

BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF MAY 12, 2020 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

Any 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

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which may limit the number of people that may enter. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it live online.

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Andrew Woodruff
Report and update on COVID-19; receive report and discussion

2. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

- A) PUBLIC HEALTH AGENCY**

- 1) Authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Licensed Vocational Nurse I/II or Registered Nurse I/II or Public Health Nurse I/II/III, created by resignation [View Item](#)
- 2) Senior Nutrition Program: Authorize the purchase of three vehicles, not to exceed \$63,845.27, from Quincy Auto Company, and authorize the Director of Public Health to sign all necessary documents: [View Item](#)

Contract Number	Vehicle Description	Vehicle ID #	Contract Amount
#62676	2019 Nissan Rogue	KNMAT2MV8KP526349	\$21,215.62
#62677	2019 Nissan Rogue	KNMAT2MV8KP511950	\$21,414.03
#62678	2019 Nissan Rogue	KNMAT2MV3KP523892	\$21,215.62

- B) ENVIRONMENTAL HEALTH**

- 1) Adopt **RESOLUTION** authorizing Local Enforcement Agency Grant Application for FY 2020-2021, and authorize the Director of Environmental Health to sign various assurances; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign letter in support of AB 2296 - Optional LPA Fund Stabilization, Drinking Water Oversight Program [View Item](#)

- C) AGRICULTURE/WEIGHTS & MEASURES**

Approve and authorize the Agricultural Commissioner to sign agreement, not to exceed \$22,670, between County of Plumas and USDA/Plumas National Forest for noxious weed control; approved as to form by County Counsel [View Item](#)

- D) SHERIFF**

Approve and authorize the Chair to sign contract, not to exceed \$60,000, between County of Plumas and Susan McCourt to provide services as fire prevention specialist; approved as to form by County Counsel [View Item](#)

- E) AUDITOR/CONTROLLER**

Authorize the Auditor/Controller to fill vacant, funded and allocated 1.0 FTE Auditor I/II position, created by retirement [View Item](#)

- F) BEHAVIORAL HEALTH**

Approve and authorize the Chair to sign Memorandum of Understanding between Plumas and Sierra counties, articulating the roles and responsibilities of this project, including reimbursement to Plumas County for payments up to \$41,100 for technical assistance consultant services completes on behalf of both counties for the Plumas and Sierra County housing needs assessment, No Place Like Home Program non-competitive applications, and homeless and supportive services plans; approved as to form by County Counsel [View Item](#)

3. DEPARTMENTAL MATTERS

A) AUDITOR/CONTROLLER – Roberta Allen

- 1) Approve budget corrections to overhead budgets (account 525000) per final 2 CFR Part200 Cost Allocation Plan for use in FY 2019-2020; discussion and possible action [View Item](#)
- 2) Appropriate up to \$14,000 from the General Fund Contingency; and authorize Auditor/Controller to pay invoices to Munis in excess of contract amount; **four/fifths required roll call vote** [View Item](#)

4. BOARD OF SUPERVISORS

- A. Correspondence
- B. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

1:00 P.M. AFTERNOON SESSION

5. PLANNING – Tracey Ferguson

PUBLIC HEARING: Introduce and waive first reading of an **ORDINANCE**, Amending Plumas County Code Title 9 (Planning and Zoning), Chapter 2, Article 2 to Add Definitions of “Commercial Social Event, Limited” and “Commercial Social Event” and Articles 30 (Agricultural Preserve) and 31 (General Agriculture) to Add “Commercial Social Event, Limited” as a Use Subject to the Issuance of an Administrative Use Permit and “Commercial Social Event” as a Use Subject to the Issuance of a Special Use Permit and to Add Articles 6.3 (Administrative Use Permits) and 44 (Commercial Social Event, Limited) Establishing Processes, Thresholds, and Standards for the Establishment of the New Use(s). **Roll call vote** [View Item](#)

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – County Librarian (Board only)
- B. 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)
- C. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff’s Administrative Unit; Sheriff’s Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, May 19, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

2A.1.

