\_\_\_\_

Location: \_\_\_\_\_

Type: \_\_\_\_\_

DATE \_\_\_\_\_

CERT.# 2015

(To be assigned by Tax Collector)

TO: PLUMAS COUNTY TAX COLLECTOR  
P.O. BOX 176  
QUINCY, CA. 95971

1. OWNER OF BUSINESS Galen Abbott

OWNER'S MAILING ADDRESS 567 Pennsylvania Ave. San Francisco, CA 94107

OWNER'S TELEPHONE NUMBER 415 577 9099

2. NAME OF BUSINESS ESTABLISHMENT Sunset Sound System (Sunset Campout)

MAILING ADDRESS OF BUSINESS ESTABLISHMENT 202 Bocana St. San Francisco, CA

TELEPHONE NUMBER OF BUSINESS ESTABLISHMENT 415 642 6363 94110

3. NAME OF OPERATOR \_\_\_\_\_

(If different from owner-Caution: Please read Ordinance No. 544, Plumas County Code for clarification of Operator's of Operator's responsibilities).

OPERATOR'S TITLE Co-Owner

RESIDENCE ADDRESS OF OPERATOR 567 Pennsylvania Ave. San Francisco, CA 94107

RESIDENCE TELEPHONE OF OPERATOR 415 642 6363

4. NAME OF RENTAL MANAGER \_\_\_\_\_

(If different from operator)

5. WHO WILL BE RESPONSIBLE FOR FILING TRANSIENT OCCUPANCY TAX RETURN?

Galen Abbott

SEE REVERSE SIDE-ALL INFORMATION REQUESTED ON BOTH SIDES OF  
THIS FORM MUST BE PROVIDED.

*galenabbott@gmail.com*

6. PARCEL NUMBER, STREET ADDRESS OR LOCATION OF BUSINESS

202 Bocana St. San Francisco, CA 94110

7. FIRST DATE YOU RENTED THIS UNIT ON A 30 DAY OR LESS BASIS

July 26, 2018

8. TYPE OF ORGANIZATION: INDIVIDUAL ☐ PARTNERSHIP ☐ CORP. ☒

9. NAMES OF PARTNERS OR CORPORATION OFFICERS:

<u>Solar Langevin</u>	<u>Co-Owner</u>	<u>202 Bocana St. San Francisco, CA 94117</u>
(name)	(title)	(address)

_____ (name)	_____ (title)	_____ (address)
-----------------	------------------	--------------------

_____ (name)	_____ (title)	_____ (address)
-----------------	------------------	--------------------

10. NUMBER OF OCCUPANCY UNITS:

<u>415</u>	<u>@</u>	<u>\$ 12.50</u>	_____	<u>@</u>	<u>\$</u>	_____	<u>@</u>	<u>\$</u>
_____	<u>@</u>	<u>\$</u>	_____	<u>@</u>	<u>\$</u>	_____	<u>@</u>	<u>\$</u>
_____	<u>@</u>	<u>\$</u>	_____	<u>@</u>	<u>\$</u>	_____	<u>@</u>	<u>\$</u>

11. IF YOU OWNED OR OPERATED THIS RENTAL FOR TWO OR MORE YEARS, PLEASE COMPLETE THE FOLLOWING TO THE BEST OF YOUR ABILITY.

PERCENTAGE OF OCCUPANCY (FROM EXPERIENCE) \_\_\_\_\_

PERCENTAGE OF OCCUPANCY 30 DAYS OR LESS \_\_\_\_\_

PERCENTAGE OF OCCUPANCY 31 DAYS OR MORE \_\_\_\_\_

TOTAL PERCENTAGE OF OCCUPANCY \_\_\_\_\_

DATED: December 22, 2018

SIGNATURE: \_\_\_\_\_



TITLE: Co-Producer

3B

**RESOLUTION NO. 2018**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF PLUMAS  
DECLARING THAT PLUMAS COUNTY'S POLICIES COMPLY WITH FEDERAL  
IMMIGRATION LAWS AND THE COUNTY DOES NOT CONSTITUTE A  
"SANCTUARY" JURISDICTION**

**WHEREAS**, the County of Plumas respects both the rights of members of immigrant communities, and the authority of the United States government to regulate immigration; and

**WHEREAS**, federal law, 8 U.S.C. §§ 1373 and 1644, provides that no government entity may prohibit or restrict its officials from sending to, or receiving from, United States immigration authorities information regarding the citizenship or immigration status of any individual; and

**WHEREAS**, in addition to the foregoing legal restrictions, United States immigration authorities often request additional voluntary assistance from local governments and law enforcement agencies; and

