



## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF DECEMBER 10, 2019 TO BE HELD AT 11:00 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**

11:00 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) CLERK OF THE BOARD**

Approve Board minutes for November 2019

#### **B) FACILITY SERVICES/AIRPORTS**

Approve and authorize the Chair to sign contract, not to exceed \$10,000, between County of Plumas and Siemens Industry, Inc. for service and repair of swipe-card entry security systems; and ratify contract effective July 1, 2019; approved as to form by County Counsel **View Item**

#### **C) ELECTIONS**

- 1) Certify election results of the State Assembly District 1 Special Election, held on November 5, 2019 **View Item**
- 2) Adopt **RESOLUTION** authorizing the Plumas County Clerk-Recorder-Registrar of Voters to Conduct all Federal, State and Local Elections in the Year 2020 **View Item**

#### **D) SHERIFF**

- 1) Authorize the purchase and equipping of three (3) 2020 Ford F150's, not to exceed \$165,000, from Department 70331; included in the FY 2019-2020 budget **View Item**
- 2) Approve and authorize the Chair to sign contract, not to exceed \$45,000, between County of Plumas and Levi Pence dba Hi-Tech Frame & Finish for Sheriff vehicle repairs; approved as to form by County Counsel **View Item**

**E) DISTRICT ATTORNEY**

Approve and authorize the Chair to sign lease agreement, at a quarterly rate of \$3,000, between County of Plumas and Kinne Marriage and Family Therapy, Inc. to conduct group programming as part of the Prop 47/Pre-Trial Release Program; and ratify lease effective July 1, 2019; approved as to form by County Counsel **View Item**

**F) BEHAVIORAL HEALTH **View Item****

- 1) Approve and authorize the Chair to sign agreement, not to exceed \$39,179, between County of Plumas and Nevada County for telephone triage services; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign agreement between County of Plumas and O'Connell Research, Inc. for assistance in a Data Driven Recovery project; approved as to form by County Counsel

**G) HUMAN RESOURCES**

Adopt **RESOLUTION** adopting the Plumas County Job Classification Plan **View Item**

**H) PUBLIC HEALTH AGENCY**

Authorize and Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Health Education Coordinator I position, vacated due to the promotion of current staff member **View Item**

**I) PUBLIC WORKS**

- 1) Approve and authorize the Chair to sign Task Order No. 9, not to exceed \$61,790, between County of Plumas and Dokken Engineering, for preparation of a Type Selection Report for the Chester-Warner Valley Road Kings Creek Bridge Replacement project; approved as to form by County Counsel **View Item**
- 2) Approve and authorize the Chair to sign Task Order No. 10, not to exceed \$89,332, between County of Plumas and Dokken Engineering, for engineering services in support of the Graeagle-Johnsville Road Rehabilitation project; approved as to form by County Counsel **View Item**
- 3) Spanish Ranch Road Bridge Replacement Project: Adopt project Plans and Specifications; and authorize the Director of Public Works to publicly advertise for bids, subject to approval by County Counsel of bid package **View Item**

**J) COUNTY COUNSEL**

Approve and authorize the Chair to sign First Amendment to Agreement, not to exceed \$20,700, between County of Plumas and Municipal Resource Group, LLC to provide employee misconduct investigation services; approved as to form by County Counsel **View Item**

**2. DEPARTMENTAL MATTERS**

**A) MUSEUM – Scott Lawson**

**PUBLIC HEARING:** Adopt **RESOLUTION** amending Portions of the Master Fee Schedule to Adopt New and Amend Existing Plumas County Museum Fees for Services. **Roll call vote** **View Item**

**B) SHERIFF/OFFICE OF EMERGENCY SERVICES – Greg Hagwood **View Item****

- 1) Accept the FEMA/OES Hazard Mitigation Grant Program Planning Grant Award; discussion and possible action
- 2) Approve and authorize the Chair to sign the Services Agreement between the County of Plumas and Foster Morrison Consulting, Ltd. for the completion of the Hazard Mitigation Plan update; discussion and possible action

**C) PLANNING** – Tracey Ferguson

- 1) Adopt **ORDINANCE**, first introduced on November 19, 2019, amending Title 9 (Planning & Zoning), Chapter 2, Article 2 of the Plumas County Code by clarifying that the definition of “Horticulture” does not include “Industrial Hemp” and adding the definition of “Agricultural Processing” and amending Articles 30 and 31 adding “Agricultural Processing” as a use subject to the issuance of a special use permit in the Agricultural Preserve and General Agriculture zones. **Roll call vote** [View Item](#)
- 2) Direct the Planning Commission to consider whether or not to allow cultivation of industrial hemp in Zones R-10 and R-20, including agricultural processing of industrial hemp; discussion and possible action

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

- 1) Authorize the Airports Director to sign FAA Grant Agreement - Offer of \$996,731, effective August 9, 2019, for purchase of snow-removal equipment for each airport and 12,000 gallon aviation fuel tank at Beckwourth-Nervino; discussion and possible action [View Item](#)
- 2) Authorize the Airports Director to sign contract, not to exceed \$241,217, between County of Plumas and JBP, LLC dba Silver State International Trucks for purchase of a new snow plow, funded by FAA grant funding; approved as to form by County Counsel [View Item](#)
- 3) Authorize the Airports Director to sign contract, not to exceed \$298,151 between County of Plumas and Belcorp Ag, LLC for purchase of three new rotary snow blowers, funded by FAA grant funding; approved as to form by County Counsel [View Item](#)
- 4) Approve and authorize the Airports Director to sign contract, not to exceed \$466,445, between County of Plumas and McCuen Construction for new 12,000 gallon fuel tank at Beckwourth-Nervino Airport; approved as to form by County Counsel [View Item](#)
- 5) Approve Supplemental Budget Transfer for Airport Capital Improvements to increase revenue from \$919,958 to \$1,046,567 and increase expenses from \$53,543 to \$1,107,479 to support Federal and State grant-funded Airport Improvement plans; approved as to form by Auditor/Controller [View Item](#)

**E) PUBLIC WORKS**

Status report on the new Plumas County Correctional Facility and Day Reporting Center project; discussion and possible action [View Item](#)

**3. BOARD OF SUPERVISORS**

- A. Receive information regarding “Counties Receive \$26 Million to Assist with Public Safety Power Shutoff (PSPS) Costs Now” as being advocated by CSAC; discussion regarding possible use and/or direction to staff [View Item](#)
- B. Ratify letter to the Department of Forestry and Fire Protection in support of Plumas County Fire Safe Council Senior/Disabled Defensible Space Assistance Program; discussion and possible action [View Item](#)
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

**FISH & GAME ADVISORY COMMISSION**

Appoint Randy Bess to the Plumas County Fish & Game Advisory Commission to fill a vacancy in District 5

**CRESCENT MILLS FIRE DISTRICT**

Appoint Sherilyn Schwartz to the Crescent Mills Fire District Board of Directors, to form a quorum necessary to conduct business

## **GRIZZLY LAKE COMMUNITY SERVICES DISTRICT**

Appoint Larry Terrill, Brendan Finch, and Patricia Work to the Grizzly Lake CSD Governing Board to form a quorum, necessary to conduct business

### **4. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – Museum Director (Board only)
- B. Personnel: Public employee performance evaluation – Director of Public Works (Board only)
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600185)
- D. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- E. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (2) of Government Code §54956.9 (County of Butte and County of Plumas v. Department of Water Resources and State Water Contractors, Inc., Court of Appeal, Third Appellate District, Case No. C071785)
- F. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- G. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- H. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

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

### **ADJOURNMENT**

Adjourn meeting to Tuesday, December 17, 2019, Board of Supervisors Room 308, Courthouse, Quincy, California

*Adjourn Meeting  
In  
Memory Of  
  
Ryan Bridge  
And  
Anthony Allen Lawson McGirr*



Kevin Correira  
Director

## County of Plumas Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: December 10, 2019

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Chair Goss to sign ratified contract between Facility Services and Siemens Industry, Inc.

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### **Recommendation**

Approve and authorize Chair Goss to sign ratified contract between Facility Services and Siemens Industry, Inc.

### **Background and Discussion**

Siemens Industry, Inc. provides service and repair for Plumas County's swipe-card entry security systems at the Court House and Court House Annex. There is an outstanding invoice for \$1,766.00 for work Siemens Industry performed at the Court House Annex on 8/16/19. A previous contract for Siemens Industry was approved by the Board at the 8/6/19 meeting but, due to staff changes at Siemens, they lost the original contracts. It is County Counsel's recommendation that the Board approve a ratified contract back to 7/1/19 to cover the time frame of the lost contract. Contract not to exceed \$10,000.

A copy of the contract is on file with the Clerk of the Board.



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**CERTIFICATION OF ELECTION RESULTS OF THE  
STATE ASSEMBLY DISTRICT 1 SPECIAL GENERAL CONSOLIDATED WITH  
UNIFORM DISTRICT ELECTION HELD ON NOVEMBER 5, 2019**

I, Kathy Williams, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the State Assembly District 1 Special General Consolidated with Uniform District Election held November 5, 2019 and recorded in the Elections Records, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

**STATE ASSEMBLY DISTRICT 1**

<b>Megan Dahle</b>	<b>3473</b>
Elizabeth Betancourt	2353

**BECKWOURTH FIRE PROTECTION DISTRICT**

Four Year Term - Vote for 3


Jennifer Langston	60
<b>Daniel J. Smith</b>	<b>105</b>
Gayanna Miller	52
<b>Denisce Downs</b>	<b>111</b>
<b>George Bundy</b>	<b>96</b>
Write-In Votes	2

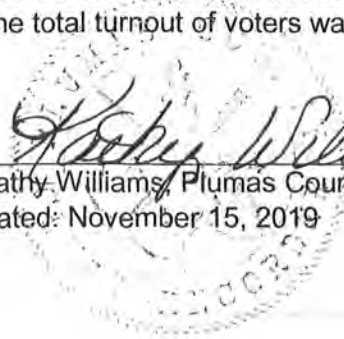
**CHESTER PUBLIC UTILITY DISTRICT**

Four Year Term - Vote for 2

<b>Stephen L. Voboril</b>	<b>389</b>
Stephen E. Graffweg	154
<b>Royce A. Raker</b>	<b>272</b>
Write-In Votes	11

The Official Final Canvass of votes cast is attached hereto and made a part hereof.  
The total turnout of voters was 47.49%.

  
\_\_\_\_\_  
Kathy Williams, Plumas County Clerk-Recorder  
Dated: November 15, 2019



PLUMAS COUNTY  
NOVEMBER 5, 2019  
STATE ASSEMBLY DISTRICT 1  
SPECIAL GENERAL CONSOLIDATED WITH  
UNIFORM DISTRICT ELECTION  
OFFICIAL FINAL

Date:11/15/19  
Time:08:10:49  
Page:1 of 1

Registered Voters 12309 - Cards Cast 5845 47.49%

Num. Report Precinct 29 - Num. Reporting 29 100.00%

STATE ASSEMBLY DISTRICT 1

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	5826	
<b>Megan Dahle</b>	3473	59.61%
Elizabeth Betancourt	2353	40.39%

BECKWOURTH FIRE PROTECTION DISTRICT

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Vote For	3	
Total Votes	426	
Jennifer Langston	60	14.08%
<b>Daniel J. Smith</b>	105	24.65%
Gayanna Miller	52	12.21%
<b>Denisce Downs</b>	111	26.06%
<b>George Bundy</b>	96	22.54%
Write-in Votes	2	0.47%

CHESTER PUBLIC UTILITY DISTRICT

	Total	
Number of Precincts	2	
Precincts Reporting	2	100.0 %
Vote For	2	
Total Votes	826	
<b>Stephen L. Voboril</b>	389	47.09%
Stephen E. Graffweg	154	18.64%
<b>Royce A. Raker</b>	272	32.93%
Write-in Votes	11	1.33%



RESOLUTION 2020-\_\_\_\_\_

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A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK-RECORDER,  
REGISTRAR OF VOTERS, TO CONDUCT ALL  
FEDERAL, STATE AND LOCAL ELECTIONS IN THE YEAR 2020.

BE IT RESOLVED that the Plumas County Board of Supervisors hereby authorizes Kathy Williams, Plumas County Clerk-Recorder, Registrar of Voters, to conduct all federal, state and local elections throughout the calendar year 2020, as may be required or requested of said office, to appoint all election officers, secure polling centers and perform all election related duties as necessary, and

BE IT FURTHER RESOLVED that the County Clerk-Recorder, Registrar of Voters is hereby authorized to canvass all election returns, certifying the results to the Plumas County Board of Supervisors at a regular meeting of said Board, and,

BE IT FURTHER RESOLVED that pursuant to Elections Code Section 13307, a Candidate's Statement of Qualifications to be included with the Sample Ballot shall not exceed 200 words; with printing and mailing costs to be paid by the candidate or jurisdiction, and,

BE IT FURTHER RESOLVED that the County Clerk-Recorder, Registrar of Voters is hereby authorized to submit a statement to any of the governmental jurisdictions for which costs for any election services provided are incurred.

The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 7th day of January, 2020 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

ATTEST:

\_\_\_\_\_  
Chair of the Board of Supervisors

\_\_\_\_\_  
Nancy L. DaForno,  
Clerk to the Board



GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR


# Office of the Sheriff

## Office of Emergency Services

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

101

## Memorandum

**DATE:** November 4, 2019  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**SUBJECT:** Agenda Item for the meeting of December 3, 2019

### Recommended Action:

Approve a fixed asset vehicle purchase and equipping of three (3) 2020 Ford F150s from dept 70331 not to exceed the amount of \$165,000.00.

### Background and Discussion:

The Administrative & Budgetary controls require Board of Supervisors approval to transfer to/from fixed asset accounts.

The Administrative & Budgetary controls require Board of Supervisors approval to purchase fixed assets.

Vehicles are being purchased based on state bid from Ford.

These expenditures have been included in the budgets for FY 19/20.



GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

# Office of the Sheriff

## Office of Emergency Services


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

1D2

## Memorandum

DATE: November 27, 2019

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Items for the meeting of December 17, 2019

### It is recommended that the Board:

Approve and sign contract #PCSO00011 between the Plumas County Sheriff's Office (PCSO) and Levi Pence, dba Hi Tech Frame & Finish in the amount of \$45,000.

### Background and Discussion:

The term of this contract is 02/01/20-01/31/21. This purpose of this agreement is for Sheriff vehicle repairs.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made this 1st day of February 2020, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and Levi Pence, an individual, doing business as Hi Tech Frame & Finish, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty-Five Thousand Dollars and No/100 (\$45,000.00).
3. Term. The term of this agreement shall be from February 1, 2020 through January 31, 2021, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. General liability (and professional liability, if applicable to the services provided) coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.

- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements.
- i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
  - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
  - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
  - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
  - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
  - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

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



to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.

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

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

County:

Sheriff's Department  
County of Plumas  
1400 E. Main Street  
Quincy, CA 95971  
Attention: Roni Towery

Contractor:

Hi Tech Frame & Finish  
1229 Industrial Way  
Quincy, CA 95971  
Attention: Levi Pence

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

25. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

\_\_\_\_ COUNTY INITIALS

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

CONTRACTOR:

By: \_\_\_\_\_  
Levi Pence, an individual doing business as Hi  
Tech Frame & Finish

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

COUNTY:

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

By: \_\_\_\_\_  
Name: Greg Hagwood  
Title: Sheriff

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

Attest:

By: \_\_\_\_\_  
Nancy DaForno  
Clerk of the Board of Supervisors

Approved as to form:

Plumas County Counsel

By:  Deputy 11/25/19

## **EXHIBIT A**

### **Scope of Work**

1. Provide the following automotive body repair services on an as-needed basis upon request of the County:
  - a. Body repair and refinishing of automobiles and light trucks.
  - b. Frame repairs of automobiles and light trucks.
  - c. Mechanical work as needed in conducting body repairs.
2. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

**EXHIBIT B**

**Fee Schedule**

1. Labor shall be charged at the following per hour rates:

Body repair work                 \$72.00

Painting                                 \$72.00

Frame repair work                 \$72.00

Mechanical repair work     \$72.00


2. Parts shall be charged at the following rates: paint at a flat rate of \$36.00 per painting hour; body parts and supplies at Contractor's cost plus 25%.
3. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



**OFFICE OF THE DISTRICT ATTORNEY**

**David Hollister, District Attorney**

520 Main Street, Room 404 · Quincy, California 95971  
(530) 283-6303 · Fax (530) 283-6340

**Date:** November 14, 2019  
**To:** The Honorable Board of Supervisors  
**From:** David Hollister, District Attorney   
**Subject:** Approval of Lease Agreement between the District Attorney's Office and Kinne Marriage and Family Therapy, Inc. for Board of Supervisor's meeting on December 10, 2019

**Background:**

The facility is being used to conduct group programming as part of the Prop 47/Pre-Trial Release program

**Proposal:**

The District Attorney's office would like to enter into a 12 month lease agreement with Kinne Marriage and Family Therapy, Inc., at a quarterly rate of \$3,000.00

**Recommendation:**

It is recommended that the Board of Supervisors approve the attached Lease Agreement between the District Attorney's Office and Kinne Marriage and Family Therapy, Inc.; and ratify lease effective July 1, 2019, as approved as to form by County Counsel.



## PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971  
(530) 283-6307 FAX (530) 283-6045



Director Tony Hobson, Ph.D.

DATE: December 10, 2019  
TO: Honorable Board of Supervisors  
FROM: Tony Hobson, Ph.D., Behavioral Health Director  
SUBJECT: Consent Agenda

### RECOMMENDATION

1. It is respectfully requested the Board of Supervisors approve and authorize the Board Chair to sign a \$39,179.00 agreement with County of Nevada Department of Behavioral Health.
2. It is respectfully requested the Board of Supervisors approve and authorize the Behavioral Health Director Tony Hobson, to sign \$0.00 agreement with O'Connell Research Inc.

### Background and Discussion

1. Nevada County Behavioral Health agrees to provide telephone triage services to Plumas County Behavioral Health, weekdays after 5:00 PM through 8:00 AM, to include weekends and holidays for the term of this agreement. Nevada County Behavioral Health sub-contractor, Auburn Counseling Services, Inc. dba Communicare, will receive all calls, collect all intake information, document all calls through utilization of county Cerner Electronic Health Record, and make assessments for appropriate referrals to Plumas County Behavioral Health on-call crisis staff. This agreement has been approved to form by County Counsel.
2. O'Connell Research Inc., is lead and primary point of contact for assistance in a Data Driven Recovery Project which offers our county, along with five other counties, opportunities to utilize Mental Health Services Act innovation funding to increase data linkages across systems such as criminal justice entities including jails, courts, and probation. This collaborated information will serve a more specific data driven design to provide a baseline level of understanding of prevalence rates and identify ways to assist individuals to receive treatment not incarceration. This agreement has been approved to form by County Counsel.

**No county general funds are used for any of the above programs and staffing. County Counsel has reviewed and approved all the above agreements.**

# **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:** December 2, 2019

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
DECEMBER 10, 2019.  
RE: APPROVED RESOLUTION TO ADOPT PLUMAS COUNTY'S JOB  
CLASSIFICATION PLAN AND PAY SCHEDULE

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

It is recommended to approved the updated job classification plan and pay schedule reflecting the base wage increase due to the recent Sheriff Employee Associations new MOUs.

## **BACKGROUND AND DISCUSSION:**

On November 19, 2019 the Resolution Ratifying the Memorandum of Understandings (MOUs) for the Plumas County Sheriff's Employees Associations were presented and approved. The adoption included the MOUs for the Sheriff Department Unit (SDU) and the Sheriff's Mid-Management Unit (SMU) for the period of July 1, 2018 through June 30, 2021.

The MOUs included a 2% base wage increase affecting the S.E.A.'s job classifications. Therefore, the amended Job Classification Plan and Pay Schedules for Plumas County will be posted to the Plumas County website, once the attached Resolution is approved. Exhibit A is the new Job Classification Plan, which reflects the Pay Schedule changes.

As a CalPERS requirement under CCR 570.5, it is a requirement to ask the Board of Supervisors to approve the entire job classification plan based on any changes made to the pay scheduled or job descriptions. Exhibit B is the CalPERS Circular Letter No.: 200-050-12 outlining the California Code of Regulations (CCR) Section 570.5. Specifically, this Circular Letter addresses the publicly available pay schedule requirements as well as the other requirements.

Thank you for your consideration in this matter.

## **Attachments:**

Exhibit A: New Job Classification Plan & Pay Scheduled

Exhibit B: CalPERS Circular Letter No.: 200-050-12 including CCR 570.5

**RESOLUTION TO ADOPT PLUMAS COUNTY JOB CLASSIFICATION PLAN**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan and Pay Scheduled covering all positions in Plumas County; and

**WHEREAS**, during the Fiscal Year needs may arise to amend the Job Classification Plan; and

**WHEREAS**, this is necessary in the daily operational needs of the Plumas County and according to CCR 570.5; and

**WHEREAS**, this request is due to the recent updated Memorandum of Understandings for Sheriff Employee Associations both SDU and SMU; and

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

Approve the Job Classification Plan including the new Pay Schedules for Plumas County.

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 10<sup>th</sup> day of December 2019 by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

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

# Exhibit A

## Job Descriptions

Approved Date 08/20/2019 Board of Supervisors Resolution No. 2019-8423

Revised Date: 12/10/2019 per Resolution No. 2019-

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |

Classifications	Range	Unit	Monthly Salary
<a href="#">4-H Representative (PDF)</a>	1714	GEN	\$2,970-\$3,614

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A	Classifications	Range	Unit	Monthly Salary
	<a href="#">Accountant (PDF)</a>	1891	CONF	\$3,277-\$3,988
	<a href="#">Accountant (PDF)</a>	1803	GEN	\$3,125-\$3,802

<a href="#">Accountant Auditor I (PDF)</a>	2138	CONF	\$3,705-\$4,506
<a href="#">Accountant Auditor II (PDF)</a>	2356	CONF	\$4,083-\$4,966
<a href="#">Accounting Technician (PDF)</a>	1722	GEN	\$2,984-\$3,631
<a href="#">Administrative Assistant I (PDF)</a>	1382	GEN	\$2,495-\$2,917
<a href="#">Administrative Assistant I-Probation (PDF)</a>	1360	PROB	\$2,357-\$2,866
<a href="#">Administrative Assistant II (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Administrative Assistant II-Probation (PDF)</a>	1499	PROB	\$2,598-\$3,159
<a href="#">Agricultural and Standards Inspector I (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Agricultural and Standards Inspector II (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Agricultural and Standards Inspector III (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Agricultural and Standards Technician (PDF)</a>	1561	GEN	\$2,705-\$3,293
<a href="#">Agricultural Commissioner - Sealer of Weights and Measures (PDF)</a>	FLAT	DEPT H	\$6,200-\$7,300
<a href="#">Alcohol and Drug Administrator (PDF)</a>	FLAT	DEPT H	\$6,250-\$7,500
<a href="#">Alcohol and Drug Prevention Coordinator (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Alcohol and Drug Program Chief (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Alcohol and Drug Programs Clinician - Supervisor (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Alcohol and Drug Therapist I *</a>	2208	GEN	\$3,827-\$4,654
<a href="#">Alcohol and Drug Therapist II *</a>	2434	GEN	\$4,218-\$5,130
<a href="#">Alternative Sentencing Coordinator (PDF)</a>	1900	GEN	\$3,293-\$4,004
<a href="#">Alternative Sentencing Manager (PDF)</a>	2552	MID MG	\$4,423-\$5,378
<a href="#">Animal Control Officer I (PDF)</a>	1417	GEN	\$2,456-\$2,990
<a href="#">Animal Control Officer II (PDF)</a>	1561	GEN	\$2,705-\$3,293
<a href="#">Animal Control Supervisor (PDF)</a>	1772	MID MG	\$3,071-\$3,737

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<a href="#">Animal Shelter Attendant (PDF)</a>	1283	GEN	\$2,223-\$2,707
<a href="#">Appraiser Assistant (PDF)</a>	1722	GEN	\$2,984-\$3,631
<a href="#">Appraiser I (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Appraiser II (PDF)</a>	2003	GEN	\$3,471-\$4,225
<a href="#">Appraiser III (PDF)</a>	2208	GEN	\$3,827-\$4,654
Assessor	FLAT	ELECT	\$6,232
<a href="#">Assessor's Officer Manager (PDF)</a>	2102	MID MG	\$3,643-\$4,432
<a href="#">Assistant Auditor - Controller (PDF)</a>	2725	CONF	\$4,723-\$5,746
<a href="#">Assistant Building Official (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Assistant Civil Engineer (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Assistant Cook (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Assistant County Assessor (PDF)</a>	2683	MID MG	\$4,650-\$5,655
<a href="#">Assistant County Clerk - Recorder (PDF)</a>	2376	MID MG	\$4,118-\$5,007
<a href="#">Assistant County Counsel (PDF)</a>	FLAT	CONTRACT	\$7,574
<a href="#">Assistant Director of Child Support Services (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Assistant Director of Emergency Services (PDF)</a>	2273	SMU	\$3,939-\$4,792
<a href="#">Assistant Director of Public Health (PDF)</a>	3775	MID MG	\$6,543-\$7,957
<a href="#">Assistant Director of Public Works (PDF)</a>	3105	MID MG	\$5,382-\$6,546
<a href="#">Assistant District Attorney (PDF)</a>	4450	MID MG	\$7,713-\$9,379
<a href="#">Assistant Museum Director (PDF)</a>	1600	GEN	\$2,773-\$3,373
<a href="#">Assistant Planner (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Assistant Planning Director (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Assistant Program Manager (PDF)</a>	1487	SDU	\$2,577-\$3,139