Date:

May 1, 2020

To:

Honorable Board of Supervisors

From:

Andrew Woodruff

Cc:

Nancy Selvage

Agenda:

Item for May 12, 2020

Recommendation: Authorize the Director of Human Resources to recruit and fill a 1.00 FTE Licensed Vocational Nurse I/II or Registered Nurse I/II or Public Health Nurse I/II/III, due to resignation.

Background: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. This resignation will leave a vacant position that is imperative to fill as soon as possible in order to keep up with the demand of the clients in the clinic. Filling this vacancy as soon as possible will allow us to reduce any interruption in services to our current clinic clients and those that are case managed in our specialty programs. Swift approval will also reduce the prolonged period during which other nurses perform extra duties to cover the work of these vacancies.

Fiscal Impact: Public Health Agency's FY 2019-2020 budget fully funds the salary and benefits of the 1.00 FTE Licensed Vocational Nurse I/II or Registered Nurse I/II or Public Health Nurse I/II/III.

Copies of the Critical Staffing Request and Agency organizational chart are attached for your review.

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



530-283-6337 OFFICE
530-283-6425 FAX



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

1/16/20

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: May 12, 2020

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00 FTE
LVN/RN/PHN

POSITION TITLES: 1.0 FTE PHN III/II/I OR RN II/I OR LVN II/I

ARE POSITIONS CURRENTLY ALLOCATED? YES X NO

For Committee use only

Date of Committee Review: _____

Determination of Committee? Recommended
 Not Recommended

Comments: _____

Date to Board of Supervisors: 5/12/2020

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?

The LVN/RN/PHN is responsible for staffing the Nurse of the Day (NOD) role that sees family planning/reproductive health clients, routine vaccination and places and reads TB skin tests. This position is also responsible for communicable disease investigation, partner services and outbreak support under supervision of the nursing director.

This position became vacant due to resignation

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

Position is budgeted and funded in the current year. Any positions that are not filled permanently could be filled by extra help by moving regular wages to other wages.

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

Compared to regional counties and counties of similar size, we have a very small clinic/nursing staff.

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

Patient services, lack of compliance with local, state and federal contracts, and delayed or incomplete grant compliance, billing and administration are all results of this position. These positions handle a caseload of clients with complex medical conditions and the sooner they are filled, the better continuity of care for clients.

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

Not filling the position will cost the department 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 local residents. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

N/A

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

N/A. 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.