**WHEREAS**, such voluntary assistance is largely unreimbursed by the United States government, and as with all requests for interagency aid, local governments and law enforcement agencies with limited resources are often forced to make difficult decisions regarding whether assistance can be provided on a case-by-case basis, including considerations of funding, personnel availability, jail capacity, and other legal obligations; and

**WHEREAS**, the County of Plumas is a political subdivision of the State of California and, as such, may not lawfully disregard the requirements of state law in the absence of a court order that the law is invalid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Plumas, acting by and through the Board of Supervisors of the County of Plumas, hereby declares that the County of Plumas's policies comply with 8 U.S.C. §§ 1373 and 1644, and do not prohibit or restrict its officials, employees, or any other person from sending to, or receiving from, United States immigration authorities information regarding the citizenship or immigration status of any individual.

**BE IT FURTHER RESOLVED**, that the County of Plumas acting by and through the Board of Supervisors of the County of Plumas, hereby declares that it does not refuse to comply with federal immigration laws as the result of any local policy decisions by County elected officials, does not have any intention of hindering enforcement of those laws, and does not meet any reasonable definition of a "sanctuary" jurisdiction.

**BE IT FURTHER RESOLVED**, that the County of Plumas will endeavor to provide appropriate interagency assistance to United States immigration authorities within the limits of its resources, including funding, personnel availability, and jail capacity, and also within the limits of its legal obligations, including the limits of its legal obligations imposed by state law and judicial authority.

12/12/18

**BE IT FURTHER RESOLVED**, that the United States Congress, federal administration, and other appropriate agencies of the federal government are hereby urged to include representatives of rural local governments in California and nationwide in the process of developing any legal definition of a "sanctuary" jurisdiction.

**BE IT FURTHER RESOLVED**, that the United States Congress, federal administration, and other appropriate agencies of the federal government are hereby urged not to reduce, restrict, or eliminate any federal funding to local governments, on the sole basis that such local governments are sometimes unable to provide voluntary assistance to United States immigration authorities due to resource limitations and legal obligation limitations as described above.

**BE IT FURTHER RESOLVED**, that the United States Congress, federal administration, and other appropriate agencies of the federal government are hereby urged to provide local governments with full cost reimbursement for any assistance requested by and rendered to United States immigration authorities.

**BE IT FURTHER RESOLVED**, that the California Legislature, Governor, and appropriate California state agencies are hereby urged to adopt legislation, regulations, and policies applicable to local governments that adhere to federal law and are consistent with the authority of the United States government to regulate immigration.

**DULY PASSED AND ADOPTED**, this 1st day of May, 2018, by the Board of Supervisors of the County of Plumas by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Board of Supervisors, County of Plumas  
State of California

ATTEST:

NANCY L. DAFORNO

Clerk of the Board of Supervisors

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





## Chester Piecemakers Quilt Guild

3E

PO Box 1702,

Chester, CA 96020

April 13, 2018

Lindsay Driscoll  
Plumas County Facility Services

April 10 and 11, 2018, we rented the Almanor Rec Center for an educational meeting. Our Guild paid a teacher for this exciting 2-day event. When we arrived on Tuesday morning we found the building to be only 59 degrees. I called the facilities department at 0945 and left a message that there was no heat. By 11am there still was no heat and our participants as well as our teacher had resorted to down coats and hats. I again called and left a message. By noon, we still had no call back and the system was now blowing cold air making it miserable. A third call was made and message left.

We broke for lunch and one of our participants went out to make sure the gas tank had propane, it was at 55%. We then resorted to calling our county supervisor with the problem and left her a voice mail as well. We also called the county engineering department and although we did get a secretary, she was unable to help.

By the afternoon, a gentleman who we found working outside came to try and fix the heat and he also had no luck.

As you can see, we tried everything we could think of to correct the problems, but to no avail.

The day ended and all were frozen and very frustrated.

Wednesday am, temp 54 degrees. The participants and teacher arrived with portable heaters, boots and coats in hand to try to enjoy the rest of our event. I called facilities and did get someone who let me know that they were coming to fix the heat. Brandon arrived about 9am and soon had the heater working so that we could continue our event.

I found this whole situation to be unacceptable. Our paid teacher left with a bad impression of how this community functions and the participants did not enjoy what should have been an enjoyable event.

Our non-profit organization works hard to contribute to this community and it is very upsetting to have something like this mar our reputation.

I would like to request a refund for our rental fees for the center or a credit toward a future rental.

Sincerely,

Terry Aaroe, VP  
Chester Piecemakers Quilt Guild

Cc Sherry Thrall, Supervisor