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<a href="#">Assistant Risk Manager/Occupational Safety &amp; Health Specialist (PDF)</a>	2550	CONF	\$4,420-\$5,375
<a href="#">Assistant Treasurer - Tax Collector (PDF)</a>	2683	MID MG	\$4,650-\$5,655
<a href="#">Associate Engineer (PDF)</a>	2555	GEN	\$4,428-\$5,385
<a href="#">Associate Engineer / Assistant Transportation Planner (PDF)</a>	2555	GEN	\$4,428-\$5,385
<a href="#">Associate Planner (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Auditor Accounting Technician (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Auditor Accounting Clerk I (PDF)</a>	1423	GEN	\$2,466-\$3,002
<a href="#">Auditor Accounting Clerk II (PDF)</a>	1571	GEN	\$2,723-\$3,312
<a href="#">Auditor - Appraiser I (PDF)</a>	1722	GEN	\$2,984-\$3,631
<a href="#">Auditor - Appraiser II (PDF)</a>	1862	GEN	\$3,227-\$3,926
<a href="#">Auditor - Appraiser III (PDF)</a>	2053	GEN	\$3,558-\$4,328
Auditor - Controller	FLAT	ELECT	\$6,434

\* For job description, please contact the [Human Resources Department](#)

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## **B**

<b>Classifications</b>	<b>Range</b>	<b>Unit</b>	<b>Monthly Salary</b>
<a href="#">Behavioral Health Administrative Assistant I/II (PDF)</a>	1382/1524	GEN	\$2,395-\$2,917 \$2,641-\$3,217
<a href="#">Behavioral Health Administrative Services Officer (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Behavioral Health Alcohol &amp; Other Drugs Program Administrator (PDF)</a>	3641	MID-MG	\$6,311-\$7,675
<a href="#">Behavioral Health Case Management Specialist I (PDF)</a>	2029	GEN	\$3,516-\$4,277
<a href="#">Behavioral Health Case Management Specialist II (PDF)</a>	2237	GEN	\$3,877-\$4,716

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<a href="#">Behavioral Health Case Management Specialist-Senior (PDF)</a>	2445	GEN	\$4,238-\$5,154
<a href="#">Behavioral Health Clinical Records Specialist (PDF)</a>	1769	GEN	\$3,066-\$3,730
<a href="#">Behavioral Health Continuing Care Coordinator (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Behavioral Health Director (PDF)</a>	FLAT	DEPT H	\$8,833-\$11,250
<a href="#">Behavioral Health Deputy Director (PDF)</a>	FLAT	CONTRACT	\$7,800
<a href="#">Behavioral Health Quality Assurance Coordinator (PDF)</a>	2705	GEN	\$4,688-\$5,704
<a href="#">Behavioral Health Quality Improvement/Compliance Manager (PDF)</a>	3641	MID-MG	\$6,311-\$7,675
<a href="#">Behavioral Health Site Coordinator (PDF)</a>	1878	GEN	\$3,255-\$3,958
<a href="#">Behavioral Health Supervisor Site Coordinator (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Behavioral Health Support Services Coordinator (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Behavioral Health Support Services Tech I/II (PDF)</a>	1487/1592	GEN	\$2,577-\$3,139 \$2,759-\$3,357
<a href="#">Behavioral Health Systems Analyst (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Behavioral Health Therapist I (PDF)</a>	2530	GEN	\$4,385-\$5,333
<a href="#">Behavioral Health Therapist II (PDF)</a>	2788	GEN	\$4,832-\$5,877
<a href="#">Behavioral Health Therapist-Senior (PDF)</a>	3079	GEN	\$5,336-\$6,489
<a href="#">Behavioral Health Unit Supervisor (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Behavioral Health Unit Supervisor-Nursing (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Benefit Assistance Counselor I (PDF)</a>	1381	GEN	\$2,393-\$2,915
<a href="#">Benefit Assistance Counselor II (PDF)</a>	1523	GEN	\$2,639-\$3,211
<a href="#">Benefit Assistance Counselor III (PDF)</a>	1679	GEN	\$2,910-\$3,541
<a href="#">Benefit Assistance Supervisor (PDF)</a>	1907	GEN	\$3,305-\$4,023
Board of Supervisors	FLAT	ELECT	\$4,351

<a href="#">Branch Library Assistant I (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Branch Library Assistant II (PDF)</a>	1349	GEN	\$2,338-\$2,846
Building Director	FLAT	DEPT H	\$7,500
<a href="#">Building and Grounds Maintenance Supervisor I (PDF)</a>	1721	MID MG	\$2,983-\$3,629
<a href="#">Building and Grounds Maintenance Supervisor II (PDF)</a>	1863	MID MG	\$3,229-\$3,927
<a href="#">Building and Grounds Maintenance Technician (PDF)</a>	1772	GEN	\$3,071-\$3,737
<a href="#">Building and Grounds Maintenance Worker I (PDF)</a>	1348	GEN	\$2,336-\$2,844
<a href="#">Building and Grounds Maintenance Worker II (PDF)</a>	1487	GEN	\$2,577-\$3,139
<a href="#">Building and Grounds Maintenance Worker III (PDF)</a>	1639	GEN	\$2,840-\$3,456
<a href="#">Building Inspector I (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Building Inspector II (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Building Planchek Inspector (PDF)</a>	2433	GEN	\$4,217-\$5,128
<a href="#">Building Official (PDF)</a>	3260	MID MG	\$5,650-\$6,870
<a href="#">Building Plans Examiner I (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Building Plans Examiner II (PDF)</a>	2555	GEN	\$4,428-\$5,385

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## C

### Classifications

	Range	Unit	Monthly Salary
<a href="#">Cadastral Drafting Specialist (PDF)</a>	2208	GEN	\$3,827-\$4,654
<a href="#">Chief Appraiser (PDF)</a>	2555	MID MG	\$4,428-\$5,385
<a href="#">Chief Code Enforcement Officer (PDF)</a>	2845	MID MG	\$4,931-\$5,997
Chief Deputy Auditor	2599	CONF	\$4,504-\$5,479

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[Chief Deputy Public Guardian - Conservator \(PDF\)](#)[Chief Probation Officer \(PDF\)](#)[Child Support Accounting Specialist \(PDF\)](#)[Child Support Assistant \(PDF\)](#)[Child Support Specialist I \(PDF\)](#)[Child Support Specialist II \(PDF\)](#)[Child Support Specialist III \(PDF\)](#)

Clerk of the Board

[Code Enforcement Officer \(PDF\)](#)[Collections Officer I \(PDF\)](#)[Collections Officer II \(PDF\)](#)[Communications Supervisor \(PDF\)](#)[Community Care Case Manager \(PDF\)](#)[Community Care House Attendant I \(PDF\)](#)[Community Care House Attendant II \(PDF\)](#)[Community Care House Manager \(PDF\)](#)[Community Outreach Coordinator \(PDF\)](#)[Continuing Care Coordinator \(PDF\)](#)[Correctional Sergeant \(PDF\)](#)[Correctional Officer I \(PDF\)](#)[Correctional Officer II \(PDF\)](#)[County Administrator \(PDF\)](#)

County Clerk - Recorder \*\*

2445	MID MG	\$4,2384-\$5,154
FLAT	DEPT H	\$7,352-\$8,744
1907	GEN	\$3,305-\$4,023
1316	GEN	\$2,281-\$2,776
1382	GEN	\$2,395-\$2,917
1524	GEN	\$2,641-\$3,217
1680	GEN	\$2,912-\$3,542
FLAT	CONTR	\$4,583
2456	GEN	\$4,257-\$5,177
1907	GEN	\$3,305-\$4,023
2102	GEN	\$3,643-\$4,432
2189	SMU	\$3,794-\$4,614
1764	MID MG	\$3,057-\$3,721
1195	GEN	\$2,071-\$2,520
1257	GEN	\$2,178-\$2,650
1682	MID MG	\$2,915-\$3,548
1816	GEN	\$3,147-\$3,830
2816	MID MG	\$4,881-\$5,936
2175	SDU	\$3,770-\$4,584
1780	SDU	\$3,085-\$3,754
1961	SDU	\$3,399-\$4,135
FLAT	DEPT H	\$7,500-\$10,000
FLAT	ELECT	\$6,232

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<a href="#">County Counsel I (PDF)</a>	FLAT	DEPT H	\$10,000-\$14,000
<a href="#">County Fair Office Supervisor (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">County Fair Manager (PDF)</a>	FLAT	DEPT H	\$5,443
<a href="#">County Fair Promotion Coordinator (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">County Librarian (PDF)</a>	FLAT	DEPT H	\$5,409
<a href="#">Crime Analyst (PDF)</a>	1674	SDU	\$2,901-\$3,529
<a href="#">Custodian (PDF)</a>	1224	GEN	\$2,121-\$2,582

\*\* Salary is without stipend.

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## D

Classifications	Range	Unit	Monthly Salary
<a href="#">Department Fiscal Officer I (PDF)</a>	2102	MID MG	\$3,643-\$4,432
<a href="#">Department Fiscal Officer I-Probation (PDF)</a>	2071	PROB MID-MG	\$3,589-\$4,366
<a href="#">Department Fiscal Officer II (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Department Fiscal Officer II-Probation (PDF)</a>	2282	PROB MID-MG	\$3,955-\$4,811
<a href="#">Deputy Child Support Attorney I (PDF)</a>	2616	GEN	\$4,534-\$5,515
<a href="#">Deputy Child Support Attorney II (PDF)</a>	2887	GEN	\$5,004-\$6,087
<a href="#">Deputy Clerk - Recorder I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Deputy Clerk - Recorder II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Deputy County Counsel I (PDF)</a>	3134	CONF	\$5,432-\$6,605
<a href="#">Deputy County Counsel II (PDF)</a>	3293	CONF	\$5,707-\$6,940
<a href="#">Deputy County Counsel III (PDF)</a>	3813	CONF	\$6,609-\$8,037

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<a href="#">Deputy Director of Public Works (PDF)</a>	2816	MID MG	\$4,881-\$5,936
<a href="#">Deputy Director / Social Services Program Manager (PDF)</a>	3402	MID MG	\$5,896-\$7,170
<a href="#">Deputy District Attorney I (PDF)</a>	3161	GEN	\$5,479-\$6,664
<a href="#">Deputy District Attorney II (PDF)</a>	3319	GEN	\$5,752-\$6,995
<a href="#">Deputy District Attorney III (PDF)</a>	3843	GEN	\$6,661-\$8,099
<a href="#">Deputy Probation Officer I (PDF)</a>	1780	PROB	\$3,085-\$3,754
<a href="#">Deputy Probation Officer II (PDF)</a>	1926	PROB	\$3,338-\$4,062
<a href="#">Deputy Probation Officer III (PDF)</a>	2123	PROB	\$3,679-\$4,477
<a href="#">Deputy Public Guardian - Conservator I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Deputy Public Guardian - Conservator II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Deputy Sheriff I (PDF)</a>	2018	SDU	\$3,497-\$4,253
<a href="#">Deputy Sheriff II (PDF)</a>	2223	SDU	\$3,853-\$4,686
Deputy Sheriff II (Intermediate)	2290	SDU	\$3,969-\$4,829
Deputy Sheriff II (Advanced)	2340	SDU	\$4,056-\$4,931
<a href="#">Deputy Sheriff II/Communications Equipment Coordinator (PDF)</a>	2757	SDU	\$4,778-\$5,810
<a href="#">Detention Coordinator (PDF)</a>	1881	PROB	\$3,260-\$3,965
<a href="#">Director of Building Services (PDF)</a>	FLAT	DEPT H	\$7,501
<a href="#">Director of Child Support Services (PDF)</a>	FLAT	DEPT H	\$5,976
<a href="#">Director of Facility Services (PDF)</a>	FLAT	DEPT H	\$6,832
<a href="#">Director of Information Technology (PDF)</a>	2923	DEPT H	\$5,066-\$6,163
<a href="#">Director of Nursing-Public Health (PDF)</a>	3954	MID MG	\$6,853-\$8,332
<a href="#">Director of Public Health (PDF)</a>	FLAT	DEPT H	\$8,904
<a href="#">Director of Public Works ** (PDF)</a>	FLAT	DEPT H	\$9,041



<a href="#">Director of Senior Services (PDF)</a>	2155	MID MG	\$3,735-\$4,543
District Attorney	FLAT	ELECT	\$8,394
<a href="#">District Attorney Administrator - Assistant Public Administrator (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">District Attorney Investigator (PDF)</a>	2264	GEN	\$3,924-\$4,773
<a href="#">District Attorney Investigative Assistant (PDF)</a>	1958	GEN	\$3,393-\$4,127
<a href="#">District Attorney Investigations Specialist (PDF)</a>	2444	GEN	\$4,236-\$5,153
Division Director of Environmental Health (PDF)	3423	MID MG	\$5,933-\$7,215
<a href="#">Division Director Veterans Services Officer (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Drinking Water Program Coordinator (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Driver I (PDF)</a>	1348	GEN	\$2,336-\$2,844
<a href="#">Driver II (PDF)</a>	1417	GEN	\$2,456-\$2,990
<a href="#">Driver III (PDF)</a>	1487	GEN	\$2,577-\$3,139

\*\* Salary is without stipend.

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## E

Classifications	Range	Unit	Monthly Salary
<a href="#">Elections Coordinator (PDF)</a>	1763	GEN	\$3,055-\$3,719
<a href="#">Elections Services Assistant I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Elections Services Assistant II (PDF)</a>	1451	GEN	\$2,515-\$3,062
<a href="#">Elections Specialist (PDF)</a>	1600	GEN	\$2,773-\$3,373
<a href="#">Eligibility Specialist I (PDF)</a>	1467	GEN	\$2,542-\$3,094
<a href="#">Eligibility Specialist II (PDF)</a>	1613	GEN	\$2,795-\$3,400

Select Language ▼

<a href="#">Eligibility Specialist III (PDF)</a>	1799	GEN	\$3,118-\$3,794
<a href="#">Eligibility Supervisor (PDF)</a>	2102	MID MG	\$3,643-\$4,432
Emergency Management and Environmental Health Director	3200	DEPT H	\$5,546-\$8,612
Emergency Services Director ***	2498	DEPT H	Part Time
<a href="#">Employment and Training Supervisor (PDF)</a>	2611	MID MG	\$4,525-\$5,505
<a href="#">Employment and Training Worker I (PDF)</a>	1758	GEN	\$3,047-\$3,705
<a href="#">Employment and Training Worker II (PDF)</a>	1937	GEN	\$3,357-\$4,083
<a href="#">Employment and Training Worker III (PDF)</a>	2135	GEN	\$3,700-\$4,501
<a href="#">Engineering Aide (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Engineering Technician I (PDF)</a>	1765	GEN	\$3,059-\$3,723
<a href="#">Engineering Technician II (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Environmental Health Aide (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Environmental Health Director (PDF)</a>	3269	Dept H	\$5,666-\$8,800
<a href="#">Environmental Health Specialist I (PDF)</a>	2361	GEN	\$4,092-\$4,978
<a href="#">Environmental Health Specialist II (PDF)</a>	2605	GEN	\$4,515-\$5,491
<a href="#">Environmental Health Specialist III (PDF)</a>	2866	GEN	\$4,967-\$6,042
<a href="#">Environmental Health Technician I (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Environmental Health Technician II (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Equipment Maintenance Supervisor (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Equipment Service Worker (PDF)</a>	1450	C and T	\$2,513-\$3,058
<a href="#">Executive Assistant (PDF)</a>	1739	CONF	\$3,014-\$3,666
<a href="#">Executive Assistant - Planning (PDF)</a>	1600	GEN	\$2,773-\$3,373

\*\*\* Position is part time.

Select Language ▼

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## F

### Classifications

	Range	Unit	Monthly Salary
<a href="#">Fair Fiscal Coordinator I (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Fair Fiscal Coordinator II (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Family Violence Officer (PDF)</a>	1817	GEN	\$3,149-\$3,832
<a href="#">Field Services Assistant (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Fiscal Support Coordinator (PDF)</a>	1841	MID MG	\$3,191-\$3,882
<a href="#">Fiscal Support Coordinator</a>	1781	CONF	\$3,087-\$3,757
<a href="#">Fiscal and Technical Services Assistant I (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Fiscal and Technical Services Assistant II (PDF)</a>	1381	GEN	\$2,393-\$2,915
<a href="#">Fiscal and Technical Services Assistant III (PDF)</a>	1523	GEN	\$2,639-\$3,211

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## G

### Classifications

	Range	Unit	Monthly Salary
<a href="#">Geographic Information System Planner I (PDF)</a>	2155	GEN	\$3,735-\$4,543
<a href="#">Geographic Information System Planner II (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Geographic Information System Coordinator (PDF)</a>	2683	MID MG	\$4,650-\$5,655
<a href="#">Grant Compliance Assistant (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Grant Compliance Officer (PDF)</a>	1816	MID MG	\$3,147-\$3,830
<a href="#">Green Waste Attendant (PDF)</a>	1348	GEN	\$2,336-\$2,844

[Select Language](#) ▼

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## H

### Classifications

Classifications	Range	Unit	Monthly Salary
<a href="#">Hazardous Materials Specialist I (PDF)</a>	2361	GEN	\$4,092-\$4,978
<a href="#">Hazardous Materials Specialist II (PDF)</a>	2605	GEN	\$4,515-\$5,491
<a href="#">Hazardous Materials Specialist III (PDF)</a>	2866	GEN	\$4,967-\$6,042
<a href="#">Head Cook (PDF)</a>	1285	GEN	\$2,227-\$2,710
<a href="#">Health Aide I (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Health Aide II (PDF)</a>	1285	GEN	\$2,227-\$2,710
<a href="#">Health Education Coordinator I (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Health Education Coordinator II (PDF)</a>	2555	MID MG	\$4,428-\$5,385
<a href="#">Health Education Specialist (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">HIV Specialty Clinic Therapist (PDF)</a>	2434	GEN	\$4,218-\$5,130
<a href="#">Human Resources Analyst I (PDF)</a>	2137	CONF	\$3,704-\$4,504
<a href="#">Human Resources Analyst II (PDF)</a>	2356	CONF	\$4,083-\$4,966
<a href="#">Human Resources Director (PDF)</a>	FLAT	DEPT H	\$6,048-\$7,754
<a href="#">Human Resources Payroll Specialist I (PDF)</a>	2062	CONF	\$3,574-\$4,348
<a href="#">Human Resources Payroll Specialist II (PDF)</a>	2274	CONF	\$3,941-\$4,794
<a href="#">Human Resources Technician I (PDF)</a>	1656	CONF	\$2,870-\$3,490
<a href="#">Human Resources Technician II (PDF)</a>	1826	CONF	\$3,165-\$3,849
<a href="#">Human Resources Technician III (PDF)</a>	1937	CONF	\$3,357-\$4,083

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Select Language ▼

**I****Classifications**[Information Systems Technician \(PDF\)](#)

Range	Unit	Monthly Salary
2170	GEN	\$3,761-\$4,574

[\(Return to top\)](#)**J****Classifications**[Jail Commander \(PDF\)](#)

Range	Unit	Monthly Salary
3134	SMU	\$5,432-\$6,605

[Junior Engineer \(PDF\)](#)

Range	Unit	Monthly Salary
2102	GEN	\$3,643-\$4,432

[\(Return to top\)](#)**L****Classifications**[Law Librarian \(PDF\)](#)

Range	Unit	Monthly Salary
1449	GEN	\$2,511-\$3,055

[Lead Community Care House Attendant \(PDF\)](#)

Range	Unit	Monthly Salary
1452	GEN	\$2,516-\$3,064

[Lead Deputy Clerk - Recorder \(PDF\)](#)

Range	Unit	Monthly Salary
1526	GEN	\$2,645-\$3,220

[Lead Fiscal and Technical Services Assistant \(PDF\)](#)

Range	Unit	Monthly Salary
1579	CONF	\$2,736-\$3,329

[Lead Power Equipment Mechanic \(PDF\)](#)

Range	Unit	Monthly Salary
2004	C and T	\$3,474-\$4,228

[Lead Residential Care Facility Attendant-Sierra House \(PDF\)](#)

Range	Unit	Monthly Salary
1873	GEN	\$3,246-\$3,950

[Legal Secretary - Trainee \(PDF\)](#)

Range	Unit	Monthly Salary
1689	GEN	\$2,927-\$3,562

[Legal Secretary \(PDF\)](#)

Range	Unit	Monthly Salary
1863	GEN	\$3,229-\$3,927

[Legal Secretary - Senior \(PDF\)](#)

Range	Unit	Monthly Salary
1976	GEN	\$3,425-\$4,165

[Legal Services Assistant I \(PDF\)](#)

Range	Unit	Monthly Salary
1316	GEN	\$2,281-\$2,776

[Select Language](#)

<a href="#">Legal Services Assistant I-Probation (PDF)</a>	1295	PROB	\$2,244-\$2,730
<a href="#">Legal Services Assistant II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Legal Services Assistant II-Probation (PDF)</a>	1428	PROB	\$2,475-\$3,010
<a href="#">Librarian (PDF)</a>	2091	GEN	\$3,624-\$4,409
<a href="#">Library Aide (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Library Literacy Clerk (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Library Literacy Program Assistant I (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Library Literacy Program Assistant II (PDF)</a>	1349	GEN	\$2,338-\$2,846
<a href="#">Library Literacy Program Coordinator (PDF)</a>	1524	MID MG	\$2,641-\$3,217
<a href="#">Library Technician (PDF)</a>	1349	GEN	\$2,338-\$2,846
<a href="#">Licensed Vocational Nurse I-Behavioral Health (PDF)</a>	2009	GEN	\$3,482-\$4,236
<a href="#">Licensed Vocational Nurse II-Behavioral Health (PDF)</a>	2109	GEN	\$3,655-\$4,447
<a href="#">Licensed Vocational Nurse I - Public Health (PDF)</a>	2009	GEN	\$3,482-\$4,236
<a href="#">Licensed Vocational Nurse II-Public Health (PDF)</a>	2109	GEN	\$3,655-\$4,447

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## M

Classifications	Range	Unit	Monthly Salary
<a href="#">Management Analyst I</a>	2137	CONF	\$3,704-\$4,504
<a href="#">Management Analyst II</a>	2356	CONF	\$4,083-\$4,966
<a href="#">Management Analyst I (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Management Analyst II (PDF)</a>	2338	GEN	\$4,052-\$4,927
<a href="#">Management Analyst I - Probation (PDF)</a>	2102	PROB	\$3,643-\$4,432

Select Language ▼

- [Management Analyst II - Probation \(PDF\)](#)
- [Mechanic/Shop Technician \(PDF\)](#)
- [Mental Health Children's Services Coordinator \(PDF\)](#)
- [Mental Health Deputy Director \(PDF\)](#)
- Mental Health Director
- [Mental Health Program Chief \(PDF\)](#)
- [Mental Health Services Act Coordinator \(PDF\)](#)
- [Mentoring Coordinator \(PDF\)](#)
- [Museum Director \(PDF\)](#)
- [Museum Registrar \(PDF\)](#)

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**N**

**Classifications**

- [Natural Resource Analyst \(PDF\)](#)
- [Nurse Practitioner \(PDF\)](#)

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**O**

**Classifications**

- [Office Assistant I \(PDF\)](#)
- [Office Assistant I-Probation \(PDF\)](#)
- [Office Assistant II \(PDF\)](#)

2338	PROB	\$4,052-\$4,927
1816	C and T	\$3,148-\$3,831
2889	MID MG	\$5,007-\$6,090
3551	MID MG	\$6,155-\$7,484
FLAT	DEPT H	\$7,129
2958	MID MG	\$5,127-\$6,236
2889	MID MG	\$5,007-\$6,090
1254	GEN	\$2,173-\$2,645
2018	DEPT H	\$3,497-\$4,253
1450	GEN	\$2,513-\$3,057

Range	Unit	Monthly Salary
2053	GEN	\$3,558-\$4,328
4624	GEN	\$8,014 - \$9,744

Range	Unit	Monthly Salary
1353	GEN	\$2,345-\$2,854
1224	PROB	\$2,121-\$2,582
1420	GEN	\$2,461-\$2,995

Select Language ▼

[Office Assistant II-Probation \(PDF\)](#)

1285 PROB \$2,227-\$2,710

[Office Assistant III \(PDF\)](#)

1491 GEN \$2,584-\$3,146

[Office Assistant III-Probation \(PDF\)](#)

1350 PROB \$2,340-\$2,847

[Office Automation Analyst \(PDF\)](#)

2207 GEN \$3,825-\$4,652

[Office Automation Specialist \(PDF\)](#)

1817 GEN \$3,149-\$3,832

[Office Supervisor \(PDF\)](#)

1873 MID MG \$3,246-\$3,950

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**P**

**Classifications**

**Range Unit Monthly Salary**

[Paralegal I \(PDF\)](#)

1656 CONF \$2,870-\$3,490

[Paralegal I](#)

1600 GEN \$2,773-\$3,373

[Paralegal II \(PDF\)](#)

1826 CONF \$3,165-\$3,849

[Paralegal II](#)

1764 GEN \$3,057-\$3,721

[Paralegal III](#)

1907 GEN \$3,305-\$4,023

[Paralegal III \(PDF\)](#)

2015 CONF \$3,492-\$4,248

[Payroll Specialist I \(PDF\)](#)

2062 CONF \$3,574-\$4,348

[Payroll Specialist II \(PDF\)](#)

2274 CONF \$3,941-\$4,794

[Perinatal Specialist \(PDF\)](#)

2434 MID MG \$4,218-\$5,130

[Permit Manager \(PDF\)](#)

2102 MID MG \$3,643-\$4,432

[Permit Technician \(PDF\)](#)

1639 GEN \$2,840-\$3,456

[Physician Assistant \(PDF\)](#)

4624 GEN \$8,014-\$9,744

[Planning Director \(PDF\)](#)

4327-4543 DEPT H \$7,500-\$9,576

[Select Language](#) ▼



<a href="#">Planning Technician (PDF)</a>	1772	GEN	\$3,071-\$3,737
<a href="#">Power Equipment Mechanic I (PDF)</a>	1680	C and T	\$2,912-\$3,543
<a href="#">Power Equipment Mechanic II (PDF)</a>	1816	C and T	\$3,148-\$3,831
<a href="#">Prevention Aide (PDF)</a>	1224	GEN	\$2,121-\$2,582
<a href="#">Principal Staff Services Analyst (PDF)</a>	2494	MID MG	\$4,322-\$5,257
<a href="#">Probation Assistant (PDF)</a>	1499	PROB	\$2,598-\$3,159
<a href="#">Probation Program Coordinator - Administrative Assistant (PDF)</a>	1870	PROB	\$3,241-\$3,945
<a href="#">Probation Report Writer (PDF)</a>	1787	PROB	\$3,097-\$3,768
<a href="#">Program Chief - Nursing (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Program Manager I (PDF)</a>	3079	MID MG	\$5,336-\$6,489
<a href="#">Program Manager II (PDF)</a>	3233	MID MG	\$5,603-\$6,815
<a href="#">Program Training and Compliance Analyst (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Programmer Analyst (PDF)</a>	2208	GEN	\$3,827-\$4,654
<a href="#">Project Manager (PDF)</a>	2683	GEN	\$4,650-\$5,655
<a href="#">Property Tax Technician (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Property Tax Specialist I (PDF)</a>	1423	GEN	\$2,466-\$3,002
<a href="#">Property Tax Specialist II (PDF)</a>	1571	GEN	\$2,723-\$3,312
<a href="#">Psychiatric Medical Director (PDF)</a>	FLAT	CONTRACT	
<a href="#">Psychiatric Nurse I - Behavioral Health (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Psychiatric Nurse II - Behavioral Health (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Psychiatric Technician (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Public Health Administrative Services Officer (PDF)</a>	3329	MID MG	\$5,770-\$7,016
<a href="#">Public Health Nurse I (PDF)</a>	2601	GEN	\$4,508-\$5,484

[Select Language](#) ▼

<a href="#">Public Health Nurse II (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Public Health Nurse III (PDF)</a>	3225	GEN	\$5,590-\$6,798
<a href="#">Public Health Program Division Chief (PDF)</a>	2815	MID MG	\$4,879-\$5,933
<a href="#">Public Works Fiscal Officer/Administrative Service Manager (PDF)</a>	2668	MID MG	\$4,624-\$5,626
<a href="#">Public Works Maintenance Lead Worker (PDF)</a>	1764	C and T	\$3,058-\$3,721
<a href="#">Public Works Maintenance Supervisor (PDF)</a>	2004	MID MG	\$3,474-\$4,228
<a href="#">Public Works Maintenance Worker I (PDF)</a>	1348	C and T	\$2,337-\$2,844
<a href="#">Public Works Maintenance Worker II (PDF)</a>	1487	C and T	\$2,577-\$3,139
<a href="#">Public Works Maintenance Worker III (PDF)</a>	1639	C and T	\$2,841-\$3,456
<a href="#">Public Works Senior Environmental Planner (PDF)</a>	2555	GEN	\$4,428-\$5,385

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## Q

### Classifications

Classifications	Range	Unit	Monthly Salary
<a href="#">Quality Assurance Coordinator (PDF)</a>	2434	GEN	\$4,218-\$5,130

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## R

### Classifications

Classifications	Range	Unit	Monthly Salary
<a href="#">Records Management Coordinator (PDF)</a>	1817	MID MG	\$3,149-\$3,832
<a href="#">Records Management Technician I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Records Management Technician II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Recording Secretary (PDF)</a>	1524	GEN	\$2,641-\$3,217

Select Language ▼

<a href="#">Registered Dental Assistant I - Public Health (PDF)</a>	2009	GEN	\$3,482-\$4,236
<a href="#">Registered Dental Assistant II - Public Health (PDF)</a>	2109	GEN	\$3,655-\$4,447
<a href="#">Registered Nurse I - Behavioral Health (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Registered Nurse II - Behavioral Health (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Registered Nurse I-Public Health (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Registered Nurse II-Public Health (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Residential Care Facility Attendant (PDF)</a>	1665	GEN	\$2,886-\$3,511
<a href="#">Risk Manager / Occupational Safety and Health Specialist (PDF)</a>	FLAT	ELECT	\$5,349

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## S

### Classifications

	Range	Unit	Monthly Salary
<a href="#">Secretary (PDF)</a>	1254	GEN	\$2,173-\$2,645
<a href="#">Senior Building Inspector (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Senior Building Planchek / Inspector (PDF)</a>	2675	GEN	\$4,636-\$5,638
<a href="#">Senior District Attorney Investigator (PDF)</a>	2493	GEN	\$4,321-\$5,255
<a href="#">Senior Engineering Technician (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Senior Environmental Health Specialist (PDF)</a>	2494	GEN	\$4,322-\$5,257
<a href="#">Senior Permit Technician (PDF)</a>	1843	GEN	\$3,194-\$3,886
<a href="#">Senior Planner (PDF)</a>	2555	GEN	\$4,428-\$5,385
<a href="#">Senior Services Office Supervisor (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Senior Social Worker (PDF)</a>	A: 2549 B: 2789	GEN	A: \$4,418-\$5,373 B: \$4,834-\$5,879
<a href="#">Sheriff Administrative Sergeant (PDF)</a>	2914	SMU	\$5,050-\$6,141

[Select Language](#)

<a href="#">Sheriff Deputy/Training/Policy Advisor (PDF)</a>	3210	SMU	\$5,564-\$6,765
<a href="#">Sheriff Dispatcher I (PDF)</a>	1780	SDU	\$3,085-\$3,754
<a href="#">Sheriff Dispatcher II (PDF)</a>	1901	SDU	\$3,295-\$4,009
<a href="#">Sheriff Fiscal Officer I (PDF)</a>	2241	SMU	\$3,884-\$4,725
<a href="#">Sheriff Fiscal Officer II (PDF)</a>	2646	SMU	\$4,586-\$5,856
Sheriff Grant Compliance Officer	1937	SDU	\$3,357-\$4,083
<a href="#">Sheriff Investigator (PDF)</a>	2391	SDU	\$4,144-\$5,040
Sheriff Investigator (Advanced)	2516	SDU	\$4,361-\$5,304
<a href="#">Sheriff Investigator / Cannabis Code Compliance (PDF)</a>	2695	SDU	\$4,671-\$5,681
Sheriff Investigator (Intermediate)	2463	SDU	\$4,269-\$5,193
<a href="#">Sheriff Investigator Sergeant (PDF)</a>	2914	SDU	\$5,050-\$6,141
<a href="#">Sheriff Investigator Sergeant / Code Compliance Supervisor (PDF)</a>	3134	SMU	\$5,432-\$6,605
<a href="#">Sheriff Office Manager (PDF)</a>	1757	SMU	\$3,045-\$3,704
<a href="#">Sheriff Patrol Commander (PDF)</a>	3134	SMU	\$5,432-\$6,605
<a href="#">Sheriff Sergeant (PDF)</a>	2511	SDU	\$4,352-\$5,293
Sheriff Sergeant (Advanced)	2708	SDU	\$4,693-\$5,709
Sheriff Sergeant (Intermediate)	2649	SDU	\$4,591-\$5,586
<a href="#">Sheriff Services Assistant I (PDF)</a>	1607	SDU	\$2,785-\$3,390
<a href="#">Sheriff Services Assistant II (PDF)</a>	1771	SDU	\$3,069-\$3,733
Sheriff - Coroner	FLAT	ELECT	\$7,934
<a href="#">Sheriffs Special Operations Sergeant (PDF)</a>	2914	SMU	\$5,050-\$6,141
<a href="#">Sierra House Residential Care Facility Supervisor (PDF)</a>	2040	MID-MG	\$3,536-\$4,302
<a href="#">Site Manager (PDF)</a>	1349	GEN	\$2,338-\$2,846

Select Language

<a href="#">Social Service Director-Public Guardian-Public Conservator ** (PDF)</a>	3448	DEPT H	\$5,976-\$8,904
<a href="#">Social Services Aide (PDF)</a>	1571	GEN	\$2,723-\$3,312
<a href="#">Social Services Supervisor I (PDF)</a>	2668	MID MG	\$4,624-\$5,626
<a href="#">Social Services Supervisor II (PDF)</a>	3079	MID MG	\$5,336-\$6,489
<a href="#">Social Worker I (PDF)</a>	2029	GEN	\$3,516-\$4,277
<a href="#">Social Worker II (PDF)</a>	2237	GEN	\$3,877-\$4,716
<a href="#">Social Worker III (PDF)</a>	2445	GEN	\$4,238-\$5,154
<a href="#">Solid Waste Program Manager (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Staff Services Analyst I (PDF)</a>	2180	GEN	\$3,778-\$4,596
<a href="#">Staff Services Analyst II (PDF)</a>	2403	GEN	\$4,165-\$5,068
<a href="#">Staff Services Manager (PDF)</a>	2957	MID MG	\$5,125-\$6,234
<a href="#">Staff Services Specialist (PDF)</a>	2103	GEN	\$3,645-\$4,433
<a href="#">Substance Use Disorder Specialist I (PDF)</a>	1948	GEN	\$3,376-\$4,108
<a href="#">Substance Use Disorder Specialist II (PDF)</a>	2149	GEN	\$3,724-\$4,530
<a href="#">Supervising Probation Officer (PDF)</a>	2458	PROB MID-MG	\$4,260-\$5,182
<a href="#">Systems Analyst I (PDF)</a>	2476	CONF	\$4,291-\$5,219
<a href="#">Systems Analyst II (PDF)</a>	2725	CONF	\$4,723-\$5,746

\*\* Salary is without stipend.

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## I

### Classifications

Range	Unit	Monthly Salary
2206	GEN	\$3,823-\$4,650

[Telecommunications Technician \(PDF\)](#)

Select Language ▼

[Treasurer Tax Collections Officer I \(PDF\)](#)

1907 GEN \$3,305-\$4,023

[Treasurer Tax Collections Officer II \(PDF\)](#)

2102 GEN \$3,643-\$4,432

Treasurer - Tax Collector \*\*

FLAT ELECT \$6,232

[Treasurer - Tax Specialist I \(PDF\)](#)

1423 GEN \$2,466-\$3,002

[Treasurer - Tax Specialist II \(PDF\)](#)

1571 GEN \$2,723-\$3,312

[Treasurer - Tax Technician \(PDF\)](#)

1514 GEN \$2,624-\$3,192

\*\* Salary is without stipend.

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## U

### **Classifications**

[Undersheriff \(PDF\)](#)

3421 CONTR \$5,929-\$7,212

[\(Return to top\)](#)

## V

### **Classifications**

[Veterans Service Representative I \(PDF\)](#)

1524 GEN \$2,641-\$3,217

[Veterans Service Representative II \(PDF\)](#)

1680 GEN \$2,912-\$3,542

[Victim Witness Advocate \(PDF\)](#)

1523 GEN \$2,639-\$3,211

[Victim Witness Coordinator \(PDF\)](#)

1763 MID MG \$3,055-\$3,719

[\(Return to top\)](#)

## W

Classifications

[Welder \(PDF\)](#)

[Welfare Fraud Investigator I \(PDF\)](#)


[Welfare Fraud Investigator II \(PDF\)](#)

[\(Return to top\)](#)

Range	Unit	Monthly Salary
1763	C and T	\$3,056-\$3,720
2211	GEN	\$3,832-\$4,662
2398	GEN	\$4,156-\$5,054

Contact Us

For additional information or questions regarding job descriptions, please contact the Human Resources Department at (530) 283-6444.

Government Websites by [CivicPlus®](#) 



California Public Employees' Retirement System  
P.O. Box 942709  
Sacramento, CA 94229-2709  
(888) CalPERS (or 888-225-7377)  
TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

Reference No.:  
Circular Letter No.: 200-050-12  
Distribution: IV, V, VI, X, XII, XVI  
Special:

## Circular Letter

October 25, 2012

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **STATUTORY AND REGULATORY REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES**

The purpose of this Circular Letter is to remind CalPERS employers that only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits.

Compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5. Specifically, this Circular Letter seeks to address the requirements related to publicly available pay schedules.

### **Compensation Earnable & The Requirement For Publicly Available Pay Schedules**

The Public Employees' Retirement Law (PERL) Government Code Sections 20636 and 20636.1 define compensation earnable for State, School, and Public Agency members. In order to meet the definition of compensation earnable, an amount of pay must either constitute payrate or special compensation as defined in the statutes. Section 20636(d) further requires that payrate and special compensation schedules, ordinances, or similar documents be public records available for public scrutiny.

Section 20636(b)(1) (applicable to Public Agency members) and 20636.1(b)(1) (applicable to School members) require pay amounts to be paid pursuant to publicly available pay schedules. For example, section 20636 (b)(1) states:

"Payrate means the normal monthly rate or pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. "Payrate," for a member who is not in a group or class, means the monthly rate of pay or base pay of the members, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to the limitations of paragraph (2) of subdivision (e)." (Emphasis added.)

CCR 570.5 was adopted April 13, 2011, with an effective date of August 10, 2011. CCR 570.5 sought to clarify the requirement of publicly available pay schedules.



After CCR 570.5 was adopted, CalPERS sent Circular Letter #200-056-11 dated August 19, 2011, notifying all employers of the requirements of CCR 570.5.

**Importance of Correct Reporting**

Due to the importance of correct payroll reporting in administering the PERL and member benefits, CalPERS is sending this additional Circular Letter to remind all employers of the criteria for reporting compensation earnable.

CCR 570.5 outlines the required elements necessary to meet the definition for a publicly available pay schedule as follows:

- (a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
  - (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
  - (2) Identifies the position title for every employee position;
  - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
  - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
  - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
  - (6) Indicates an effective date and date of any revisions;
  - (7) Is retained by the employer and available for public inspection for not less than five years; and
  - (8) Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member's pay, in order for CalPERS to approve the pay amount as payrate and reportable compensation earnable.

**No Applicable Pay Schedule**

If an agency cannot provide a document meeting the requirements for a publicly available pay schedule, then CalPERS must determine that the pay amount fails to meet the definition of payrate. CCR 570.5 (b)(1)-(4) outlines the process by which

CalPERS may determine a member's payrate when there is no publicly available pay schedule provided.

CCR 570.5 (b) states:

- (b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:
  - (1) Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer;
  - (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
  - (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
  - (4) Last payrate for the member in a position that was held by the member that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

It is important that all employers comply with the compensation earnable provisions and corresponding regulations of the PERL. Where employers fail to comply, pay amounts will be determined to not constitute payrate and accordingly CalPERS will be unable to use such pay amounts when calculating members' retirement benefits.

It is therefore critical that employers review their pay schedules to verify that all members' pay amounts are included within a publicly available pay schedule. For assistance or questions related to the development of a publicly available pay schedule, please direct your inquiries to the CalPERS Compensation and Employer Review Unit.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

KAREN DeFRANK, Chief  
Customer Account Services Division



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Director • Mark Satterfield, M.D, Health Officer

270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

1H

**Date:** December 2, 2019  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Cc:** Nancy Selvage, Human Resources  
**Agenda:** Item for December 10, 2019

**Recommendation:** Authorize and direct the Director of Human Resources to recruit and fill 1.0 FTE Health Education Coordinator I Position. This position is vacated due to the promotion of current staff member.

**Background Information:** Public Health is currently allocated 1.0 FTE for the position of Health Education Coordinator I. The Public Health Agency Budget fully funds salary and benefits for this position. No county general funds are required since these positions are fully funded through programs within the Public Health Agency.

The Health Education Coordinator I is responsible for organization, coordination, implementation and conducts a variety of public Health Education programs and related health services, public information programs, health promotion, and prevention programs.

It is critical that this position be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to public health clients.

The Critical Staffing Request is attached for your review.

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

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: December 10, 2019

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00 FTE

POSITION TITLES: 1.0 FTE Health Education Coordinator I

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO ☐

<b>For Committee use only</b>
-------------------------------

Date of Committee Review: \_\_\_\_\_

Determination of Committee? \_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Board Modifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

1.0 FTE Health Education Coordinator I This position is responsible for organization, coordination, implementation, and conducts a variety of public health education programs and related health services, public information programs, health promotion, prevention programs.

- Can the department use other wages until the next budget cycle?

All positions are budgeted and funded in the current year.

No

- What are staffing levels at other counties for similar departments and/or positions?

N/A

- What core function will be impacted without filling the position prior to July 1?

Lack of compliance, billing and administration are all results of the vacancies. The negative impacts to our agency will exacerbate as the vacancies continue.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Not filling the HEC I position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors.

- 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?

Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

- 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?

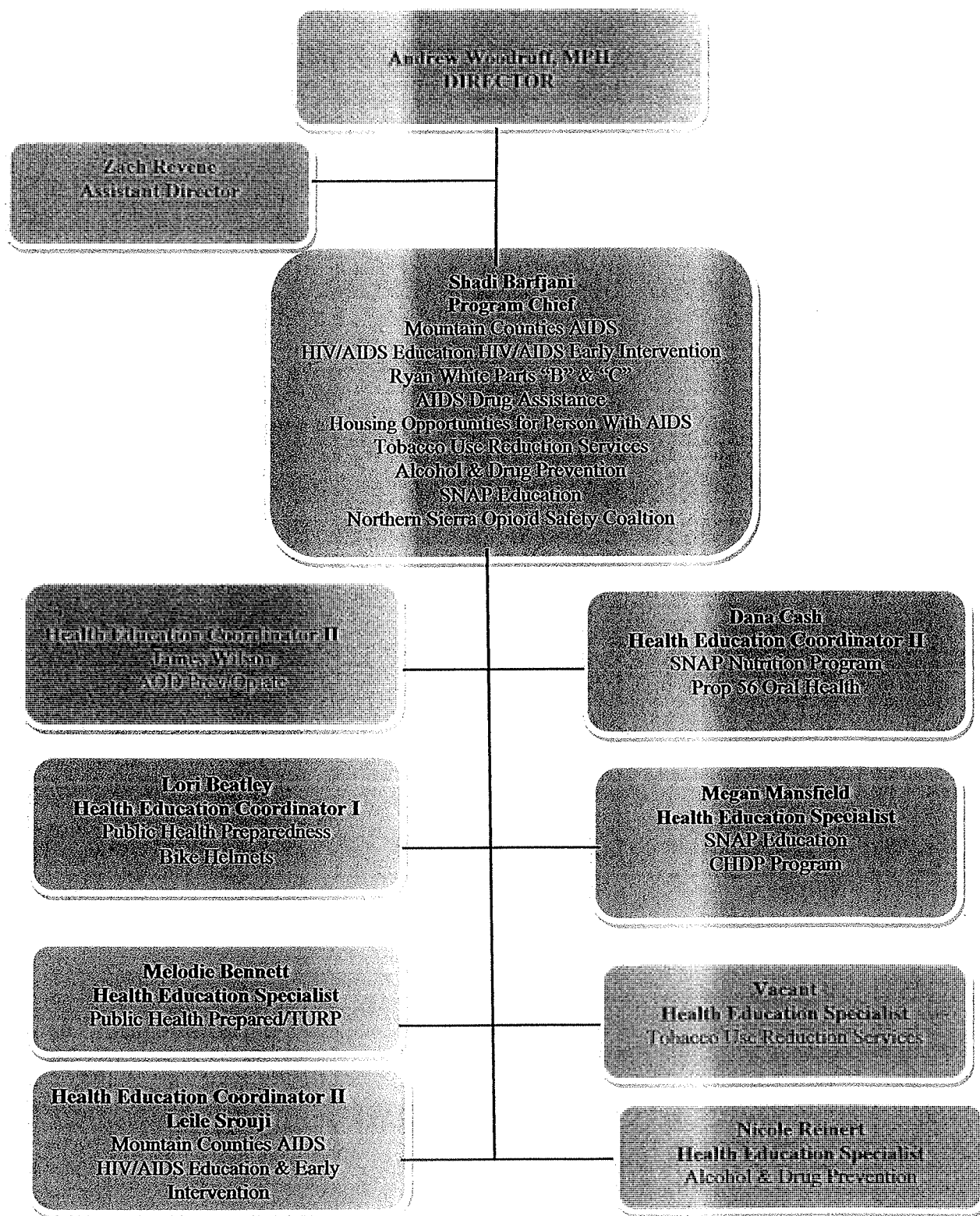
N/A. The position requested is fully funded by contract for the 19-20 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

FY 16/17	Total Cash Reserves	\$568,650
FY 17/18	Total Cash Reserves	\$575,661
FY 18/19	Total Cash Reserves	\$582,102

PLUMAS COUNTY PUBLIC HEALTH AGENCY  
HEALTH EDUCATION AND PREVENTION DIVISION

2







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## PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323  
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director

### CONSENT AGENDA REQUEST

For the December 10, 2019 meeting of the Plumas County Board of Supervisors

Date: December 2, 2019

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in blue ink, reading "Robert A. Perreault".

Subject: **Authorize Execution of Task Order No. 9 to the Professional Services Agreement with Dokken Engineering for preparation of a Type Selection Report for the Chester-Warner Valley Road Kings Creek Bridge Replacement Project” in the amount of \$61,790.00.**

#### Background:

Plumas County Department of Public Works (County), under an existing on-call agreement with Dokken Engineering, is requesting engineering services support for the Chester-Warner Valley Road Kings Creek Bridge Replacement Project. The project site is located on County Road 312 (Chester-Warner Road), at post mile 13.4, northwest of the community of Chester. This road provides the only vehicular access to the southern portion of Lassen Volcanic National Park. The existing structure is a single-span steel girder bridge that California Department of Transportation (Caltrans) has deemed structurally deficient. The County proposes to replace the old bridge with a new, two-lane bridge approximately 18-feet wide and 60-feet long.

The project is federally funded through the Highway Bridge Program (HBP), which is administered by the Caltrans. The technical studies completed under this task order will be reviewed and approved by the County and Caltrans.

The Scope of Work shall include six tasks as identified in the Scope of Work, which is attached to the contract as Exhibit “A”. The Fee Schedule and Project Schedule are attached as Exhibits “B” and “C” respectively.

Work on this project began prior to the execution of this contract in order to complete the project before the onset of inclement weather. A retroactive clause is include within the contract language which authorizes payment for services incurred since July 3, 2019.

Task Order No. 9 has been approved as to form by the County Counsel’s Office.

**Recommendation by Public Works:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Task Order No. 9 to the Professional Services Agreement between the County of Plumas and Dokken Engineering for On-call Engineering Services for the "Chester-Warner Valley Road Kings Creek Bridge Replacement Project" in the amount not to exceed \$61,790.00, and authorize payment of services performed retroactively to July 3, 2019.

Attachment: Task Order No. 9 to the Professional Services Agreement between the County of Plumas and Dokken Engineering, dated January 25, 2016.

**TASK ORDER NO. 9**  
**to the**  
**PROFESSIONAL SERVICES AGREEMENT**

**On-Call Civil Engineering Services for  
Transportation Improvement Projects in  
Plumas County, California**

This Task Order is an addendum to the PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and DOKKEN ENGINEERING INC. ("Consultant"), dated January 25, 2016, and is hereby amended on \_\_\_\_\_, 2019 as set forth below.

The "County" has identified the need for professional services on the following project:

**TASK ORDER: Type Selection Report Services for the Chester-Warner Valley Road at  
Kings Creek Bridge Replacement Project**

1. **Incorporation of Agreement.** All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.
2. **Scope of Services.** The scope of services shall be as specifically set forth in the Scope of Services, attached hereto as Exhibit "A" and incorporated herein by this reference.
3. **Compensation.** County shall compensate Contractor for the services described in Section 2 above in accordance with the Fee Schedule, attached hereto as Exhibit "B" and incorporated herein by reference.
4. **Schedule of Performance.** The project schedule shall be as set forth in the Project Schedule which is attached hereto as Exhibit "C" and incorporated herein by this reference.
5. **Additional Contract Provisions.**

All other contract provisions set forth in the January 25, 2016 Professional Services Agreement first referenced above remain unchanged.

The professional services performed pursuant to Task Order No. 9 shall commence, retroactively, on July 3, 2019.

\_\_\_\_\_ Consultants Initials

\_\_\_\_\_ County Initials

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 9 to be executed by and through their respective authorized officers, as of the date first above written.

APPROVED AS TO SCOPE OF WORK:

\_\_\_\_\_  
Director of Public Works

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

**CONTRACTOR:**

Dokken Engineering, Inc.

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

Name: Richard T. Liptak

Title: President

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

**COUNTY:**

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

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

Kevin Goss, Chair

Board of Supervisors

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

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

Name: Cathy Chan

Title: Secretary

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

**ATTEST:**

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

Nancy DaForno

Clerk of the Board of Supervisors

**APPROVED AS TO FORM:**

Plumas County Counsel

By:  1/17/19

Deputy County Counsel

Dokken Engineering Inc. Taxpayer ID Number - 68-0099664

\_\_\_\_\_  
Consultants Initials

\_\_\_\_\_  
County Initials

## **EXHIBIT A**

### **PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS**

#### **GEOTECHNICAL AND TYPE SELECTION REPORT SERVICES FOR THE CHESTER-WARNER VALLEY ROAD AT KINGS CREEK BRIDGE REPLACEMENT**

The following scope of services will be performed by Dokken Engineering (Dokken) and subconsultant Geocon to prepare a Type Selection Report for the Chester-Warner Valley Road at Kings Creek Bridge Replacement. To support the type selection report, topographic surveying, hydraulic modeling and investigation, and geotechnical investigation will be performed.

This scope of work assumes the following:

1. County will waive the Environmental Health permit fees required for geotechnical borings.
2. No environmental documents or permits will be required by Dokken or Geocon to perform the geotechnical borings other than an exhibit showing the boring locations.

#### ***EXISTING BRIDGE DESCRIPTION***

The unpaved Chester-Warner Valley Road provides access to the east side of Lassen Volcanic National Park and the Pacific Crest Trail – Warner Valley Trailhead. The site is located approximately 5½ miles north of the intersection with Rim Drive and 11 miles northwest of Chester. The existing one-lane bridge across Kings Creek is approximately 20 feet long supported by concrete abutments with spread footings. The creek thalweg is less than 10 feet below the bridge deck.

We understand that the existing bridge periodically needs to be reset on the abutments when high water flows cause distortion of the channel banks and creek bottom. We therefore understand that a new bridge on a deep foundation system would be desired to minimize such maintenance of this bridge. The new bridge will be slightly longer than the existing and is anticipated to be constructed along the same roadway alignment. Geologic mapping indicates the site is underlain by outwash gravel from younger glaciations (late Pleistocene aged alluvium).

The new bridge will be single span bridge with a total length of approximately 25 feet and total width of about 26 feet. The replacement structure will accommodate two travel lanes and shoulders. The bridge will likely be supported by deep foundations at all support locations.

### **TASK 1. PROJECT MANAGEMENT**

Dokken will provide management services during the project. No face-to-face meetings are anticipated. Phone conference calls will be conducted as needed.

### **TASK 2. TOPOGRAPHIC SURVEY**

The County has provided topographic surveying for the project site.

### **TASK 3. Geotechnical Investigation and Geotechnical Design/Foundation Report**

Geocon will explore and evaluate the subsurface conditions at bridge location and provide design level geotechnical recommendations for the project. Our investigation will include a field exploration program, geotechnical laboratory testing, engineering analysis, and preparation of Draft and Final Foundation Reports. The following scope of services are proposed:

- Perform a site reconnaissance to determine drill rig access and mark out exploration locations in the field for subsequent utility clearance.
- Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 2 business days (as required by law) prior to performing exploratory excavations at the site.
- A soil boring permit from the Plumas County Environmental Health Department (PCEHD) will be submitted for the proposed geotechnical investigation. We understand that for soil borings this is a no-fee permit. Other required permits (encroachment permits, environmental permits, California Department of Fish and Wildlife permits, etc.) will be secured by others prior to field explorations.
- Given the low traffic volumes and adequate room to safely drill adjacent to the roadway, we do not anticipate needing traffic control measures during field operations.
- Perform two (2) exploratory borings at the site. The planned boring depth will be up to approximately 60 feet (or to 10 feet into rock) based on conditions encountered. The borings will be performed using a truck-mounted drill rig equipped with auger and rock coring equipment. Difficult drilling conditions consisting of gravel, cobble, and boulders requiring at least intermittent rock coring drilling methods are anticipated.
- Obtain representative disturbed and undisturbed soil samples from the boring(s) using a driven Standard Penetration Test (SPT) sampler and/or California Modified sampler.
- Obtain rock cores where rock coring is performed.
- Log the borings in accordance with Caltrans guidelines.
- Upon completion, backfill the borings with neat cement grout or in accordance with permit requirements.
- Excess soil cuttings will be spread at roadway shoulders.
- Perform laboratory tests to evaluate pertinent geotechnical parameters of soil materials.
- Analyze field and laboratory data and prepare Draft and Final Foundation Reports to include (but not be limited to) the following:
  - Scope of work summary, project description, field exploration program summary.
  - Site Plan showing locations of the exploratory borings.
  - Site geology and subsurface conditions.
  - Summary of laboratory testing program.
  - Geologic profile and engineering parameters.
  - Seismic study (in accordance with the latest Caltrans Seismic Design Criteria).

- Geologic hazard evaluation (liquefaction, lateral spreading, etc.).
- Preliminary soil corrosivity screening.
- Bridge foundation recommendations and associated design parameters.
- Design recommendations for recommended foundation type(s), allowable bearing capacity, and estimated settlement.
- Embankment material and earthwork recommendations.
- Construction considerations.
- Log of Test Boring (LOTB) sheet.

Geocon will submit a draft Foundation Report for owner review (electronic copy). Geocon will address any comments prior to finalizing the Foundation Reports (one electronic copy and up to three hard copies, if desired).

*Deliverable: Draft and Final GDFR  
Log of Test Boring Sheets*

#### **TASK 4. Hydraulic Analysis**

WRECO will perform a Bridge Design Hydraulic Study to support the Type Selection Report. Due to the relatively close tributary channels and braided stream, the intent of this Project is to replace the existing bridge with a new bridge that is similar in dimensions and height. The focus of the study will be the bridge scour analysis and countermeasure recommendations.

##### Data Review

WRECO will review available data, including previous studies, provided by Plumas County (County) and the Project Team. Key information to review will be the available hydrologic and hydraulic data for Kings Creek, topographic survey, available cross-sections, County and Caltrans Bridge Inspection Reports, as-built data, and maintenance records for the Project site.

##### Field Reconnaissance

WRECO will conduct a field reconnaissance to assess the existing conditions in the vicinity of the Project site.

##### Hydrologic Analysis

WRECO's preliminary research of the Federal Emergency Management Agency's (FEMA) Flood Insurance Study (FIS) indicated that a detailed study is not available at the bridge site. WRECO will use the 100-year design flow of Kings Creek from the Kelly Camp Subdivision 100-Year Floodplain Study by NorthStar Engineering. As a check, WRECO will perform hydrologic analyses using the USGS Regional Regression Method.

##### Hydraulic Analysis

WRECO will perform a hydraulic analysis to determine the design flow characteristics for the existing condition, including the limits and water surface profiles through the study area for the base flood and overtopping flood. The hydraulic model of choice will be the U.S. Army Corps of Engineers' HEC-RAS Model. County survey data will be used to develop cross sections to be integrated into the base hydraulic model.

##### Scour Analysis and Countermeasures

WRECO will perform a bridge scour analysis to determine the scour potential per the methodology specified in the Federal Highway Administration's (FHWA) HEC-18 and HEC-23 Manuals. WRECO will make recommendations on the need for scour countermeasures for the proposed bridge per the HEC-23 and *Caltrans Highway Design Manual*.

#### Bridge Design Hydraulic Study

WRECO will prepare a Bridge Design Hydraulic Study Report, which will summarize the results from the hydraulic and bridge scour analyses and recommendations for bridge scour countermeasures. The report will also include all the detailed hydraulic model output.

*Deliverable:*     *Draft Bridge Design Hydraulic Study Report (PDF)*  
                      *Final Bridge Design Hydraulic Study Report (PDF and 3 hard copies)*

### **TASK 5.           Type Selection Report**

Dokken will prepare up to two Advanced Planning Studies (APS) for Bridge Type Selection based on the results of the geotechnical investigation and hydraulic analysis.

The preparation of geotechnical recommendations will require service and load factor design loads. Dokken will develop computer models of the APS bridge alternatives and provide the necessary load information to the geotechnical engineers.

A Type Selection Report will be prepared. The bridge structure type alternatives will be described, along with estimated construction cost for each alternative, and presented in a Bridge Type Selection Report Memo, developed in conformance with Caltrans Memo to Designers Manual. The bridge construction cost estimate will be based on planning study level quantities. The report will include:

- Project description
- Summary of alternatives studied and list advantages and disadvantages
- Item list and quantities
- Cost estimate for each alternative
- Summary of geotechnical conditions
- Recommendation of preferred alternative

After the County has provided comments on the Type Selection Report, Dokken will incorporate those comments into a Final Report.

*Deliverable:*     *Advanced Planning Studies*  
                      *Draft and Final Type Selection Report*

### **TASK 6.           Obtain Caltrans Local Assistance Approval**

After the County has approved the Type Selection Report the Type Selection Report will be submitted to Caltrans Local Assistance Engineer. Dokken will obtain approval of the preferred alternative from Caltrans. If necessary, Dokken will meet with Caltrans to review the project.

Comments from Caltrans will be incorporated into the final APS drawing for the preferred alternative and submitted to Caltrans and the County.



*Deliverable: Caltrans Type Selection Approval  
Final APS Drawing.*

## Exhibit C

### Project Schedule

Dokken will complete the draft report by March 31, 2020. The final report will be submitted within three weeks of receiving County comments. These dates assumes the topographic survey and field borings can be performed prior to this winter. A project schedule will be completed once the field borings are scheduled. The draft Type Selection Report will be delivered within four months of the field borings being performed.

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## PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

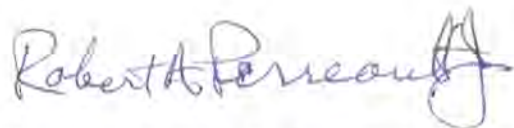
1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323  
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director

### CONSENT AGENDA REQUEST

For the December 10, 2019 meeting of the Plumas County Board of Supervisors

Date: December 2, 2019

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: **Authorize Execution of Task Order No. 10 to the Professional Services Agreement with Dokken Engineering for engineering services in support of the Graeagle-Johnsville Road Rehabilitation Project in the amount of \$89,332.00.**

#### Background:

Plumas County Department of Public Works (County), under an existing on-call agreement with Dokken Engineering, is requesting engineering services in support of the Graeagle-Johnsville Road Rehabilitation Project. The project site is located on County Road 506 (Graeagle-Johnsville Road), between the communities of Johnsville and Graeagle; Plumas Eureka State Park is located at the western end of the project. This road provides the only vehicular access to the unincorporated communities of Plumas Eureka Estates and Johnsville, as well as the Plumas Eureka State Park. The project is located within Plumas National Forest and State Park lands.

The project includes necessary repairs to the roadway between post mile (PM) 1.82 to 5.15. The project includes the following elements:

1. Repair slide and bank failure at PM 4.91: slide area is approximately 180 feet by 150 feet and a ¾:1 slope along Jamison Creek, within Plumas Eureka State Park.
2. Repair culvert crossing at PM 5.12, near the State Park's museum.
3. Construct an asphalt concrete overlay of the existing pavement between PM 1.85 to 5.15.
4. Replacement of installation of new guardrails, primarily near the reversing curves between PM 1.85 and 2.85; need for new guardrail locations will be evaluated between PM 2.85 to 5.15.

The project is federally funded through the State Transportation Improvement Program, which is administered by Caltrans. The technical studies completed under this task order will be reviewed and approved by the County and Caltrans.

The Scope of Work shall include six tasks as identified in the Scope of Work, which is attached to the contract as Exhibit "A". The Fee Schedule and Project Schedule are attached as Exhibits "B" and "C" respectively.

Work on this project began prior to the execution of this contract in order to complete the project before the onset of inclement weather. A retroactive clause is include within the contract language which authorizes payment for services incurred since July 3, 2019.

Task Order No. 10 has been approved as to form by the County Counsel's Office.

**Recommendation by Public Works:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Task Order No. 10 to the Professional Services Agreement between the County of Plumas and Dokken Engineering for On-call Engineering Services for the "Graeagle-Johnsville Road Rehabilitation Project" in the amount not to exceed \$89,332.00, and authorize payment of services performed retroactively to July 3, 2019.

**TASK ORDER NO. 10**  
**to the**  
**PROFESSIONAL SERVICES AGREEMENT**

**On-Call Civil Engineering Services for  
Transportation Improvement Projects in  
Plumas County, California**

This Task Order is an addendum to the PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and DOKKEN ENGINEERING INC. ("Consultant"), dated January 25, 2016, and is hereby amended on \_\_\_\_\_, 2019 as set forth below.

The "County" has identified the need for professional services on the following project:

**TASK ORDER: Type Selection Report Services for the Graeagle-Johnsville Road  
Rehabilitation Project**

1. **Incorporation of Agreement.** All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.
2. **Scope of Services.** The scope of services shall be as specifically set forth in the Scope of Services, attached hereto as Exhibit "A" and incorporated herein by this reference.
3. **Compensation.** County shall compensate Contractor for the services described in Section 2 above in accordance with the Fee Schedule, attached hereto as Exhibit "B" and incorporated herein by reference.
4. **Schedule of Performance.** The project schedule shall be as set forth in the Project Schedule which is attached hereto as Exhibit "C" and incorporated herein by this reference.
5. **Additional Contract Provisions.**

All other contract provisions set forth in the January 25, 2016 Professional Services Agreement first referenced above remain unchanged.

The professional services performed pursuant to Task Order No. 10 shall commence, retroactively, on July 3, 2019.

\_\_\_\_\_  
Consultants Initials

\_\_\_\_\_  
County Initials

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 10 to be executed by and through their respective authorized officers, as of the date first above written.

**APPROVED AS TO SCOPE OF WORK:**

\_\_\_\_\_  
Director of Public Works

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

**CONTRACTOR:**

Dokken Engineering, Inc.

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

Name: Richard T. Liptak

Title: President

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

**COUNTY:**

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

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

Kevin Goss, Chair

Board of Supervisors

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

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

Name: Cathy Chan

Title: Secretary

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

**ATTEST:**


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

Nancy DaForno

Clerk of the Board of Supervisors

**APPROVED AS TO FORM:**

Plumas County Counsel

By:  11/17/19

Deputy County Counsel

Dokken Engineering Inc. Taxpayer ID Number - 68-0099664

\_\_\_\_\_  
Consultants Initials

\_\_\_\_\_  
County Initials

## **EXHIBIT A**

### **PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS**

#### **GEOTECHNICAL AND TYPE SELECTION REPORT SERVICES FOR THE GRAEAGLE- JOHNSVILLE SLIDE REPAIR**

The following scope of services will be performed by Dokken Engineering (Dokken) and subconsultant Geocon to prepare a Type Selection Report for the Graeagle-Johnsville Slide Repair. To support the type selection report, topographic surveying and hydraulic modeling and investigation will be performed.

This scope of work assumes the following:

1. County will waive the Environmental Health permit fees required for geotechnical borings.
2. No environmental documents or permits will be required by Dokken or Geocon to perform the geotechnical borings other than an exhibit showing the boring locations.

#### ***EXISTING BRIDGE DESCRIPTION***

Graeagle-Johnsville Road provides access to unincorporated communities and the Plumas Eureka State Park in Plumas County. The site is approximately ½ mile east of Jonesville McCrea Road on the south side of Jamison Creek. The slide/bank failure extends vertically approximately 120 feet up from the creek into the paved shoulder of Graeagle-Johnsville Road. We understand the slope at this location has been eroding since the site was last repaired in 1992. A soil nail wall with rock slope protection at the toe of the slope is preliminarily being considered for slope repair; however, other repair options (mechanically stabilized embankment, retaining structures, etc.) may also be considered once site topographic surveying and the geotechnical investigation have been performed. Published geologic mapping indicates the site is underlain by Quaternary glacial and alluvial lake deposits. Seepage was noted within the upper portion of the slope.

#### **TASK 1. PROJECT MANAGEMENT**

Dokken will provide management services during the project. No face-to-face meetings are anticipated. Phone conference calls will be conducted as needed.

#### **TASK 2. TOPOGRAPHIC SURVEY**

UNICO will facilitate the delivery of an approximately 8 acre aerial based photogrammetric survey at 1=40' scale of the project area. The project limits have been provided by the design team. The survey will include a color ortho-rectified image, full planimetrics, 1' contours and a DTM 3D surface of the entire project limits. The general limits are along Johnsonville Road at 39.75881, 120.691660, latitude-longitude. The survey will include each side of Johnsonville Road, the slide area and up and down of the existing Jamison Creek as provided by the design team. The survey will include the setting of ground control aerial panels with GPS and conventional total stations along the project limits. To supplement the photogrammetric survey, UNICO will perform detailed (non-aerial) surveys and mapping at key design areas as requested, specifically the roadway and slide area. This will include, but is not limited to pavement, shoulders, ditches, slopes, culverts, poles, utilities, overhead wires, signs, and other visible features critical to design within the slide repair

area. UNICO will survey four cross-sections along Jamison Creek as directed for hydraulic analyses in the project area. UNICO will prepare base mapping of all topographic features and cross-sections and will include 1' contours, 3D surface, point files and full planimetrics to be meshed with the overall aerial based survey.

UNICO will utilize the North American Datum (NAD83), California Coordinate System and the North American Vertical Datum (NAVD88) as the basis of the work and will set durable control points throughout the project for utilization of surveys and future construction control.

*Deliverable: AutoCAD Base File of Photogrammetric and Conventional Surveys  
Point Files  
DTM and 3D Surface File  
Control Diagram*

### **TASK 3. Geotechnical Investigation and Geotechnical Design/Foundation Report**

Geocon will explore and evaluate the subsurface conditions at the slide location and provide design-level geotechnical recommendations for the projects. Our investigation will include a field exploration program, geotechnical laboratory testing, engineering analysis, and preparation of Draft and Final Geotechnical Investigation (GI) reports. We propose the following scope of services:

- Review available preliminary design plans/topographic information to select exploratory boring locations.
- Perform a site reconnaissance to review project limits, existing conditions, and to determine drill rig access. Mark out exploratory boring locations in the field for subsequent utility clearance.
- Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 2 business days (as required by law) prior to performing exploratory excavations at the site.
- A soil boring permit from the Plumas County Environmental Health Department (PCEHD) will be submitted for the proposed geotechnical investigation. We understand that for soil borings this is a no-fee permit. Other required permits (encroachment permits, environmental permits, California Department of Fish and Wildlife permits, etc.) will be secured by others prior to field explorations.
- Provide traffic control measures (cones and signs as necessary for low-volume Graeagle-Johnsville Road shoulder closure) during field operations in accordance with Plumas County encroachment permit requirements. If flaggers are required for traffic control, a revision to our fee estimate will be required.
- Perform up to three (3) exploratory borings at the site with one (1) boring each performed near the slide limits along the roadway and one (1) boring near the center of the slipout on the inboard side of the roadway. The planned boring depths will be approximately 80 to 120 feet based on conditions encountered. The borings will be performed using a truck-mounted drill rig equipped with auger, mud rotary, and rock coring equipment.
- Obtain representative disturbed and undisturbed soil samples from the borings using a driven Standard Penetration Test (SPT) sampler and/or California Modified sampler.
- Log the borings in accordance with Caltrans guidelines.
- Upon completion, backfill the borings with bentonite chips or in accordance with permit requirements. Borings in paved areas will be capped with cold-patch asphalt concrete or as required by the encroachment permit.



- Excess soil cuttings will be spread at roadway shoulders.
- Perform laboratory tests to evaluate pertinent geotechnical parameters of soil materials.
- Analyze field and laboratory data and prepare Draft and Final GI reports to include (but not be limited to) the following:
  - Scope of work summary, project description, field exploration program summary.
  - Site Plan showing locations of the exploratory borings.
  - Pertinent geologic cross-sections.
  - Site geology and subsurface conditions.
  - Summary of laboratory testing program.
  - Geologic profile and engineering parameters.
  - Seismic study (in accordance with the latest Caltrans Seismic Design Criteria).
  - Geologic hazard evaluation (liquefaction, lateral spreading, etc.).
  - Corrosion evaluation.
  - Slope repair recommendations and associated design parameters.
  - Embankment material and earthwork recommendations.
  - Construction considerations.

Geocon will submit a draft Geotechnical Investigation report for design team review (electronic copy). Geocon will address any comments prior to finalizing the Foundation Reports (one electronic copy and up to three hard copies, if desired).

*Deliverable:     Draft and Final GDFR  
                         Log of Test Boring Sheets*

#### **TASK 4.            Hydraulic Analysis**

WRECO will perform a Design Hydraulic Study to provide the necessary hydraulic data for the slide repair.

##### Data Review

WRECO will review available data, including previous studies, provided by Plumas County (County) and the Project Team. Key information to review will be the available hydrologic and hydraulic data for Jamison Creek, topographic survey, available cross-sections, County and Caltrans Bridge Inspection Reports for the adjacent bridge (replacement in 2004), as-built data, and maintenance records for the Project site.

##### Field Reconnaissance

WRECO will conduct a field reconnaissance to assess the existing conditions in the vicinity of the Project site.

##### Hydrologic Analysis

WRECO's preliminary research of the Federal Emergency Management Agency's (FEMA) Flood Insurance Study (FIS) indicated that a detailed study is not available at the Project site. WRECO will use the hydrologic data from the Norman Braithwaite 1998 (NB) Report as the design flow for the hydraulic analysis. WRECO will perform an independent hydrologic analysis using the USGS Regression Method to check the reasonableness of the design flows from the NB Report.

### Hydraulic Analysis

WRECO will extract the Jamison Creek hydraulic data from the NB Report. WRECO will perform an independent hydraulic analysis using Manning's Equation to check the reasonableness of the design flow characteristics that was extracted from the NB Report.

### Bank Scour Analysis and Countermeasures

WRECO will perform an analysis to determine the scour potential of the sliding bank. WRECO will make recommendations on the need for bank protection measures for the failing banks per the Federal Highway Administration's (FHWA) *HEC-23 and Caltrans Highway Design Manual*.

### Design Hydraulic Study

WRECO will prepare a Design Hydraulic Study Memorandum, which will summarize the design flow, the results from the hydraulic analysis, and bank protection recommendations.

*Deliverable:*     *Draft Design Hydraulic Study Report (PDF)*  
                         *Final Design Hydraulic Study Report (PDF and 3 hard copies)*

## **TASK 5.            Type Selection Report**

Dokken will prepare up to three Planning Studies (APS) for Slide Repair Type Selection based on the results of the geotechnical investigation and hydraulic analysis.

A Type Selection Report will be prepared. The bridge structure type alternatives will be described, along with estimated construction cost for each alternative, and presented in a Bridge Type Selection Report Memo, developed in conformance with Caltrans Memo to Designers Manual. The bridge construction cost estimate will be based on planning study level quantities. The report will include:

- Project description
- Summary of alternatives studied and list advantages and disadvantages
- Item list and quantities
- Cost estimate for each alternative
- Summary of geotechnical conditions
- Recommendation of preferred alternative

After the County has provided comments on the Type Selection Report, Dokken will incorporate those comments into a Final Report.

*Deliverable:*     *Planning Studies*  
                         *Draft and Final Type Selection Report*

## Exhibit C

### Project Schedule

Dokken will complete the draft report by March 31, 2020. The final report will be submitted within three weeks of receiving County comments. These dates assumes the topographic survey and field borings can be performed prior to this winter. A project schedule will be completed once the field borings are scheduled. The draft Type Selection Report will be delivered within four months of the field borings being performed.

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## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT



1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323

Robert A. Perreault Jr., Director Joe Blackwell, Deputy Director John Mannle, Assistant Director

### CONSENT AGENDA REQUEST

for the December 10, 2019 Meeting of the Plumas County Board of Supervisors

Date: December 2, 2019

To: Honorable Board of Supervisors

From: Robert A. Perreault, Jr., P.E., Director of Public Works

Subject: In reference to the Spanish Ranch Road Bridge Replacement Project (Work Order #464), adopt the Project Plans and Specifications and authorize the Director of Public Works to publicly advertise for bids, subject to County Counsel's approval as to form of the Project Plans, Specifications and Bid Package.

### Background:

The Plumas County Department of Public Works and the project bridge design consultant, URS Corporation (a subsidiary of AECOM), have completed the environmental documentation and design for the bridge replacement project. All resource agency permits have been acquired and all utilities have been relocated to accommodate construction. The project is located in Meadow Valley on Spanish Ranch Road at Spanish Creek, located 0.1 mile north of the Bucks Lake Road/Pineleaf Drive intersection.

The purpose of the proposed project is to improve public safety and address the structurally deficient bridge. The most current Bridge Inspection Report (dated: October 30, 2017), prepared by Caltrans, indicates that the existing bridge is a one-lane bridge, with a sufficiency rating of 47.2. A bridge with a sufficiency rating of less than or equal to 50 is eligible for replacement bridge funding under the federal Highway Bridge Program.

The proposed new bridge will occupy the same centerline alignment as the existing structure. It will be 114 feet long and 29 feet wide with metal tube bridge railings mounted on curbs. The new bridge approaches will be approximately 125 feet in length and will conform back to the existing roadway. The new bridge will be constructed of precast concrete, voided slab elements supported on cast-in-place concrete substructures, founded on driven pile supported foundations.

A bridge construction engineering firm will assist the Department with construction management services under a separate contract, expected to be brought to the Board of Supervisors for approval in January 2020. The Department anticipates award of a construction contract in February of 2020. The project is currently budgeted in the Department's FY 2019/20 construction projects' budget under Work Order #464. The project is anticipated to be completed by November 2020.

CONSENT AGENDA REQUEST for the December 10, 2019 Meeting of Board of Supervisors  
Spanish Ranch Road Bridge Replacement Project --  
Adopt the Project Plans and Specifications and authorize the advertisement for bids  
December 2, 2019  
Page 2

Exhibit "A" is a copy of the project plans, specifications and bid documents. The project is scheduled to be publicly advertised for bids following County Counsel approval of the contract as to form.

A complete copy of the Project Plans, Project Specifications and Bid Package (Exhibit "A") is available for public review during normal office hours at the following County offices:

Clerk of the Board of Supervisors  
Plumas County Courthouse  
520 Main Street, Room 309  
Quincy, CA 95971

Director of Public Works  
Public Works Headquarters Building  
1834 East Main Street  
Quincy, CA 95971

**Fiscal Impact:**

This action pertains only to the Board of Supervisors *adoption* of the Project Plans, Project Specifications and Bid Package and the direction to the Director of Public Works to advertise for bids. The Department's costs for the construction phase for the project are reimbursed at a rate of 100% by the Highway Bridge Program managed by Caltrans. The project's estimated expenditures and reimbursements for FY 19/20 are included in the Department's budget adopted by the Board in September 2019.

Following the development of a recommendation for award of a Construction Contract by the Director of Public Works, the Project will return to the Board of Supervisors for consideration of Construction Phase funding.

**Policy Compliance:**

The Project Plans and Project Specifications have been prepared in accordance with Resolution No.19-8433, "Resolution Authorizing the Adoption of Caltrans' Local Assistance Procedures Manual, Chapter 10, by the Department of Public Works for Projects Funded by Caltrans' Local Assistance Programs," dated October 1, 2019.

**Recommendations:**

Regarding the Spanish Ranch Road Bridge Replacement Project, the Director of Public Works respectfully recommends that the Board of Supervisors adopt the Project Plans and Specifications and to authorize the Director of Public Works to publicly advertise for bids, subject to County Counsel's "approval as to form" of the Project Plans, Specifications and Bid Package.



OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Plumas County Courthouse  
520 Main Street, Room 301  
Quincy, California 95971-9115

**R. CRAIG SETTLEMIRE**  
COUNTY COUNSEL  
**GRETCHEN STUHR**  
DEPUTY COUNTY COUNSEL  
**SARA JAMES**  
DEPUTY COUNTY COUNSEL  
**KRISTINA ROGERS**  
PARALEGAL/SMALL CLAIMS ADVISOR

Phone: (530) 283-6240  
Fax: (530) 283-6116

December 1, 2019

**INTEROFFICE MEMORANDUM**

**TO:** Honorable Board of Supervisors, County of Plumas

**FROM:** Gretchen Stuhr, *Deputy County Counsel*

**SUBJECT:** Approval of First Amendment to Agreement with MRG, Inc.

**Background:**

The County Counsel's Office entered into an agreement for employment investigations with Municipal Resource Group, Inc. (MRG, Inc.) on April 9, 2019. The original contract amount was \$10,750.00. Due to the need for possible additional investigations, the contract amount needs to be raised to a total contract amount not to exceed \$20,700.00

**Proposal:**

The County Counsel's office would like to enter into an Amendment to the Agreement signed with MRG, Inc. for a total amount not to exceed \$20,700.

**Action:**

It is recommended that the Board of Supervisors approve the attached First Amendment to Agreement.

END OF MEMORANDUM



MRG, LLC

## FIRST AMENDMENT TO AGREEMENT

BY AND BETWEEN

PLUMAS COUNTY AND MRG, LLC

This First Amendment to Agreement ("Amendment") is made on October 1, 2019, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and Municipal Resource Group, LLC ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and MUNICIPAL RESOURCE GROUP, LLC have entered into a written Agreement dated April 9, 2019, (the "Agreement"), in which MUNICIPAL RESOURCE GROUP, LLC agreed to provide employee misconduct investigative services to Plumas County.
  - b. Because of the need for other employee misconduct investigations the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Paragraph 2 is amended to read as follows:

County shall pay Contractor for services provided to County pursuant to this agreement in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty Thousand Seven Hundred and No/100 Dollars (\$20,700.00).
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated April 9, 2019, shall remain unchanged and in full force and effect.

CONTRACTOR:

Municipal Resource Group, LLC

By: \_\_\_\_\_  
Mary Egan  
Title: Managing Partner  
Date Signed

By: \_\_\_\_\_  
Name:  
Title:  
Date Signed

COUNTY:

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

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

APPROVED AS TO FORM

By:  \_\_\_\_\_  
Gretchen Stuhr  
Deputy County Counsel



7A

# BOARD AGENDA REQUEST FORM

Department: Museum

Authorized Signature: \_\_\_\_\_

Board Meeting Date: December 10, 2019

Request for 5 minutes for presentation  
(If a specific time is needed, please contact the Clerk of the Board directly.)

Consent Agenda: ☐ Yes ☐ No

**Description of Item for the Agenda (This is the wording that should appear on the agenda):**

A. Increase Museum Admissions Fees; implement Archival Library Research Fee; implement school tours fee.

B. \_\_\_\_\_

C. \_\_\_\_\_

## Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:  
County Administrator

If another department or the CAO is opposed to an agenda item, please indicate the objection:

## Attached Documents:

Contracts/Agreements:

Three copies? (Y ☐ / N ☐)

Signed? (Y ☐ / N ☐)

Budget Transfers Sheets:

Signed? (Y ☐ / N ☐)

Other: \_\_\_\_\_

## Publication:

☐ Clerk to publish on \_\_\_\_\_

☒ Notice to be published 14 days prior to the hearing.

☒ Notice attached and e-mailed to Clerk.  
All Feather Publishing papers

☒ Dept. published on November 13, 20, 2019 (Per Code § \_\_\_\_\_)

(if a specific newspaper is required, enter name here.)

☐ Copy of Affidavit Attached.

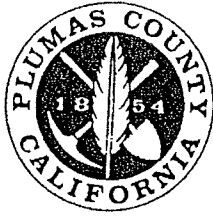
## County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:  
Yes: ☐ No: ☐ Not Applicable: ☐

If Not Applicable, please state reason why:

Fee set by board action.

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.



OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Courthouse - 520 Main St., Room 301  
Quincy, California 95971-9115

Internal Plumas  
County use only

Phone: (530) 283-6240  
Fax: (530) 283-6116

**REQUEST FOR COUNTY COUNSEL SERVICES**

Resubmittal (check one): ☐ Yes ☒ No

Date: 11/06/2019

If Yes: County Counsel Log No. \_\_\_\_\_

Department: Museum

Phone: 283-6106

Name: Scott Lawson

Email: pcmuseum@psln.com

PURPOSE OF SUBMITTAL (check one below):

- ☐ Contract Review  
☐ Other Review (grant, RFP, etc.)  
☐ Draft Legal Document(s)  
☐ Claim/Litigation

- ☐ Request for Legal Opinion  
☐ Public Records Request  
☐ Response to Subpoena  
☒ Other (please describe below)  
agenda back up material

*Please allow a minimum of 10 work days for the initial review. Additional time will be needed for complex matters.*

**FOR CONTRACTS ONLY:**

1. Name of Counterparty/Vendor: \_\_\_\_\_
2. Business Form of Counterparty/Vendor (check one below):  

<input type="checkbox"/> Individual	<input type="checkbox"/> Government Entity
<input type="checkbox"/> General Partnership (GP)	<input type="checkbox"/> Limited Partnership (LP or LLP)
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)

State of Incorporation: \_\_\_\_\_ State of Formation: \_\_\_\_\_
3. Term: Contract Begin & End Dates: \_\_\_\_\_ to \_\_\_\_\_  
*If longer than one (1) year, please explain why:* \_\_\_\_\_
4. Which Procurement Procedure Was Used: (Check one below)  

<input type="checkbox"/> RFP/RFQ (Request for Proposal/Qualifications)	<input type="checkbox"/> Informal Bid
<input type="checkbox"/> Formal Bid	<input type="checkbox"/> Other, Explain
<input type="checkbox"/> None/NA	
5. Purpose of Contract: \_\_\_\_\_

**FOR NON-CONTRACT SUBMISSIONS:**

Please summarize your request here (supplement with memo if needed):  
Review of resolution, exhibit, memo regarding proposed fee changes for Museum.

**County Counsel Use Only:**

Attorney Assigned: \_\_\_\_\_

Log No \_\_\_\_\_

Date Closed: \_\_\_\_\_

**DATE:** December 1, 2019  
**TO:** Honorable Plumas County Board of Supervisors  
**FROM:** Scott Lawson, Museum Director  
**SUBJECT:** Fee Increases

After completing the required Methodology Worksheet to Determine Fee, Charge or Assessment, the results were presented to the Plumas County Museum Board of Directors at their regular meeting on August 28, 2019. After review and discussion it was voted to recommend to the Board of Supervisors they adopt the accompanying Resolution providing increases and implementations in fees for the Plumas County Museum:

- Museum admission fees (45310) be increased and reconfigured from the current \$2 per adult and \$1 per youth to a single fee of \$5 per person 12 years and older. Museum members remain free.
- Museum Copies Fee (45423) be renamed Archival Research Library Use Fee (45423) and set at \$25 for high school through university students and \$50 for all others.
- Implement school tour groups fee of \$25 per tour.

This projects annual revenue for 12 months of \$10,600. This is an increase of \$7,100 over last year, although this late in the budget year revenue will need to be prorated.

The Plumas County Museum Association Board of Trustees supports the fee increases.

The Budget Committee concurs with this proposal.

A Public Notice regarding the fee proposal was published in all four of Feather Publishing's newspaper for two consecutive weeks. Notices were also posted at the Plumas County Courthouse and the Plumas County Museum.

It is recommended that the Board of Supervisors adopt the proposed fee increases.

Attachments: Resolution; Exhibit "A."

## **EXHIBIT "A"**

### **PLUMAS COUNTY MUSEUM CURRENT FEES AND PROPOSED FEES**

#### **Current admissions rates:**

\$1 per youth age 12 to 17

\$2 over the age of 17

Free to school groups

Free to museum members

#### **Proposed admissions rates:**

\$5 per person over age 12

\$25 per school group tour

Free to museum members

#### **Current archival research use fees:**

None

#### **Proposed archival research use fees:**

\$25 for high school through university students

\$50 for all others

Plumas County Resolution Number \_\_\_\_\_

**A RESOLUTION AMENDING PORTIONS OF THE MASTER FEE SCHEDULE TO  
ADOPT NEW AND AMEND EXISTING PLUMAS COUNTY MUSEUM FEES FOR  
SERVICES.**

**WHEREAS**, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments including Plumas County Museum; and

**WHEREAS**, the Master Fee Schedule needs revision to establish new and amend existing Plumas County Museum fees for admissions and services provided; and

**WHEREAS**, these fees have not been revised since 2002 and are in need of updating;  
and

**WHEREAS**, the current and updated fees for Plumas County Museum are attached as Exhibit "A" to this resolution.

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

1. The Master Fee Schedule adopted by Resolution 02-6699 on April 16, 2002 is hereby amended to incorporate the fees set forth in Exhibit "A" for Plumas County Museum.
2. The fees set forth in Exhibit "A" shall take effect January 1, 2020.
3. Be it further resolved that the Board of Supervisors reserves authority to waive all or a portion of any of these fees in the public interest when the fee is charged to a local entity.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 10<sup>th</sup> day of December 2019, by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

By: \_\_\_\_\_  
Clerk of the Board of Supervisors

DRAFT

PLUMAS COUNTY

Methodology Worksheet to Determine Fee, Charge or Assessment

Date: 4/19

Department MUSEUM

Department # 20780

Fund # 0001

1. Common name of service ADMISSIONS

2. Department Overhead

- a. Determine annual salary and benefit cost per overhead employee, plus \$320 for department head life insurance, and \$848.44 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Overhead employees are those that provide general direction or support to the department (department head, secretary, assistant department head, account clerk, supervisor, fiscal officer). Detail calculation for each employee:

Position 1 \_\_\_\_\_

Annual Salary 94,051

Position 2 \_\_\_\_\_

Annual Salary \_\_\_\_\_

Position 3 \_\_\_\_\_

Annual Salary \_\_\_\_\_

Position 4 \_\_\_\_\_

Annual Salary \_\_\_\_\_

Total Salaries \$ 94,051

- b. General Service/Supply costs to department (copy machine, training, maintenance contracts, janitorial, etc.)

Total Service/Supply \$ 19,054

- c. Other general charges. Provide detail:

General Charge 1 \_\_\_\_\_

General Charge 2 \_\_\_\_\_

General Charge 3 \_\_\_\_\_

General Charge 4 \_\_\_\_\_

Total General Charges \$ \_\_\_\_\_

Total Departmental Overhead Cost (2A - 2C) \$ 113,105

3. Estimate of total staff hours spent on this service per month or (year) (circle)

$$3 \text{ mins} \div 60 \text{ mins} = .05 \times 3000 \text{ people} = 150 \text{ hrs}$$

Total Hours for Service 150

4. Multiply the total Departmental Overhead cost by the percentage in #3 above.

Total Overhead Cost Related to this Specific Service \$ 5655

5. Direct Costs

- a. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 1656 hours. (Example: \$23,781 divided by 1656 hours equals an hourly rate of \$14.36/hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

Position 1 _____	Hourly Rate <u>56.57</u>
Position 2 _____	Hourly Rate _____
Position 3 _____	Hourly Rate _____
Position 4 _____	Hourly Rate _____

- b. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less – determine the average. (Detail this calculation for each employee).

Position 1 _____	Hours <u>.05 hr.</u>
Position 2 _____	Hours _____
Position 3 _____	Hours _____
Position 4 _____	Hours _____

- c. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

Position 1 _____	Labor Cost <u>23.02</u>
Position 2 _____	Labor Cost _____
Position 3 _____	Labor Cost _____
Position 4 _____	Labor Cost _____

Total Labor Cost \$ 3.02

- d. Determine the average cost for service and supply (paper, photocopies, postage, envelopes, mileage cost, pass through sub-contractor cost, telephone, etc.). Detail costs.

_____	Cost _____
_____	Cost _____
_____	Cost _____
_____	Cost _____

Total Cost \$ \_\_\_\_\_

- e. Other special equipment (life of equipment divided by number of uses per year) or special costs. Detail costs.

_____	Cost _____
_____	Cost _____
_____	Cost _____
_____	Cost _____

Total Special Cost \$ \_\_\_\_\_

Total of All Direct Charges (5 A-E) \$ 8550

6. Total of all Overhead and Direct Charges (4 plus 5) \$ 14172
7. Indirect overhead cost. \$ 826  
(Multiply line 6 total by 5.83% or the percentage indicated in this packet for your department.)
8. Total Overhead, Direct and Indirect cost of service. \$ 14998  
(Line 6 plus Line 7)
9. Average number of permits or services per year 3,000
10. Average cost of processing each permit or providing a service ( divide Line 8 by Line 9) round up or down to the nearest whole dollar. \$ 5.00
11. Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service – other than rounding). \$ 5.00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DRAFT

PLUMAS COUNTY

Methodology Worksheet to Determine Fee, Charge or Assessment

Date: 6/19

Department MUSEUM

Department # 20780

Fund # 0001

1. Common name of service HISTORICAL INQUIRIES (PHONE + EMAIL)
2. Department Overhead

- a. Determine annual salary and benefit cost per overhead employee, plus \$320 for department head life insurance, and \$848.44 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Overhead employees are those that provide general direction or support to the department (department head, secretary, assistant department head, account clerk, supervisor, fiscal officer). Detail calculation for each employee:

Position 1	_____	Annual Salary	<u>94051</u>
Position 2	_____	Annual Salary	_____
Position 3	_____	Annual Salary	_____
Position 4	_____	Annual Salary	_____

Total Salaries \$ 94051

- b. General Service/Supply costs to department (copy machine, training, maintenance contracts, janitorial, etc.)

Total Service/Supply \$ 19054

- c. Other general charges. Provide detail:

General Charge 1 \_\_\_\_\_  
General Charge 2 \_\_\_\_\_  
General Charge 3 \_\_\_\_\_  
General Charge 4 \_\_\_\_\_

Total General Charges \$ \_\_\_\_\_

Total Departmental Overhead Cost (2A - 2C) \$ 113,105

3. Estimate of total staff hours spent on this service per month or year (circle)

15 min = 108 hr x 226

Total Hours for Service 18

4. Multiply the total Departmental Overhead cost by the percentage in #3 above.

Total Overhead Cost Related to this Specific Service \$ 19048

5. Direct Costs

- a. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 1656 hours. (Example: \$23,781 divided by 1656 hours equals an hourly rate of \$14.36/hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

Position 1 _____	Hourly Rate <u>\$57.99</u>
Position 2 _____	Hourly Rate _____
Position 3 _____	Hourly Rate _____
Position 4 _____	Hourly Rate _____

- b. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less – determine the average. (Detail this calculation for each employee).

Position 1 _____	Hours <u>108</u>
Position 2 _____	Hours _____
Position 3 _____	Hours _____
Position 4 _____	Hours _____

- c. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

Position 1 _____	Labor Cost <u>\$900</u>
Position 2 _____	Labor Cost _____
Position 3 _____	Labor Cost _____
Position 4 _____	Labor Cost _____

Total Labor Cost \$ 1800

- d. Determine the average cost for service and supply (paper, photocopies, postage, envelopes, mileage cost, pass through sub-contractor cost, telephone, etc.). Detail costs.

_____	Cost _____
_____	Cost _____
_____	Cost _____
_____	Cost _____

Total Cost \$ 2000

- e. Other special equipment (life of equipment divided by number of uses per year) or special costs.  
Detail costs.

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Cost \_\_\_\_\_  
Cost \_\_\_\_\_  
Cost \_\_\_\_\_  
Cost \_\_\_\_\_

Total Special Cost \$ \_\_\_\_\_

Total of All Direct Charges (5 A-E) \$ 71030

6. Total of all Overhead and Direct Charges (4 plus 5)

\$ 10138

7. Indirect overhead cost.

(Multiply line 6 total by 5.83% or the percentage indicated in this packet for your department.)

\$ 5980

8. Total Overhead, Direct and Indirect cost of service.  
(Line 6 plus Line 7)

\$ 10771

9. Average number of permits or services per year

226

10. Average cost of processing each permit or providing a service ( divide Line 8 by Line 9) round up or down to the nearest whole dollar.

\$ 48

11. Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service – other than rounding).

\$ \_\_\_\_\_

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226  
48

DRAFT

PLUMAS COUNTY

Methodology Worksheet to Determine Fee, Charge or Assessment

Date: 6/19

Department MUSEUM

Department # 20780

Fund # 000

1. Common name of service ARCHIVAL LIBRARY USE
2. Department Overhead

- a. Determine annual salary and benefit cost per overhead employee, plus \$320 for department head life insurance, and \$848.44 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Overhead employees are those that provide general direction or support to the department (department head, secretary, assistant department head, account clerk, supervisor, fiscal officer). Detail calculation for each employee:

Position 1 \_\_\_\_\_

Annual Salary 94051

Position 2 \_\_\_\_\_

Annual Salary \_\_\_\_\_

Position 3 \_\_\_\_\_

Annual Salary \_\_\_\_\_

Position 4 \_\_\_\_\_

Annual Salary \_\_\_\_\_

Total Salaries \$ 94051

- b. General Service/Supply costs to department (copy machine, training, maintenance contracts, janitorial, etc.)

Total Service/Supply \$ 19054

- c. Other general charges. Provide detail:

General Charge 1 \_\_\_\_\_

General Charge 2 \_\_\_\_\_

General Charge 3 \_\_\_\_\_

General Charge 4 \_\_\_\_\_

Total General Charges \$ \_\_\_\_\_

Total Departmental Overhead Cost (2A - 2C) \$ 113,105

3. Estimate of total staff hours spent on this service per month or year (circle)

Total Hours for Service 28 (656) page

4. Multiply the total Departmental Overhead cost by the percentage in #3 above.

Total Overhead Cost Related to this Specific Service \$ 1568

5. Direct Costs

- a. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 1656 hours. (Example: \$23,781 divided by 1656 hours equals an hourly rate of \$14.36/hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

Position 1 _____	Hourly Rate <u>\$57.9</u>
Position 2 _____	Hourly Rate _____
Position 3 _____	Hourly Rate _____
Position 4 _____	Hourly Rate _____

- b. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less – determine the average. (Detail this calculation for each employee).

Position 1 _____	Hours <u>15</u>
Position 2 _____	Hours _____
Position 3 _____	Hours _____
Position 4 _____	Hours _____

- c. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

Position 1 _____	Labor Cost <u>\$729</u>
Position 2 _____	Labor Cost _____
Position 3 _____	Labor Cost _____
Position 4 _____	Labor Cost _____

Total Labor Cost \$ 29.00

- d. Determine the average cost for service and supply (paper, photocopies, postage, envelopes, mileage cost, pass through sub-contractor cost, telephone, etc.). Detail costs.

_____	Cost _____
_____	Cost _____
_____	Cost _____
_____	Cost _____

Total Cost \$ 157.1

- e. Other special equipment (life of equipment divided by number of uses per year) or special costs. Detail costs.

_____	Cost _____
_____	Cost _____
_____	Cost _____
_____	Cost _____

Total Special Cost \$ \_\_\_\_\_

Total of All Direct Charges (5 A-E) \$ 1624

6. Total of all Overhead and Direct Charges (4 plus 5) \$ 3192

7. Indirect overhead cost. \$ 186  
(Multiply line 6 total by 5.83% or the percentage indicated in this packet for your department.)

8. Total Overhead, Direct and Indirect cost of service. \$ 3378  
(Line 6 plus Line 7)

9. Average number of permits or services per year 56

10. Average cost of processing each permit or providing a service ( divide Line 8 by Line 9) round up or down to the nearest whole dollar. \$ 60

11. Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service – other than rounding). \$ 60

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3  
56  
x 60  
-----  
\$3360

56  
25  
-----  
130  
1020  
-----  
1150

56  
25  
-----  
380  
1120  
-----  
\$1400

# PLUMAS COUNTY FEE, CHARGE AND ASSESSMENT UPDATE

[illegible]

**IMPORTANT TO NOTE:**

1. The law requires that you attach a statement about the service provided and the detail of the method used to compute the proposed fee.
2. Please provide a photocopy of the last Resolution or Ordinance indicating the change or addition of a new fee as proposed.



GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR


# Office of the Sheriff

## Office of Emergency Services

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

JB

**DATE:** December 2, 2019

**TO:** Honorable Board of Supervisors 

**FROM:** Sheriff / Director Office of Emergency Services Gregory J. Hagwood

**RE:** Agenda Item for the meeting of December 10, 2019

**Recommended Action:**

1. Accept the FEMA/OES Hazard Mitigation Grant Program (HMGP) Planning Grant Award.
2. Approve and authorize the Chair to sign the Services Agreement between the County of Plumas and Foster Morrison Consulting, Ltd. ("Contractor") for the completion of the Hazard Mitigation Plan (HMP) update.

**Background and Discussion:**

As a result of a major federal disaster, the State of California is eligible for HMGP funding. The State has established priorities to accept sub-applications from sub-applicants statewide which includes local governments. Hazard mitigation activities are aimed at reducing or eliminating future damages. Federal funding is provided under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) through FEMA and the California Governor's Office of Emergency Services (Cal OES). Cal OES is responsible for identifying program priorities, reviewing sub-applications and forwarding recommendations for funding to FEMA. FEMA has the final approval for activity eligibility and funding.

The federal regulations governing HMGP are found in Title 44 of the Code of Federal Regulations (44 CFR), Part 201 (Planning) and Part 206 (Projects), and in Title 2 of the Code of Federal Regulations (2 CFR), Part 200 (Uniform Administrative Requirements).

On August 19, 2014 the Board of Supervisors adopted an update to the 2006 Plumas County HMP.

The 2014 HMP update had a 5 year lifecycle and expired on September 15, 2019.

In June of 2018, the Sheriff's Office/OES received notice of a HMGP opportunity and submitted an application on June 26, 2018. Prior to submitting the application, the Sheriff's Office/OES reviewed the documents from the last update to the County's HMP and worked up a total project cost analysis based upon requirements in the amount of \$98,628.00.



Based upon how HMGP planning grant awards are set up, the cost to the County is a 25% match or \$24,657, which is required and will be met by in-kind labor. The remaining 75%, which will be funded by FEMA, goes to the contractor costs and is \$73,971.

The Sheriff's Office/OES expected to have the grant approved by September of 2018, having the knowledge it would take at least a year to complete; however, between the review process and the Federal Government shut down the County did not receive the HMGP approval until July 5, 2019 (Attachment 1), which reflects over a year from when the Sheriff's Office/OES first submitted the application.

When the Sheriff's Office/OES received the notice of funding, a Request for Proposal (RFP #4344-PL0065) was prepared and subsequently published (Attachment 2) on August 29, 2019 with a Closing Date of September 30, 2019. The RFP was posted on the Plumas County Website, advertised in the Feather River Bulletin, and was mailed out to approximately 20 contractors.

Seven consulting firms replied to the RFP with proposals. During the week of October 7, 2019, the proposals were reviewed by members of the Planning Department and the Sheriff's Office/OES, and based upon the proposal review scoring criteria, the top three proposals were selected to advance to the interview stage.

The three contractor interviews were conducted the week of October 28, 2019 where the Interview Committee consisted of the following County staff: Tracey Ferguson, Planning Director; Jerry Sipe, Environmental Health Director; Gabriel Hydrick, County Administrative Officer; and Nick Dawson, Assistant Chief County OES.

As a result of the interview process and based upon the interview scoring criteria, Foster Morrison Consulting, Ltd. is recommended to the Board of Supervisors by the Interview Committee as the preferred Contractor to execute the Services Agreement (Attachment 3) for the Hazard Mitigation Plan update.

With the retirement of Nick Dawson from the Sheriff's Office/OES effective November 15, 2019, Carson Wingfield will be the Sheriff's Office lead and it is recommended that Tracey Ferguson, AICP, Planning Director be named the HMP update day-to-day Project Manager. Lastly, because the project is an OES grant, Mike Grant and Roni Towery from the Sheriff's Office will be the Grant Administrators.

**Attachments:**

1. Notification of Subapplication Approval, Hazard Mitigation Grant Program, FEMA-4344-DR-CA, Project #PL0065, FIPS #063-00000
2. Request for Proposal (RFP #4344-PL0065) to Provide Planning Expertise for the Development of the Plumas County Hazard Mitigation Plan
3. Services Agreement for Hazard Mitigation Plan



July 5, 2019

Gregory Hagwood  
Sheriff/Director of Emergency Services  
Plumas County  
1400 East Main Street  
Quincy, CA 95971

Subject: **Notification of Subapplication Approval**  
Hazard Mitigation Grant Program  
FEMA-4344-DR-CA, Project #**PL0065**, FIPS #**063-00000**

Dear Sheriff Hagwood:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has approved your organization's subaward application in the amount of **\$73,971.75**. A copy of the FEMA award package is enclosed for your records.

In order to receive payment, all subrecipients must have a current (within the last 3 years), valid Governing Body Resolution and updated Grant Assurances on file with our office (sample copies enclosed). These forms may be downloaded in an electronic format at [www.caloes.ca.gov](http://www.caloes.ca.gov) following the links: *Cal OES Divisions; Recovery; Disaster Mitigation & Technical Support; 404 Hazard Mitigation Grant Program; HM Post Obligation Documents*. An active DUNS Number registration with the federal System for Award Management (SAM) website is also required for obtaining payment for the duration of this grant subaward. For your convenience, information regarding completing and renewing a SAM registration is included in this package. Please complete the electronic forms as well as the enclosed Supplemental Grant Subaward Information sheet and return them to the address below within 30 days. Payments will be made on a reimbursement basis using the Hazard Mitigation Reimbursement Request Form. A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subaward closeout process.

Reimbursements can be made only for items listed on the approved subaward application; expenditures for any other work should be separately maintained and are the sole responsibility of the subrecipient. Any funds received in excess of current needs or approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days of receipt of an invoice from Cal OES.



For further assistance, please contact the Recovery Grants Processing Unit at (916) 845-8110 for payment related questions, or Hazard Mitigation Grants at (916) 845-8150 for program related questions.

Recovery Grants Processing Unit

Enclosures

c: Applicant's File

\*The Recovery Grants Processing Unit has a universal Public Assistance resolution, passed on 3/21/17, on file. A copy of the resolution is included in this package for your review. With your permission, the resolution can be applied to this project.

ALEX KNIGGE IS OUR PROJECT ANALYST.



3650 SCHRIEVER AVENUE • MATHER, CA 95655  
RECOVERY GRANTS PROCESSING UNIT  
(916) 845-8110



GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

# Office of the Sheriff

## Office of Emergency Services

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

August 29, 2019

**RE: HAZARD MITIGATION PLAN UPDATE  
REQUEST FOR PROPOSALS # 4344-PL0065**

Dear Proposers:

The County of Plumas invites qualified firms to submit proposals to provide consulting services to update the County's Local Multi-Hazard Mitigation Plan (HMP).

The County has received a Grant from the California Governor's Office of Emergency Services to prepare an update to the HMP that will be adopted by the Federal Emergency Management Agency (FEMA).

To be considered responsive, qualified Proposers must submit a written proposal in accordance with the requirements, specifications, conditions, and provisions as described and set forth in the attached RFP# 4344-PL0065.

**PROPOSALS ARE DUE BEFORE: 4:00 P.M. ON SEPTEMBER 30, 2019**

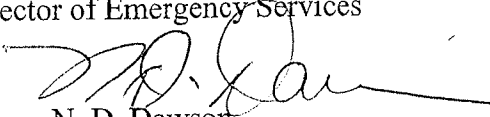
All Proposals are to be mailed to N. D. Dawson, Plumas County Sheriff and Office of Emergency Services, 1400 E. Main Street, Quincy, CA 95971.

After the proposal due date, evaluation will commence. If necessary, the County may require Proposers to be the most qualified to interview with County staff. Selection of a qualified firm for the requested professional services shall be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and shall not be awarded solely on the basis of cost.

Thank you for your interest.

Sincerely,

Gregory J. Hagwood  
Sheriff-Coroner  
Director of Emergency Services

By:   
N. D. Dawson  
Assistant Chief  
Emergency Services

cc: RFP File

**REQUEST FOR PROPOSALS  
TO PROVIDE PLANNING EXPERTISE FOR THE DEVELOPMENT OF THE  
PLUMAS COUNTY MULTI-HAZARD MITIGATION PLAN**

**Release Date: August 29, 2019**  
**Closing Date: September 30, 2019**

**RFP# 4344-PL0065**

**ADMINISTRATIVE CONTACT PERSON: GREGORY HAGWOOD**

**TECHNICAL CONTACT PERSON: NICHOLAS DAWSON**  
**Plumas County Sheriff and**  
**Office of Emergency Services**  
**1400 East Main Street**  
**Quincy, CA 95971**  
**(530) 283-7438 Fax (530) 283-6344**

**I. INTRODUCTION**

The County of Plumas (County) is seeking proposals from qualified consultants to update the County's Multi-Hazard Mitigation Plan (Plan). The regulations governing local mitigation plans are published under 44 CFR §201.6. Under 44 CFR §201.6, local governments must have a FEMA-approved Local Mitigation Plan in order to apply for and/or receive project grants under the following hazard mitigation assistance programs:

- Hazard Mitigation Grant Program (HMGP)
- Pre-Disaster Mitigation (PDM)
- Flood Mitigation Assistance (FMA)
- Severe Repetitive Loss (SRL)

Plans need to be updated every five years in accordance with the requirements of the Disaster Mitigation Act of 2000 (DMA 2000). Plumas County's current plan was adopted on August 19, 2014.

Plumas County has applied for and received funding from the Hazard Mitigation Grant program administered by the Federal Emergency Management Agency to complete this project. All products and deliverables must comply with the requirements of this funding, as well as applicable State and Federal regulations.

The County will enter into a negotiated contract with the successful applicant for the Multi-Hazard Mitigation Plan, based on the Scope of Work described below.

**II. SCOPE OF WORK**

The Plan must comply with the requirements of 44 CFR §201.6. The Plan must also be prepared in accordance with the California Office of Emergency Services (Cal OES) Local Hazard Mitigation Plan preparation guidelines, and must also be aligned with the goals, objectives and priorities of the State's multi-hazard mitigation plan.

A local planning team composed of representatives of various local public agencies and/or non-governmental organizations will guide development of the planning document. The planning team meetings will be open to the public to provide a transparent plan development process. In addition, public workshops will be held at key intervals to provide educational briefings on the plan development process and to solicit public input.

Plumas County last updated its General Plan in December of 2013. While the General Plan is an independent process, the public safety element, which addresses wildfire, flooding and other hazards, is a resource and is intended to be integrated with this hazard mitigation planning effort.

Similarly, this Plan must be compatible with the multi-hazard mitigation plan currently being developed by the City of Portola, Plumas County's only incorporated city. The Plan must present information in a unified framework to ensure a comprehensive and coordinated plan covering the entire county. The City and/or their consultant may assist in the development of the hazard and vulnerability assessments and mitigation action strategies as necessary.

The final outcome of the project will be a FEMA-approved multi-hazard mitigation plan for Plumas County.

### **Plan Development Tasks:**

The proposed planning project has 7 major tasks:

1. Hazard Identification and Profiling
2. Asset Inventory and Vulnerability Analysis
3. Develop Mitigation Measures
4. Prepare Draft Plan
5. Local Plan Review and Revision
6. Plan Adoption and Submittal to FEMA for Review and Approval

#### **1. Hazard Identification and Profiling**

This task will begin with consultant review and compilation of existing plans, studies, and data available from local, state and federal sources. County staff and planning team members will assist the consultant to compile the available information sorted by type of hazard. The consultant shall be responsible to assemble, update and develop as needed GIS layers to represent each associated hazard. All GIS layers shall be reviewed and approved by the County. The County has an extensive GIS database and will provide all available data to the consultant. However it is expected that the consultant will need to incorporate and/or develop new hazard layers. Existing data sources such as FEMA Q3 flood mapping, state earthquake epicenter and ground acceleration mapping, and fire hazard risk mapping may be used but must be updated as necessary. The objective of this task is to identify, map and otherwise profile the best available data for each given hazard.

#### **2. Asset Inventory and Vulnerability Analysis**

The objective of this task is to develop an overall summary of the vulnerability to each hazard and to address the impact of each hazard. To do this, an accurate inventory of the types and numbers of buildings,



infrastructure, and critical facilities will be compiled by the consultant. A starting point for this information will be the Safety Element of the General Plans of the City of Portola and Plumas County.

The work associated with this task will require input by both City and County staff. Local staff will be interviewed by the consultant on the accuracy and need to update existing asset inventory information, and necessary updating will be conducted by the consultant. Consulting each jurisdiction's General Plan will be necessary in describing future building and infrastructure. Census GIS data files (the landmark point file) will be reviewed for potential inclusion. FEMA's HAZUS can be useful to generate vulnerability assessments. It is expected that the consultant will prepare the initial drafts with County oversight and review.

### **3. Develop Mitigation Measures**

Existing mitigation measures contained in Safety Elements, emergency response plans, and other documents will be compiled, reviewed and analyzed by the consultant. State and federal guidelines as well as best management practices must be consulted for model mitigation measures. This information will be compiled by the consultant into an overall mitigation strategy, which will be presented at one or more public workshops. This section is the heart of the plan, and careful consideration, analysis, and prioritization is essential. Public consensus, or identifying a means of achieving consensus, on those components which may be controversial, is also critical. The consultant will compile and draft the document for County review and approval and subsequently presenting the information at the public workshop.

### **4. Prepare Draft Plan**

Based on the previous tasks, the consultant will prepare the draft plan in accordance with State and Federal requirements. The consultant will insure that each required component for each jurisdiction is included in the plan. The plan will include plan maintenance procedures for scheduled monitoring, evaluating, and updating the plan, a distribution list of plan recipients, and other required elements. The plan will also identify the process for incorporating the plan's requirements into other planning mechanisms. The consultant will work closely with County staff and the local planning team as the plan is prepared. An Administrative Draft will be prepared by the consultant for local planning team review and revised into a Public Review Draft. The consultant will revise the draft plan after all comments are received from the planning team.

### **5. Plan Review and Revision**

The Public Review Draft will be published and distributed for review to interested parties, FEMA, and Cal OES. A public workshop will be held to describe the plan and receive input. The consultant will use FEMA and Cal OES crosswalks and other means to ensure the plan complies with all state and federal requirements. The outcome of this step is to produce a Final Draft Plan.

### **6. Plan Adoption and Submittal**

The consultant will distribute the Final Draft Plan to planning committee members. The Plumas County Board of Supervisors and the Portola City Council will review and consider the plan and receive additional public comments. The consultant shall further revise the plan if necessary, and incorporate all comments in the final draft plan prior to adoption by these governing bodies. Once approved, the consultant will distribute final copies of the plan to all planning team members, as well as all required local, state and




distribute final copies of the plan to all planning team members, as well as all required local, state and federal agencies. Written approval of the final, adopted plan by Cal OES and FEMA shall complete the consultant's project responsibility.

### III. PROPOSAL FORMAT

A qualifying proposal must address all of the points in the Scope of Work in the order shown below:

- A. Brief description of firm, contact person, address and telephone number
- B. Résumés of staff that will work on the program
- C. Consultant's experience in successful implementation of hazard mitigation planning \_\_\_\_\_ processes resulting in FEMA approved disaster mitigation plans. Give examples, dates, persons, and scope of work performed
- D. Three references of persons/firms who have knowledge of consultant's recent work
- E. Submit a draft scope of work
- F. Proposed cost for conducting the scope of work as defined above. Please include a schedule of charge rates for each employee of the consultant working on the County's project(s) or program(s). The final cost will be negotiated upon selection of contractor.

Approved as to form:

 8/24/19  
\_\_\_\_\_  
Gretchen Stahr  
Deputy Plumas County Counsel

**SERVICES AGREEMENT  
FOR  
HAZARD MITIGATION PLAN**

THIS AGREEMENT is made and entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "County", and FOSTER MORRISON CONSULTING, LTD., hereinafter referred to as "Contractor".

**W I T N E S S E T H:**

- A. **WHEREAS**, County proposes to have Contractor to perform the duties listed in Exhibit "A" (Hazard Mitigation Plan Scope of Work) and assure that deliverables, activities, and timelines are monitored and managed on an on-going basis as described herein below; and
- B. **WHEREAS**, Contractor represents that it has that degree of specialized knowledge and experience contemplated in Hazard Mitigation Planning; and
- C. **WHEREAS**, County and Contractor desire to contract for specific services in connection with the project described below and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. **WHEREAS**, no official or employee of County has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONTRACTOR**

1.1. Scope of Services. Contractor shall provide the professional services described in the "Scope of Work" attached hereto as Exhibit "A" and incorporated herein by reference.

1.2. Professional Practices. All professional services to be provided by Contractor pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional Contractors in similar fields and circumstances in accordance with sound professional practices. Contractor also warrants that it is familiar with all laws that may affect its performance of this Agreement.

1.3. Warranty. Contractor warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Contractor shall indemnify and hold harmless County from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against County for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Contractor's performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Contractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5. Non-Exclusive Agreement. Contractor acknowledges that County may enter into agreements with other Contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of County. Contractor may engage a Contractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Contractor's sole cost and expense.

1.7. Employees, Agents, and Contractors. Contractor represents that all work performed under this Agreement will be performed by Contractor and not by any employee, agent, or Contractor of Contractor without the prior written consent of County.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Contractor shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Contractor's compensation shall in no case exceed Seventy Three thousand Nine Hundred Seventy One Dollars (\$73,971.00) for the term this agreement.

2.2. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

2.3. Additional Services. Contractor shall not receive compensation for any services provided outside the scope of services specified in Exhibit "A" unless the County or the Project Manager for this Project, prior to Contractor performing the additional services, approves such additional services in writing according to Section 3.1. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.4. Method of Billing. Contractor may submit invoices to County's Project Manager for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Contractor's services which have been completed to County's sole satisfaction. County shall pay Contractor's invoice within forty-five (45) days from the date County receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.5. Records and Audits. Records of Contractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to County or its Project Manager for inspection and/or audit at mutually convenient times for a period of four (4) years from the Effective Date.

### 3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence on the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Scope of Work approved by County as set forth in Exhibit "A," attached hereto and incorporated herein by this reference. The Scope of Work may be amended by mutual agreement of the parties in writing. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

### 4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on December 10, 2019 ("Effective Date") and be in effect until November 30, 2021 as provided herein or as otherwise agreed to in writing by the parties. Based on funding and mutual consent of the parties, this agreement may be extended for one additional one-year term.

4.2. Notice of Termination. Either party has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to the other party. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination as specified in Section 6.4. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the County.

4.3. Compensation. In the event of termination, County shall pay Contractor for reasonable costs incurred and professional services satisfactorily performed up to and including the date of written notice of termination. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete plans or reports, and to other documents pertaining to the services contemplated herein whether delivered to the County or in the possession of the Contractor.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Contractor in its performance of this Agreement including, but not limited to, finished or unfinished plans, outreach materials, data studies or surveys, drawings, maps and reports, shall be delivered to the County within ten (10) days of delivery of termination notice to Contractor, at no cost to County. Any use of uncompleted documents without specific written authorization from Contractor shall be at County's sole risk and without liability or legal expense to Contractor.

## 5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Contractor shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

(a) Comprehensive general liability, including but not limited to premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.

(b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.

(c) Workers' compensation insurance as required by the State of California.

5.2. Additional Requirements. Contractor and County agree to the following with respects to insurance provided by Contractor:

(a) Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds.

The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.

(b) All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured.

(c) All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages.

(d) Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement.

(e) Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13.

(f) To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision..

(g) Contractor agrees to require insurers to provide notice to County thirty (30) days prior to cancellation of such liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Contractor shall assure that this provision also applies to any Contractors, joint venture's or any other party engaged by or on behalf of contractor in relation to this Agreement.

Certificate(s) are to reflect that the issuer will provide thirty (30) days' notice to County of any cancellation of coverage.

(h) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.

(i) No liability insurance coverage provided to comply with Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to loss, Contractor waives its right to subrogation against the County.

(j) Contractor shall require all Contractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify Contractor's compliance.

5.3. Certificates of Insurance. Contractor shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Contractor may be held responsible for payments of damages to persons or property.

## 6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The County Counsel or his designee shall be the representative of County for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the County, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. County shall designate a Project Manager to work directly with Contractor in the performance of this Agreement.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Contractor or its Project Manager shall attend and assist in all coordination meetings called by County.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile, certified email, or certified USPS mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; c) at the time of receipt confirmation if transmission is sent by certified email or certified USPS mail.

### COUNTY OF PLUMAS:

Plumas County Sheriff's Office  
1400 E. Main Street  
Quincy, CA 95971  
Attn: Carson L. Wingfield  
PHONE (530) 283 – 6343  
FAX (530) 258 – 6772  
EMAIL: cwingfield@pcso.net

### CONTRACTOR:

Foster Morrison Consulting, Ltd.  
5628 West Long Place  
Littleton, CO 80123  
Attn: Jeanine Foster  
PHONE (303) 717 – 7171  
FAX (720) 893 – 0863  
EMAIL: jeanine.foster@fostermorrison.com

6.5. Drug Free Workplace. Contractor certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Contractor's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by County.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8. Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor's interest in this Agreement without County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.

6.10. Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of County. Contractor shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Contractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Contractor will provide and use its own materials and supplies when providing services under this agreement.



6.11. PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or Contractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or Contractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and Contractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in PERS as an employee of County and entitlement to any contribution to be paid by County for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Contractor or any of its Contractors in the course of performance of this Agreement, shall be and remain the sole property of County. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of Project Manager. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of County and without liability or legal exposure to Contractor. County shall indemnify and hold harmless Contractor from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from County's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Contractor. Contractor shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by County or its authorized representative, at no additional cost to the County.

6.13. Public Records Act Disclosure. Contractor has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its Contractors, and provided to County may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Contractor informs County of such trade secret. The County will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The County shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the County's representative, regarding any services rendered under this Agreement at no additional cost to County. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to County, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of County and to participate in any meeting required with regard to the correction.

6.15. Prohibited Employment. Contractor will not employ any regular employee of County while this Agreement is in effect.

6.16. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Exhibits such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the attachments.

6.17. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

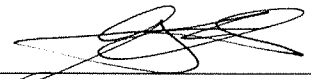
**CONTRACTOR:**

  
\_\_\_\_\_  
Jeanine Foster, JD  
Principal/Senior Project Manager  
Foster Morrison Consulting, Ltd.

Date: 11/21/19

**COUNTY OF PLUMAS:**

Approved as to form:

  
\_\_\_\_\_  
Plumas County Counsel

Date: 12/2/19

Approved as to content:

\_\_\_\_\_  
Gregory Hagwood, Director of Emergency Services

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

\_\_\_\_\_  
Kevin Goss, Chair  
Board of Supervisors

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

Attest:

By: \_\_\_\_\_  
Nancy DaForno  
Clerk of the Board of Supervisors

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

EXHIBIT "A"  
SCOPE OF WORK

# Plumas County Local Hazard Mitigation Plan (LHMP) Update

REVISED NOVEMBER 6, 2019 – FOSTER MORRISON CONSULTING

## Scope of Work

This LHMP Update will address natural hazards of significance to the Plumas County planning area and will be developed pursuant to the requirements of Disaster Mitigation Act (DMA) of 2000, published at 44 CFR 201.6 and associated FEMA guidance, and the National Flood Insurance Program (NFIP)'s Community Rating System (CRS) program. The Foster Morrison team will conduct all work necessary to provide Plumas County with a Cal OES/FEMA-approved LHMP Update.

A FEMA-approved plan will make Plumas County eligible for FEMA pre- and post-disaster funding. In addition, this LHMP Update will be compliant with the requirements of AB 2140 (General Plan Safety Element), SB 379 (Climate Adaptation), and SB 1000 (Environmental Justice) and will be consistent with the goals and objectives outlined in the 2018 State of California Hazard Mitigation Plan. This LHMP Update will also be developed in coordination with The Plumas County General Plan Safety Element as well as the recent City of Portola LHMP. This LHMP Update will be prepared utilizing the process shown in Table 1.

*Table 1 Hazard Mitigation Planning Process*

Disaster Mitigation Act Planning Regulations (44 CFR 201.6)	CRS/FMA Planning Steps	Plumas County RFP Plan Development Tasks
<b>Phase I: Planning Process</b>		
201.6(c)(1)	1. Organize Resources	
201.6(b)(1)	2. Involve the Public	
201.6(b)(2) & (3)	3. Coordinate with Others	
<b>Phase II: Risk Assessment</b>		
201.6(c)(2)(i)	4. Assess the Hazard	Task 1 Hazard Identification and Profiling
201.6(c)(2)(ii) & (iii)	5. Assess the Problem	Task 2 Asset Inventory and Vulnerability Analysis
Cal OES/FEMA requirement	Assess the Capabilities	
<b>Phase III: Mitigation Strategy</b>		
201.6(c)(3)(i)	6. Set Goals	
201.6(c)(3)(ii)	7. Review Possible Activities	Task 3 Develop Mitigation Measures
201.6(c)(3)(iii)	8. Draft an Action Plan	Task 4 Prepare Draft Plan Task 5 Local Plan Review and Revision Task 6 Submittal to FEMA for Review and Approval
<b>Phase IV: Plan Maintenance</b>		
201.6(c)(5)	9. Adopt the Plan	Task 6 Plan Adoption
201.6(c)(4)	10. Implement, evaluate, revise	

Foster Morrison has reviewed the County's RFP for an LHMP Update and represent that we are capable of providing and performing quality work to execute this Scope of Work as described and to achieve all County objectives. This Scope of Work will involve completion of all background and technical work to support a comprehensive hazard risk assessment; coordinating with County and City staff, conducting public outreach, and facilitating the planning process; formulating and facilitating the updated mitigation strategy; and providing all deliverables necessary to comply with state and federal mitigation planning regulations and guidance resulting in a Cal OES compliant and FEMA-approved LHMP Update. **The resulting LHMP Update will be a clear, action-oriented document which will serve the County as the single participating jurisdiction, and identifies actions which can be taken to reduce local risk and disaster-related losses from future hazard events.** The details of the planning process and how Plumas County will meet the objectives of this LHMP Update project are outlined further below in this Scope of Work.

## Project Management and Administration

Foster Morrison will provide the project management and project administration for this LHMP Update as well as the technical and administrative services to support the planning process, such as scheduling and facilitating HMPC and public meetings. This will also include coordination meetings, communications, and monthly progress reports pertaining to the work, budget, and schedule. Regular communication and close coordination with Plumas County OES will be paramount to the successful and timely completion of this LHMP Update as outlined in this Scope of Work.

## Phase I: Planning Process

### *Task 1: Organize Resources*

Following a Notice to Proceed (NTP) and as part of organizing resources and pre-planning for this project, Plumas County and Foster Morrison will hold a conference call to review the project scope and schedule; discuss planning team participation and coordination; public outreach efforts, identify initial data sources and contacts, start initial data collection efforts; and plan the project kickoff meeting.

### Hazard Mitigation Planning Committee

A coordinated, engaged Hazard Mitigation Planning Committee (HMPC) comprised of key community stakeholders is critical to a successful mitigation planning process and LHMP Update. The HMPC created for the existing Plumas County LHMP will be used to form the basis of the new HMPC. New department representatives from the County, the City of Portola, special districts, and other agencies and public and private stakeholders with an interest in hazards planning in the Plumas County planning area will be invited to participate in the LHMP Update process through membership on the HMPC. In addition to jurisdictional and agency participation, committee members may include residents, community leaders, business owners, and other public or private entities to provide for a representative cross-section of the community. Foster Morrison will facilitate the work of this committee with leadership and support provided by Plumas County OES.

### Jurisdictional Participation

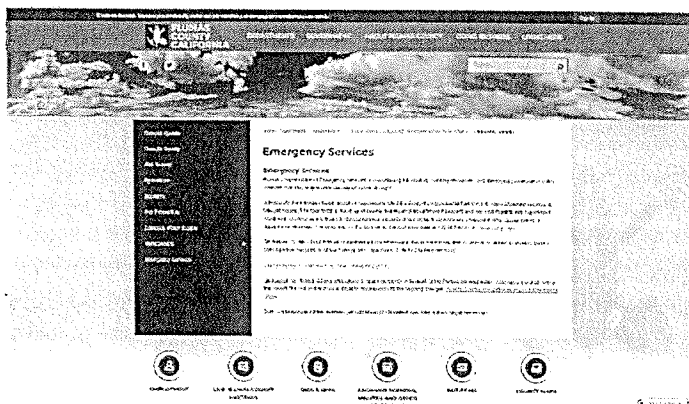
Plumas County seeking FEMA-approval of this single jurisdictional plan will be required to participate in the LHMP Update process as set forth by DMA regulations and guidance. The County will be required to comply with the following participation elements to receive FEMA plan approval:

- Provide representation on the HMPC, attend meetings, and participate in the planning process
- Assist in providing data and identifying the unique risks and how the risk differs across the planning area
- Assist in providing input to the draft plan and jurisdictional annex
- Assist with identifying, developing, prioritizing mitigation actions/projects for their jurisdiction
- Distribute, review and comment on the draft plan(s)
- Coordinate the public outreach process, attend public meetings as necessary to solicit input from community stakeholders
- Formally adopt the LHMP Update
- Manage the implementation of the resulting mitigation strategy

All other jurisdictions and public and private stakeholders will be asked to support the planning process through representation on the HMPC; providing data and input for the updated risk assessment and mitigation strategy; and reviewing plan drafts prior to finalization and submittal to Cal OES and FEMA.

### Kickoff Meeting

At the beginning of the process, a kickoff meeting of the HMPC will be held to present information on the hazard mitigation planning regulations and guidance, jurisdictional participation requirements, and project scope and schedule. This meeting will include a review and update of the hazards identified from the original plan. Mitigation successes since the last plan will also be discussed in addition to discussing possible new mitigation ideas for the update. Agency coordination and an initial strategy for public information and outreach will also be discussed during this kickoff meeting.



### Deliverables

- ✓ Initial project conference call
- ✓ Recommendations for formation of HMPC
- ✓ Draft of written invitations to plan participants, HMPC members and other public and community stakeholders
- ✓ Project kickoff meeting (HMPC Meeting #1) and facilitation of public meeting #1

### Task 2: Public Involvement

Foster Morrison will work together with Plumas County and the HMPC to define a public information outreach strategy to ensure an effective public involvement process. Public involvement and outreach efforts will be designed to educate the public and build consensus on identified risks and vulnerability to hazards and the hazard mitigation planning process in the Plumas County planning area. The public outreach process will focus on soliciting input from the public to better inform the LHMP Update at key intervals throughout the planning process and prior to submittal to Cal OES/FEMA.

Public outreach activities will: leverage existing community outreach mechanisms where available and may include inviting public stakeholders to serve on the HMPC; as well as publicize the activities of the HMPC through the County's website, press releases to local media outlets, development of a survey for inclusion on the County website, presentations and outreach on the hazard mitigation planning process combined with other community meetings, and public meetings/workshops, and other outreach efforts to local public stakeholders.

In addition to the public outreach activities described above, three public meetings/workshops will be held for this LHMP Update. An early public meeting/workshop will be held at the beginning of the planning process to obtain input on the hazard issues and possible solutions. A second public meeting/workshop will be held to present the results of the risk assessment and to solicit additional stakeholder input. A final public meeting/workshop will also be held at the end of the planning process on the draft plan prior to submittal to Cal OES/FEMA for review and approval.



## Deliverables

- ✓ Public Information Outreach Strategy
- ✓ Drafts of website, press releases, newsletters, etc.
- ✓ Development of additional materials and coordination for other public/community outreach activities
- ✓ Public meetings/workshops (3 public meetings/workshops held during the same time frame as HMPC meetings #1, #2, and #5)

### *Task 3: Coordinate with Other Agencies*

DMA regulations require that the mitigation planning process include other organizations, agencies, and key stakeholders. Representatives from local, state, and federal agencies and organizations with significant interests in the community, hazards, and/or mitigation will be invited to join the HMPC as described above in Task 1, Organize Resources.

## Data Collection and Review

Foster Morrison staff will work closely with Plumas County and the HMPC to identify key resources and data to support the LHMP Update. In accordance with DMA standards, the LHMP Update will utilize best available data as pertaining to identified hazards of concerns, risks, vulnerabilities, community assets and critical facilities, and existing community mitigation capabilities. The most current GIS datasets and assessor data will also be collected to support the risk analysis for the updated risk assessment.

## Integration with Other Planning Efforts

Also integral to the DMA planning process is the coordination and integration with other community planning mechanisms as well as with other data and information from stakeholders and agencies. Foster Morrison will work with the County and HMPC to identify and review existing plans, programs, and policies from general plans, emergency operations plans, emergency response plans, community wildfire protection plans, floodplain management plans, watershed plans, stormwater master plans, capital improvement program planning and budgeting, and any other relevant documents. These plans will be evaluated for effectiveness and integrated into this LHMP Update as appropriate. In addition, past and ongoing integration efforts of the County's 2014 LHMP Update into other community planning efforts will be identified and described in this Update. Also as part of this task, Foster Morrison will work to ensure that the LHMP Update is aligned with key County/City plans, such as the Safety Element of the General plan and the City's recently updated LHMP, as well as and the goals, objectives, and priorities of the 2018 State of California Hazard Mitigation Plan.

## Deliverables

- ✓ Identification, coordination with other agencies, organizations and stakeholders
- ✓ Identification, collection and review of relevant data
- ✓ Coordination and integration with existing planning mechanisms
- ✓ Assessment and documentation of past integration efforts of the County's existing Hazard Mitigation Plan

## Phase II: Risk Assessment

Foster Morrison will work with the County and HMPC to update the existing hazard risk assessment. This multi-hazard risk assessment update will include existing and new hazards identified by the HMPC and will use best available data to evaluate the risk and vulnerability from identified hazards that may affect or have historically affected the Plumas County planning area. Where hazards and risks vary across the planning area, the differences will be noted. As part of the updated risk assessment, an evaluation of climate change and its effects on identified hazards will be included. The updated risk assessment will assist the County in understanding and quantifying its risks and vulnerability to identified hazards and will form the basis of the updated mitigation strategy. As prescribed by DMA and Cal OES requirements, the risk assessment includes three primary components: 1) hazard identification and profiles; 2) vulnerability assessment, and 3) capability assessment.

#### *Task 4: Risk Assessment – Hazard Identification and Profiles*

The first step in assessing the hazard is to identify and profile natural hazards as they affect the Plumas County planning area. Foster Morrison will work with Plumas County and the HMPC to revisit the current list of hazards to determine if any new natural hazards should be included in the LHMP Update or likewise, whether any existing hazards should drop out. Factors such as frequency and magnitude of past hazard occurrences, the likelihood of future occurrences, and the potential for devastating losses from a given hazard event will be considered when updating the hazard list. This will include an evaluation of the hazard history and potential for both the County and region to be affected by various hazards, starting with the hazards identified in the current Plumas County Hazard Mitigation Plan, as well as in existing plans, studies, and data available from local, state, and federal sources. The Safety Elements of Plumas County and existing LHMPs will be a starting point for this information. The 2018 State of California Hazard Mitigation Plan will also be reviewed for their current list of hazards. The end result will be an updated list of natural hazards of concern to the planning area.

Once an updated hazard list has been determined, recent hazard events that occurred since the last plan will be added and an updated or new profile for each hazard will be developed. This profile will include: a description of the hazard and its location and extent; severity and magnitude of the hazard; potential impacts; previous occurrences; hazard frequency, duration, speed of onset, and recurrence interval (probability of future events). The hazards will be mapped and analyzed using GIS (as described further below) and/or other data and methodologies to identify and analyze areas within the County that are at risk and vulnerable to identified hazards.

In addition, as mandated by the State, climate change issues will be considered and addressed to the extent they affect or exacerbate identified hazards. Utilizing the hazard identification and profiles, an initial prioritization of hazards will be conducted for the County to rank the relative importance of each hazard for further consideration in the plan development process. Based on input from the County and HMPC, each hazard will be ranked into categories based on high, moderate, and low risk factors.

##### **Deliverables**

- ✓ Updated list of hazards
- ✓ Updated hazard identification and profiles section of the plan
- ✓ GIS mapping of each mapped hazard
- ✓ Initial prioritization of identified hazards

#### *Task 5: Assess the Problem: Vulnerability Assessment*

The next step of the risk assessment phase is to conduct a vulnerability assessment to determine the vulnerability of the Plumas County planning area to identified hazards. The Foster Morrison team will evaluate available data and resources to determine the best approach and methodologies for analyzing community vulnerability to identified priority hazards. Selected methodologies may include utilizing various loss estimation tools such as GIS mapping and analysis and Hazus (FEMA's loss estimation software) runs to assist in quantifying and portraying the risk from identified hazards to support mitigation strategy development and future community planning decisions.

##### **Asset Identification**

The vulnerability assessment is designed to evaluate and quantify, where possible, potential hazard-related losses to the Plumas County planning area. Critical to this analysis is conducting an inventory of key community assets. Federal, state, local, and community GIS resources, County Assessor and parcel data, and other best available data will be used to develop a comprehensive inventory of assets specific to the County and located in identified hazard areas which will be displayed in area maps and tables as data permits. It is important to note the goal of using best available existing data where feasible and to supplement as appropriate and necessary. Foster Morrison will work with the County and HMPC to identify existing County and regional data and analyses. General Plans, Census data, and Hazus will be reviewed to for potential inclusion into the vulnerability assessment. The County will provide oversight and input to this process, and will perform any desired updates of County GIS data such as development of a critical facility layer. To the extent supported by available data, the following elements will be addressed:

- Number, types (property use), and values of existing parcels and buildings in the Plumas County planning area and in mapped hazard areas, based on GIS and County Assessor data
- Identification of at-risk populations and special and vulnerable populations
- Critical facilities, infrastructure, utilities, and services
- Transportation-related assets
- Estimates of potential dollar losses per hazard utilizing Hazus or GIS
- Economic impact of potential losses
- Natural, cultural, and historic resources at risk, including natural and beneficial functions
- Land use, development trends, and future development areas in the County planning area and in identified hazard areas

#### Estimate Potential Losses

Once the hazards and assets have been identified, profiled, and located, Foster Morrison will utilize established loss modeling techniques to estimate potential losses for priority hazards. For common hazards, such as earthquake, flood, and wildfire, Foster Morrison can make use of methods from past work, from GIS overlays of hazard and parcel/assessor data, and from FEMA publications and models, specifically Hazus and other recognized methodologies. For hazards with insufficient data or tools for identifying vulnerable assets and estimating losses, other methods will be used to identify those geographical areas and assets most at risk.

#### Analyze Development Trends

DMA planning requires an analysis of the existing built environment and future development relative to potential hazard impacts. Understanding the current land use, zoning, development trends, and future development plans within a community is a key component of the risk assessment. Using information from the County General Plan and other information provided by County Planning, this will include identification and mapping of existing and proposed land uses and areas identified for future development. The results of this assessment will provide the County with critical information for developing a sound, forward-thinking mitigation strategy as well as determining where and how to grow in the future.

#### Multi-Jurisdictional Risk Assessment

In accordance with DMA requirements, the updated risk and vulnerability assessment will include an analysis of the risk and vulnerability of Plumas County to identified hazards and will illustrate through updated maps, tables and other methods how the risk and vulnerability varies across the planning area. This will include an assessment of risks that may be specific or unique to various areas within the planning area.

#### Hazard Prioritization

Following completion of the risk assessment, Foster Morrison will work with the County and HMPC to prioritize hazards of significance based on high, medium, and low risk factors. This final prioritization process is an important element in plan development as it allows the County to focus resources on significant hazards to the community, resulting in a more focused, achievable mitigation strategy for the plan.

#### *Capability Assessment*

The local capability assessment is an important step of the risk assessment. Foster Morrison will conduct a capability assessment to identify existing technical, financial, human resource, and other mitigation capabilities of the Plumas County planning area. By collecting information about existing programs, policies, plans, and regulations as they relate to hazard mitigation, Plumas County and the HMPC can assess those activities and measures already in place that mitigate risk and vulnerability to identified hazards. Understanding what mitigation measures are already in place and how well they are working will better inform the community on designing additional and more effective mitigation strategies for this LHMP Update.

Examples of capabilities to be inventoried for this LHMP update include:

- General plans and other applicable planning documents and studies
- Local land use, zoning, and building codes and regulations
- Floodplain management plans, studies and ordinances
- CWPPs and “Firewise” mitigation activities
- Emergency operations and response plans, hazard-specific annexes, and mutual aid agreements
- Number and types of flood insurance policies
- Stormwater management plans and regulations
- Past mitigation projects and activities conducted throughout the planning area

Understanding the benefits realized from existing mitigation capabilities, including any recent or ongoing mitigation projects implemented, will assist in identifying the current risk and vulnerabilities to identified hazards as well as informing the updated mitigation strategy. Foster Morrison will document recent and ongoing mitigation projects implemented since the 2014 LHMP.

The results of the updated risk assessment will be presented at HMPC meeting #2.

#### Deliverables

- ✓ Updated risk assessment section of the plan, including capability assessment, hazard identification and profiles, and vulnerability assessment
- ✓ GIS and Hazus analysis (as data permits)
- ✓ Maps and tables of hazard areas, community assets, loss estimates and vulnerability analysis
- ✓ Final Prioritization of identified hazards
- ✓ Presentation of risk assessment data at HMPC Meeting #2 and Public Meeting #2)

### Phase III: Develop Mitigation Strategy (Draft an Action Plan)

The mitigation strategy is ultimately the most important part of the plan. While the risk assessment defines the risks and vulnerability of a planning area, the mitigation strategy contains the mitigation action items and projects that will be implemented over the five-year life of this LHMP Update to reduce hazard-related losses, make the community more disaster resistant, and to better recover when disasters do occur.

During the mitigation strategy development phase of this LHMP Update, Foster Morrison will develop a complete plan draft that will: document the mitigation planning process; document the results of the updated risk assessment; detail plan goals and objectives; and identify and prioritize mitigation actions designed to minimize the effects of hazards on the Plumas County planning area.

#### *Task 6: Establish Hazard Mitigation Goals*

Using the results of the updated risk assessment, the HMPC will revisit and update the goals and objectives from the existing plan. The updated goals and objectives will reflect the communities’ long term vision to reduce the risk to people and property within the County and will focus on enhancing overall mitigation capabilities.

Foster Morrison will work with the County and HMPC to update plan goals and objectives. As a starting point, goals and objectives from the existing Plumas County Multi-Hazard Mitigation Plan will be reviewed and analyzed for applicability and effectiveness. Goals and objectives from other County/City plans and policies (e.g., updated General Plan, CWPP, flood/watershed/stormwater plans), as well as state plans and policies (such as the 2018 California Hazard Mitigation Plan), will be compiled and analyzed to ensure consistency with existing programs and the updated goals and objectives for this LHMP Update. Plan goals and objectives will be reviewed and updated during HMPC Meeting #3.

#### Deliverables

- ✓ Facilitation of goals and objectives update at HMPC Meeting #3 (held in conjunction with HMPC Meeting #4)
- ✓ Review and identification of plan goals and objectives from other community plans and programs
- ✓ Finalized list of updated plan goals and objectives

### *Task 7: Identify and Analyze Mitigation Measures*

Once plan goals and objectives have been updated for the Plumas County planning area, Foster Morrison will work with Plumas County and the HMPC to identify, analyze, and prioritize updated mitigation actions and projects.

Utilizing the risk assessment and considering other ongoing community mitigation programs policies and plans, mitigation actions will be developed with input from the County and HMPC. The review and assessment of mitigation actions and projects will occur at HMPC Meeting #4, where a comprehensive range of potential mitigation actions will be identified for each priority hazard designed to reduce hazard impacts and disaster losses and to meet the updated LHMP goals and objectives. Identified mitigation projects will address the effects of hazards on future development and new structures as well as on existing buildings and infrastructure. In developing mitigation alternatives, this plan will adhere to the model of mitigation activities promoted by DMA and CRS, which classifies mitigation measures into the following six categories: Prevention, Property Protection, Emergency Services, Structural Projects, Natural Resource Protection, and Public Information Programs.

Existing mitigation measures contained in Safety Elements, emergency plans, and other documents will be compiled and reviewed by Foster Morrison. State and federal guidelines as well as best management practices will be consulted for model mitigation measures. Foster Morrison will work closely with the County to identify potential mitigation measures for inclusion in the mitigation strategy.

The mitigation actions will be reviewed to ensure best practices and to identify mitigation partnerships where feasible. Foster Morrison will work closely with the County and key stakeholders to obtain consensus on viable mitigation measures to be included in the mitigation strategy. The end result of this mitigation planning process will be a list of prioritized hazard mitigation action items that best meet the Plumas County planning area's needs for hazard damage reduction.

#### **Deliverables**

- ✓ Facilitation and identification of mitigation action alternatives for all hazards, CRS categories, and all participating jurisdictions
- ✓ Mitigation Action identification/prioritization at HMPC Meeting #4

### *Task 8: Mitigation Implementation Strategy*

Upon finalization of goals and objectives and mitigation actions and projects, the County and HMPC will develop priority actions for inclusion in the Mitigation Action Strategy portion of the plan, with assistance from Foster Morrison. A comprehensive, prioritized mitigation strategy is paramount in focusing community resources to reduce the vulnerability to the destructive consequences of hazards within the County planning area and to promote efficient recovery and reconstruction when disasters do occur.

This process will involve using a set of criteria, a "scoring" system, for prioritizing potential mitigation actions and projects to ensure that they: are reasonable and achievable; reflect the priorities of Plumas County; and are based on the updated risk assessment. Fundamental to the prioritization process for mitigation measures are key factors such as life, property, health, and safety protection, as well as qualitative cost benefit considerations and the availability of FEMA or other funding sources for any given project. The STAPLEE approach promoted by FEMA will be used as a framework for developing additional prioritization criteria. The STAPLEE approach analyzes the social, technical, addministrative, political, legal, economic, and environmental feasibility of proposed mitigation actions.

Foster Morrison, will work with the County, HMPC, and other interested stakeholders to develop an implementation strategy for each identified mitigation project that will provide information on project implementation, including a description of the project details, risk reduction goals, alternative actions considered, benefit-cost considerations, possible funding sources, project schedule, and responsible agency. This will require the County and HMPC to complete a mitigation action worksheet for each mitigation action or project to be included in the LHMP. The end result will be a mitigation action strategy of prioritized projects for the Plumas County planning area.

## Deliverables

- ✓ Finalization of prioritized mitigation strategy addressing all mitigation categories
- ✓ Collection of implementation strategy and compilation of Mitigation Action Worksheets developed by the County and HMPC
- ✓ Draft of mitigation action strategy portion of the plan

### *Task 8a: Draft Plan*

Using state and federal guidance to ensure that all DMA requirements are being met, a complete first draft of the LHMP will be prepared for review by the County and HMPC. This will result in a comprehensive LHMP Update that presents all relevant data and includes a community profile/demographics, planning process, risk assessment, mitigation strategy implementation plan, and procedures for plan maintenance. Mitigation successes and the status of past mitigation actions from the existing plan will also be documented and highlighted to show the County's commitment to mitigation.

### Document the Mitigation Planning Process

The plan development process will be thoroughly documented, including the evaluation of risks and vulnerability of hazards to the Plumas County planning area and the process used to identify, analyze, and prioritize the mitigation strategy. A separate planning process chapter will be developed to document the plan development process, which will include establishing a record of meetings and participation. This chapter will also detail coordination with other agencies and integration with other planning mechanisms as well as the process that will be used to implement and maintain the LHMP Update. A detailed description of the public outreach and strategies implemented for this LHMP will be included and thoroughly documented. A separate planning process appendix will also be developed to provide supporting documentation to the process to meet all planning process documentation requirements.

### Draft Plan Review and Finalization Process

A complete first draft of the LHMP Update will be provided to the County and HMPC for review and comment. The County/HMPC's comments will be incorporated into a second public review draft and distributed to the stakeholders and the public for review and comment via the County website. A public meeting/workshop will be held to solicit comments on the draft plan prior to submittal to Cal OES/FEMA as described in Task 2 of this Scope. A final HMPC meeting, HMPC Meeting #5, will be held to discuss any public comments and final input into the plan document. HMPC Meeting #5 and Public Meeting #2 will be held during the same timeframe.

## Deliverables

- ✓ Development and documentation of the mitigation planning process chapter
- ✓ Development of a planning process appendix to meet DMA documentation requirements
- ✓ First draft of the Plan Update for review by County and HMPC members
- ✓ Second public review draft of the Plan Update for public review
- ✓ Facilitation of HMPC Meeting #5 and Public Meeting #2 on the public review draft plan

## Phase IV: Plan Maintenance Process

### *Task 9: Final Plan Submittal and Adoption*

Based on feedback from the public meetings/workshops and final input during HMPC Meeting #5, a final draft in digital and hard copy will be developed for submittal to Cal OES and FEMA for review and approval. Based on this review, any requested changes to the plan will be made and a master electronic and hard copy of the plan will be developed to assist with community adoptions.

Foster Morrison will work with Cal OES and FEMA to ensure that the LHMP Update receives approval from Cal OES and FEMA for formal adoption by Plumas County. Although Foster Morrison recognizes that the project shall be considered completed when the plan is approved by FEMA, Foster Morrison will deliver a final FEMA-approved plan document to the County after receipt of final FEMA approval as detailed further below.

## Finished Product

Upon adoption by participating jurisdictions, the County will submit the adoption documentation to Cal OES/FEMA with a formal submittal letter to FEMA requesting final plan approval. Once final approval is received, a copy of the approval letter will be incorporated into the final plan documents along with adoption resolutions and a final digital master of the LHMP Update will be provided to the County.

## Deliverables

- ✓ Preparation of third draft for Cal OES and FEMA submission
- ✓ Preparation of Cal OES/FEMA plan review tool
- ✓ Final draft of the plan for formal adoption
- ✓ Adoption documentation submitted to Cal OES and FEMA
- ✓ Final Plan delivery to Plumas County

## *Task 10: Plan Maintenance Procedures*

Foster Morrison will work with the County OES to determine an updated method and schedule for monitoring and evaluating this Plumas County LHMP Update. The plan maintenance requirements will address DMA requirements and will include:

- A method and schedule of monitoring and evaluating the Plan, which includes criteria used, responsible office, and process for formal five-year update
- A process by which the plan will be incorporated into other existing planning mechanisms and requirements
- A schedule with procedures for ensuring the Plan's implementation and update within five years
- A discussion of how the County and HMPC will continue to involve the public in the Plan maintenance and update process

## Deliverables

- ✓ Development of implementation, monitoring, and update process to be included in the LHMP Update

## Project Schedule

Generally, the LHMP Update process takes 10-15 months, and longer, from project kickoff to plan submittal and approval by Cal OES and FEMA. With a signed contract by November 15, 2019 and timely participation by Plumas County, Foster Morrison is prepared to conduct all plan development activities with a plan submittal to Cal OES/FEMA in June 2020. A proposed schedule, including key milestones and HMPC and public meetings in bold is included below in Table 2.

Upon contract award, identified timeframes and overall schedule can be modified to better reflect the needs of Plumas County.

Table 2 Plumas County LHMP Update Schedule (2019 – 2020)

Phase/Task	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Phase I: LHMP Planning/Development Process</b>													
Task 1: Organize Resources													
HMPC #1 - Kickoff/Public Mtg #1													
Task 2: Public Involvement													
Task 3: Coordinate with Other Agencies													
<b>Phase II: Risk Assessment</b>													
Task 4: Assess the Hazard													
Task 5: Assess the Problem													
Capability Assessment													
HMPC #2/Public Mtg. #2													
<b>Phase III: Mitigation Strategy</b>													
Task 6: Set Goals													
Task 7: Review Possible Activities													
HMPC #3 and #4													
Task 8: Draft an Action Plan													
Task 8a: Draft Plan													
Draft Plan to County/HMPC													
County/HMPC Review and Comments to FM													
Public Review Draft to County													
HMPC #5/Public Mtg. #3													
Public Review and Comments													
<b>Phase IV: Plan Maintenance Process</b>													
Task 9: Final Plan Submittal and Adoption*													
Plan Submittal to Cal OES/FEMA													
Task 10: Procedures to Implement, Monitor and Update													



EXHIBIT "B"  
FEE SCHEDULE

# Plumas County Local Hazard Mitigation Plan (LHMP) Update

REVISED NOVEMBER 6, 2019 – FOSTER MORRISON CONSULTING

## Fee Schedule

Foster Morrison will execute the proposed Scope of Work for a not to exceed price of \$73,965.00 as detailed below in our cost proposal. Execution of the Scope of Work within the proposed fee will meet Plumas County's expectations to provide the County with a DMA compliant, FEMA-approved LHMP Update.

Table 3, Plumas County LHMP Cost Proposal Summary, provides a summary of our fees broken out by project phase and task and includes all labor and direct costs. Direct costs include all reimbursable expenses such as travel and materials. Assumptions used in development of project costs are also identified. Table 4 provides detailed costs by task and also includes the hourly rate, number of anticipated hours, and total costs by proposed staff as well as a detail of proposed costs for travel and incidental expenses.

*Table 3 Plumas County LHMP Update Cost Proposal Summary*

Description (by Project Phase and Task)	Labor Costs	Direct Costs	Total Costs
<b>Phase I LHMP Planning/Development Process</b>			
Task 1: Organize Resources	\$4,030.00	\$1,650.00	\$5,680.00
Task 2: Public Involvement	\$4,730.00	\$0.00	\$4,730.00
Task 3: Coordinate with Other Agencies	\$2,080.00	\$0.00	\$2,080.00
<b>Total Phase I</b>	<b>\$10,840.00</b>	<b>\$1,650.00</b>	<b>\$12,490.00</b>
<b>Phase II Risk Assessment</b>			
Task 4: Assess the Hazard	\$7,630.00	\$0.00	\$7,630.00
Task 5: Assess the Problem	\$16,810.00	\$0.00	\$16,810.00
Capability Assessment	\$3,870.00	\$1,350.00	\$5,220.00
<b>Total Phase II</b>	<b>\$28,310.00</b>	<b>\$1,350.00</b>	<b>\$29,660.00</b>
<b>Phase III Mitigation Strategy</b>			
Task 6: Set Goals	\$2,780.00	\$1,925.00	\$4,705.00
Task 7: Review Possible Activities	\$5,080.00	\$0.00	\$5,080.00
Task 8 and 8a: Draft an Action Plan	\$11,160.00	\$1,350.00	\$12,510.00
<b>Total Phase III</b>	<b>\$19,020.00</b>	<b>\$3,275.00</b>	<b>\$22,295.00</b>
<b>Phase IV Plan Maintenance Process</b>			
Task 9: Adopt the Plan	\$8,680.00	\$150.00	\$8,830.00
Tasks 10: Implement, Evaluate & Revise	\$690.00	\$0.00	\$690.00
<b>Total Phase IV</b>	<b>\$9,370.00</b>	<b>\$150.00</b>	<b>\$9,520.00</b>
<b>LHMP Update: Total Estimated Costs</b>	<b>\$67,540.00</b>	<b>\$6,425.00</b>	<b>\$73,965.00</b>

*Table 4 Plumas County LHMP Update Cost Proposal Detail*

[illegible]

### LHMP Cost Assumptions

The following is a summary of cost assumptions for the development of the LHMP Update:

- Monies associated with labor and direct expense costs will be interchangeable as needed, between labor and direct costs and between project phases, to complete project requirements.
- Four trips total are planned by the Foster Morrison planning team to accommodate the five HMPC planning and coordination meetings and three public meetings/workshops.
- County will assist with coordinating and advertising public meetings.
- This cost assumes one color copy of the plan to be provided to both Cal OES and FEMA for the formal submittal and one hard and electronic color copies of the final plan document to be provided to the client to support plan adoption and for final plan submittal. All other interim plan submittals to the client and HMPC will be done electronically.
- County staff will coordinate and facilitate the plan's re-adoption.
- County staff will support the DMA planning process requirements as previously described for participating jurisdictions.
- In accordance with DMA guidelines, only existing best available data will be used during this planning process, no new source data or GIS layers will be created.

This cost estimate remains valid for 90 days.

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ORDINANCE NO. 2019-

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
AMENDING PLUMAS COUNTY CODE TITLE 9 (PLANNING AND ZONING),  
CHAPTER 2, ARTICLE 2 (CLARIFICATION THAT "HORTICULTURE" DOES NOT  
INCLUDE "INDUSTRIAL HEMP" AND ADDITION OF DEFINITION OF  
"AGRICULTURAL PROCESSING) AND ARTICLES 30 AND 31 (ADDITION OF  
"AGRICULTURAL PROCESSING" AS A USE SUBJECT TO THE ISSUANCE OF A  
SPECIAL USE PERMIT IN THE AGRICULTURAL PRESERVE AND GENERAL  
AGRICULTURE ZONES)

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

**Section 1.** Plumas County Code Sections 9-2.202.5 "Agricultural Processing" and 9-2.249 "Horticulture" of Article 2 of Chapter 2 of Title 9 (Planning and Zoning) of the Plumas County Code are hereby amended and adopted as set forth in Exhibit "A".

**Section 2.** Plumas County Code Section 9-2.3002(b) "Uses (AP)" of Article 30 of Chapter 2 and Plumas County Code Section 9-2.3102(b) "Uses (GA)" in Title 9 (Planning and Zoning) of the Plumas County Code are hereby amended and adopted as set forth in "Exhibit A".

**Section 6.**

Exhibit "A" shall take effect thirty (30) days after adoption by the Board of Supervisors.

**Section 7. Codification.**

This ordinance shall be codified.

**Section 8. Publication.**

A summary of this ordinance shall be published, pursuant to Section 25124(b)(1) of the Government Code of the State of California, before the expiration of fifteen days after the passage of the ordinance, once, with the names of the supervisors voting for and against the ordinance, in the *Feather River Bulletin*, the *Indian Valley Record*, the *Chester Progressive*, and the *Portola Reporter*, newspapers of general circulation in the County of Plumas.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on

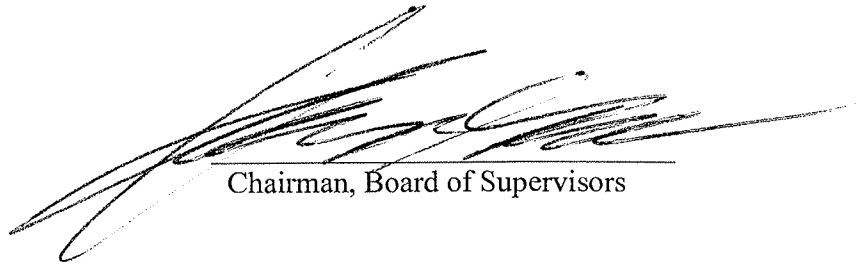
the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and passed and adopted on the \_\_\_\_\_

day of \_\_\_\_\_, 2019 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:



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Chairman, Board of Supervisors

ATTEST:

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Clerk of said Board of Supervisors

## **Exhibit "A"**

### **Sec. 9-2.202.5. Agricultural processing.**

**"Agricultural processing" shall mean the making of agricultural commodities or products by hand or machinery that changes the natural condition of the commodity or product through refinement for further processing or consumer use. 'Agricultural processing' does include (a) the processing of 'Industrial hemp' as defined in Plumas County Code Section 9-2.251.5 and does include, but is not limited to (b) farm machinery equipment fabrication and assembly. 'Agricultural processing' does not include (a) 'Cannabis' as defined in Plumas County Code Section 9-2.220.1 and (b) 'Composting' as defined in Plumas County Code Section 6-10.102(a)(24)."**

### **Sec. 9-2.249. Horticulture**

**"Horticulture" shall mean producing crops for commercial purposes. "Horticulture" shall not include 'Cannabis cultivation' as set forth in Sec. 9-2.220.2 of this section or 'Industrial hemp' as set forth in Sec. 9-2.251.5 of this section."**

### **Sec. 9-2.3002. Uses (AP).**

- (a) The following uses shall be permitted in the Agricultural Preserve Zone (AP):**
  - (1) Agriculture, timber management, agricultural product sales, animal breeding and boarding, and employee housing;**
  - (2) One dwelling unit; and**
  - (3) Child day care homes and limited child day care homes.**
- (b) The following uses shall be permitted subject to the issuance of a special use permit:**
  - (1) Mining, limited electric generation, public utility facilities, public service facilities, wildlife management, transport stations, agricultural auction yards, agricultural processing, outdoor shooting ranges, hunting clubs, and bed and breakfast inns; and**
  - (2) Recreational uses, but not limited to walking, hiking, picnicking, camping, swimming, boating, fishing, hunting, or other outdoor games or sports for which facilities are provided for public participation.**

### **Sec. 9-2.3102. Uses (GA).**

- (a) The following uses shall be permitted in the General Agriculture Zone (GA):**
  - (1) Agriculture, timber management, wildlife management, agricultural product sales, animal breeding and boarding, and employee housing;**
  - (2) One dwelling unit and one additional dwelling unit on any parcel of eighty (80) acres or more; and**
  - (3) Child day care homes, limited child day care homes, and home businesses.**
- (b) The following uses shall be permitted subject to the issuance of a special use permit:**
  - (1) Mining, limited electric generation, home industry, public utility facilities, public service facilities, agricultural auction yards, agricultural processing, transport stations, veterinary services, outdoor shooting ranges, and hunting clubs; and**
  - (2) On land of a soil type not suitable for identification as an important agricultural area, noncommercial camp grounds, recreational facilities, and resorts.**
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:**
  - (1) Dwelling units at the ratio of up to one per each forty (40) acres of lot area.**

**RESOLUTION NUMBER P. C. 2019-8**

**RESOLUTION RECOMMENDING TO THE BOARD OF SUPERVISORS THAT THE ORDINANCE AMENDING PLUMAS COUNTY CODE TITLE 9 (PLANNING AND ZONING), CHAPTER 2, ARTICLE 2 (CLARIFICATION THAT THE DEFINITION OF "HORTICULTURE" DOES NOT INCLUDE "INDUSTRIAL HEMP" AND ADDITION OF DEFINITION "AGRICULTURAL PROCESSING") AND ARTICLES 30 AND 31 (ADDITION OF "AGRICULTURAL PROCESSING" AS A USE SUBJECT TO THE ISSUANCE OF A SPECIAL USE PERMIT IN THE AGRICULTURAL PRESERVE AND GENERAL AGRICULTURE ZONES) BE INCORPORATED INTO THE PLUMAS COUNTY CODE AND THAT THE BOARD FIND THE ORDINANCE ADOPTION IS EXEMPT FROM CEQA UNDER 15061(b)(3)**

**WHEREAS**, the Board of Supervisors directed the Planning Commission to look at various issues, including zoning for Industrial hemp, at the meeting held on December 11, 2018; and

**WHEREAS**, the Planning Commission discussed the issue of zoning for Industrial hemp at the meeting held on August 1, 2019 and directed planning staff to prepare a draft ordinance amending the zoning code to clarify that the definition of "Horticulture" does not include Industrial hemp as defined in state law and local zoning code; and

**WHEREAS**, the removal of Industrial hemp as a permitted use under "Horticulture" was intended to provide protection and prevent nuisances and issues of incompatibility that might occur within the smaller parcel sized residential areas that allow "Horticulture", such as S-1 (Suburban 1-acre), S-3 (Secondary Suburban 3-acre), R-10 (Rural 10-acre) and R-20 (Rural 20-acre) zones; and

**WHEREAS**, in addition to the amendment to the definition of "Horticulture", the Planning Commission held a workshop on August 15, 2019 to discuss amending the zoning code to add definitions of "Agricultural processing" and "Agricultural manufacturing" and to permit such uses in the Agricultural Preserve (AP) and the General Agriculture (GA) zones; and

**WHEREAS**, the Planning Commission held a second workshop on September 5, 2019 on the proposed draft ordinance amending the zoning code to solely add a definition of "Agricultural processing" and to permit "Agricultural processing" subject to the issuance of a special use permit in the Agricultural Preserve (AP) and the General Agriculture (GA) zones; and

**WHEREAS**, changes to the proposed draft ordinance were incorporated by planning staff as a result of comments received at the two workshops held on August 15, 2019 and September 5, 2019; and

**WHEREAS**, the Planning Commission held a properly noticed public hearing on the proposed ordinance on October 3, 2019 and received testimony from all interested parties; and

**WHEREAS**, testimony was presented at the public hearing regarding the removal of Industrial hemp from smaller sized parcels, such as those located within the R-10 (Rural 10-acre) and R-20 (Rural 20-acre) zones, in that nurseries or other types of limited cultivation, involving seed production and production of cultivars as well as other potential production of hemp products that may have economic value would be eliminated; and

**WHEREAS**, Plumas County Code Section 9-2.265.5 defines Nursery as:

“Nursery” shall mean a home business for the retail sale of plants and accessory commodities where:

(a) The area in which plants are raised and kept is not considered as part of the 600 square foot area which is the limit of the area occupied by the home business; (b) Accessory commodities may include fertilizers, soil amendments, pesticides, and herbicides for the use of which no special license or other entitlement is required and shall not be considered toxic, explosive or flammable.”; and

WHEREAS, Plumas County Code Section 9-2.251.5 defines Industrial hemp as:

“‘Industrial hemp’ shall have the same meaning as that set forth in Section 11018.5 of the Health and Safety Code.”; and

WHEREAS, Health and Safety Code Section 11018.5(a) defines Industrial hemp as:

“‘Industrial hemp’ means a crop that is limited to types of the plant Cannabis sativa L. having no more than three-tenths of 1 percent tetrahydrocannabinol (THC) contained in the dried flowering tops, whether growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin produced therefrom.”; and

WHEREAS, rather than continue the public hearing to allow planning staff to return to the Planning Commission with a method to allow the limited use of Industrial hemp in the residential zones of R-10 (Rural 10-acre) and R-20 (Rural 20-acre), the Planning Commission voted 3-0 (2 absent) to allow the proposed ordinance to go forward to the Board of Supervisors with a recommendation to adopt, but for the Board of Supervisors to consider the issue of potentially allowing some sort of nursery or limited cultivation and/or production of Industrial hemp in the R-10 and/or R-20 residential zones.


**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the County of Plumas, State of California recommends that the Board of Supervisors:

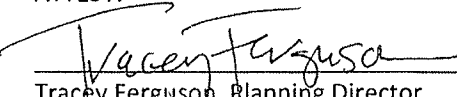
1. Find that the ordinance adoption is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) because “Agricultural processing” will be permitted subject to special use permit and discretionary review, which will include project specific environmental review to address any potential environmental impacts. The precluding of “Industrial hemp” from those zones that permit “Horticulture” will not create any adverse environmental impacts, and will serve to protect public health and safety.
2. Adopt the ordinance amending Title 9 of the Plumas County Code as shown in Exhibit “A” attached.

The foregoing Resolution was duly passed and adopted by the Plumas County Planning Commission at a meeting held on the 17<sup>th</sup> day of OCTOBER, 2019 by the following roll call vote:

AYES:	Commissioners:	STOUT, GREENING, WILLIAMS, OLOFSON
NOES:	Commissioners:	NONE
ABSENT:	Commissioners:	ABBOTT

Said resolution to be effective as of the 17<sup>TH</sup> day of OCTOBER, 2019.

  
\_\_\_\_\_  
John Olofson  
Vice-Chair, Plumas County Planning Commission

ATTEST:  
  
\_\_\_\_\_  
Tracey Ferguson, Planning Director





Kevin Correira  
Director

## County of Plumas Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: December 10, 2019

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services & Airports Director

SUBJECT: Request to approve and authorize Facility Services & Airports Director, Kevin Correira, to sign FAA Grant Agreement – Offer and ratify signature back to August 9, 2019.

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### **Recommendation**

Approve, authorize, and ratify Director Correira's signature for FAA Grant Agreement – Offer back to August 9, 2019.

### **Background and Discussion**

Plumas County's airports in Quincy, Chester, and Beckwourth have qualified for \$996,731 in Federal assistance through the FAA's Airport Improvement Plan (AIP) grant program. Plumas County has been authorized to use this grant funding to purchase snow-removal equipment for each airport and a 12,000 gallon aviation fuel tank in Beckwourth. Facility Services & Airports has been approved by the FAA to receive this funding and the Grant Agreement - Offers from the FAA have been signed and returned therefore, Director Correira respectfully requests ratified permission to the sign FAA Grant – Agreement Offers back to August 9, 2019.



Kevin Correia  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

Date: December 10, 2019  
To: Honorable Board of Supervisors  
From: Kevin Correia-Facility Services and Airports Director  
Subject: Approve and Authorize the Director of Facility Services and Airports to sign contract Between the County and JBP LLC dba Silver State International Trucks for a new Snow plow provided thru FAA Federal grant funding.  
Not to exceed \$241,216.70 (county share \$12,060.84)

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### **Recommendation:**

Approve and Authorize the Director of Facility Services and Airports to sign Contracts Between the County and JBP LLC dba Silver State International Trucks for a new Snow Plow provided thru FAA Federal grant funding of 90%, state match of 5%, and county match of 5% not to exceed \$241,216.70 (county share \$12,060.84). This does not affect the general fund.

### **Background and discussion:**

Plumas County's airports in Quincy, Chester, and Beckwourth have qualified for \$996,731.00 in Federal grant assistance through the FAA Airport Improvement Plan (AIP) grant program. Plumas County has been authorized to use this grant funding to purchase snow removal equipment for each airport.



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

Date: December 10, 2019  
To: Honorable Board of Supervisors  
From: Kevin Correira-Facility Services and Airports Director  
Subject: Approve and Authorize the Director of Facility Services and Airports to sign contract Between the County and Belcorp Ag LLC for Three new Rotary Snow Blowers provided thru FAA Federal grant funding. Not to exceed \$298,150.92 (county share \$14,907.54)

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### **Recommendation:**

Approve and Authorize the Director of Facility Services and Airports to sign Contracts Between the County and Belcorp Ag LLC for three new Rotary Snow Blowers (one for each airport) provided thru FAA Federal grant funding of 90%, state match of 5%, and county match of 5% not to exceed \$298,150.92 (county share \$14,907.54). this does not affect the general fund.

### **Background and discussion:**

Plumas County's airports in Quincy, Chester, and Beckwourth have Qualified for \$996,731.00 in Federal grant assistance through the FAA Airport Improvement Plan (AIP) grant program. Plumas County has been authorized to use this grant funding to purchase snow removal equipment for each airport.





Kevin Correia  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

Date: December 10, 2019  
To: Honorable Board of Supervisors  
From: Kevin Correia-Facility Services and Airports Director  
Subject: Approve and Authorize the Director of Facility Services and Airports to sign contract Between the County and McCuen Construction for a new 12,000 Gallon Fuel Tank provided thru FAA Federal grant funding. to be placed at Nervino Airfield  
Not to exceed \$466,445.00 (county share \$25,654.00)

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### **Recommendation:**

Approve and Authorize the Director of Facility Services and Airports to sign Contracts Between the County and McCuen Construction for a new 12,000 gallon fuel tank provided thru FAA Federal grant funding of 90%, state match of 5%, and county match of 5% not to exceed \$466,654.00 (county share \$25,654.00). This does not affect the general fund.

### **Background and discussion:**

Plumas County's airports in Quincy, Chester, and Beckwourth have qualified for \$996,731.00 in Federal grant assistance through the FAA Airport Improvement Plan (AIP) grant program. Plumas County has been authorized to use this grant funding to purchase snow removal equipment for each airport.



Kevin Correira  
Director

## County of Plumas Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: December 10, 2019

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services & Airports Director

SUBJECT: Request to approve changes to Airports Capital Improvement budget.

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### **Recommendation**

Approve changes to Airports Capital Improvement budget.

### **Background and Discussion**

During the FY 19/20 budget hearings, a budget was established for Airport Capital Improvements. It was later determined that the budget was not set up correctly to accommodate the expenses of the planned improvements. The approved budget lists \$919,958 in revenue and \$53,543 in expenses; the expense budget needs to be increased.

Plumas County has been awarded four FAA grants through the FAA's Airports Capital Improvement Program. Due to initial low estimates of the costs of the scheduled improvements, the revenue and expenses have slightly increased. The anticipated revenue from the FAA grants will increase from \$919,958 to \$996,731; the CA Dept of Transportation - Aeronautics Division matching grant revenue is \$49,836 increasing the total revenue to \$1,046,567.

Plumas County's original estimated share-of-cost was \$53,543; this amount has increased slightly to \$60,912 for a difference of \$7,369. Expenses for the scheduled improvements will total \$1,107,479. This number includes Federal share, State share, and Plumas County's share.

The Airports' Fund Balance supports the slight increase in Plumas County's share of costs.

# **PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS**

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323  
Robert A. Perreault, Jr., P.E., Director Joe Blackwell, Deputy Director



## **AGENDA REQUEST**

for the December 10, 2019 Meeting of the Board of Supervisors

December 2, 2019

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature of Robert Perreault in black ink.

Subject: Status Report on the New Jail and Day Reporting Center Project; discussion and possible action.

## **BACKGROUND**

Invited participants from CGL Architects, the Sheriff's Office, the Auditor's Office, Public Works, County Counsel and 2 Supervisors (Supv. Lori Simpson and Supv. Jeff Engel) conduct a weekly teleconference meeting on the progress of the New Jail and Day Reporting Center Project.

County officials and CGL Architects staff will submit a status report on project matters and answer questions.

## **RECOMMENDATION**

Inasmuch as this is a work session, no recommendation from staff is submitted at this time.



3A



CALIFORNIA STATE ASSOCIATION OF COUNTIES

## Counties Receive \$26 Million to Assist With PSPS Costs Now

CARA MARTINSON | NICK CRONENWETT

October 31, 2019

Wildfire season has arrived in California in full force. Spanning multiple counties and policy areas, CSAC is actively engaged on wildfire issues on a daily basis. Specifically, CSAC has been advocating for funding to help counties with PSPS for several months including during this year's budget negotiations.

Most recently, the Governor's Office of Emergency Services announced \$26 million in available funding for California's counties for advanced planning, training, coordination, and updating emergency plans, combined with infrastructure preparedness to help ease the burden of being without power for extended periods of time. This \$26 million for counties came as part of this year's budget allocation of \$75 million to both the state and local governments to help prepare for PSPS events.

Yesterday, October 30<sup>th</sup>, CSAC held a webinar along with CAL OES staff to discuss PSPS issues and provide advice on how counties can use the allocated money and best practices in keeping track of reimbursable costs. On the webinar, CAL OES staff shared that funding is on its way to counties right now or literally that "the check was in the mail." In addition to the recent webinar, CSAC has also been collecting information regarding PSPS costs related to the most recent events. We had an original deadline for this request for information as November 1<sup>st</sup>, but given the most recent PSPS and fire events we will take this information whenever counties are able to send it.

In addition to advocating for resources, CSAC is also helping to facilitate daily PSPS informational calls between impacted counties and the three major IOUs from across the state and has convened an open discussions between counties, key state administrators, and representatives of Investor-Owned Utilities (IOUs) regarding Public Safety Power Shutoff (PSPS) communications and procedures. CSAC also organized a regional meeting on the topic of emergency management and preparedness in Sonoma County. This regional meeting coincided not only with the two-year anniversary of the North Bay fires, but also occurred during a large PSPS event.

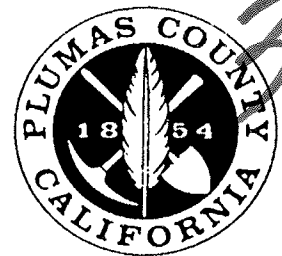
At the same time, CSAC has been closely tracking regulatory efforts at the California Public Utilities Commission (CPUC) to create rules for investor owned utilities during PSPS events. The CPUC's unique rulemaking process and the significance of these regulations precipitated CSAC retaining outside counsel to engage in the rulemaking and file comments on behalf of counties. As a result, CSAC has actively engaged in this process and submitted several rounds of comments to the CPUC on both phase I and II of this process, based on significant county input. Comment letters are available on CSAC's website.

CSAC will continue to work on this key priority.

# BOARD OF SUPERVISORS

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



November 22, 2019

Department of Forestry and Fire Protection  
Attention: Grants Management Unit/Fire Prevention Grants  
P.O. Box 944246  
Sacramento, CA 94244-2460

Re: CCI Fire Prevention - Plumas County Fire Safe Council Senior/Disabled Defensible  
Space Assistance Program

The Plumas County Board of Supervisors strongly supports the Fire Safe Council's Senior/Disabled Defensible Space Assistance Program proposal. The Plumas County Fire Safe Council is regionally recognized for the success of its Defensible Space Assistance program, which has been creating defensible space for residents of Plumas County's Communities at Risk for 14 years. The program provides Public Resources Code 4291 compliance for residential structures belonging to property owners who are otherwise physically or financially unable to complete the work. The program benefits participating landowners, neighbors, and emergency personnel.

In 2019 the program provided this service to 112 individuals. In the absence of funding these 112 properties would not comply with Public Resources Code 4291 and would be at higher risk from losses due to wildfire. Recent fires have shown that seniors are the most vulnerable population in an emergency evacuation. This program directly addresses risks for those members of our community.

The Defensible Space Assistance program currently has no funding beyond the 2019 season. The Fire Prevention Funds requested will allow for multiple years of this critical service to continue for at-risk Plumas County residents.

The Plumas County Board of Supervisors highly recommends the proposed project. Please do not hesitate to contact me with questions regarding my support of this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Goss', is written over a horizontal line.

Kevin Goss, Chair