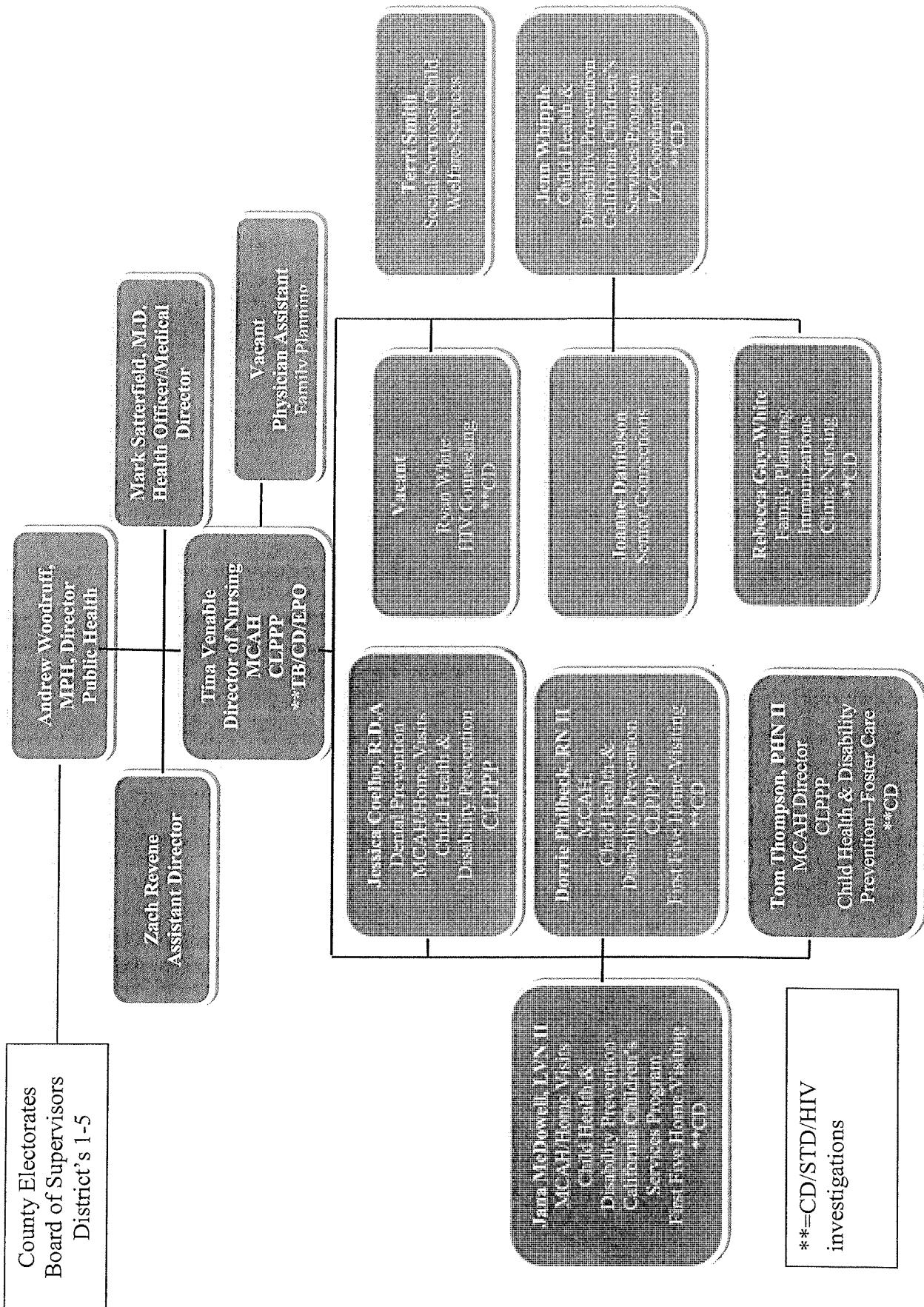
- Does the department have a reserve? If yes, provide the activity of the departments reserve account for the last three years.

Yes. The cash reserves for the last three years are as follows:

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
CLINIC & NURSING SERVICES DIVISION**

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J.A.d.



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: April 27, 2020

To: Honorable Board of Supervisors

From: Andrew Woodruff, Director

Agenda: Item for May 12, 2020

Recommendation: Approve and Authorize the Director of Public Health to sign the following contracts with Quincy Auto Company totaling \$63,845.27, for the purchase of three vehicles for the Senior Nutrition Program:

62676	2019 Nissan Rogue	KNMAT2MV8KP526349	\$21,215.62
62677	2019 Nissan Rogue	KNMAT2MV8KP511950	\$21,414.03
62678	2019 Nissan Rogue	KNMAT2MV3KP523892	\$21,215.62

History/Background: As the Board may recall on March 17, 2020 you approved a Supplemental Budget (including Fixed Assets) for one-time funding from the Area Agency on Aging for purchase of vehicles for the Senior Nutrition Sites.

In accordance with the Plumas County Purchasing Policy through a public solicitation of competitive sealed bids three vehicles were purchased. The awards were made to Quincy Auto Company, which was the only vendor who submitted bids.

Copies of the contracts as well as listings of itemized equipment/specifications for each vehicle are on file with the Clerk of the Board for your review.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\SS-Vehicles 2020.doc

CLERK Copy

2019 NISSAN ROGUE

VEHICLE IDENTIFICATION NUMBER: KNMAT2MV8KP526349

Manufactured By: RENAULT SAMSUNG MOTORS CO., LTD

Manufactured In: BUSAN, SOUTH KOREA

Plant Company Name: Renault Samsung Motor Plant

Additional Vehicle Info

Gross Vehicle Weight Rating	Class 1C: 4,001 - 5,000 lb (1,814 - 2,268 kg)
Curtain Air Bag Locations	1st & 2nd Rows
Anti-lock Braking System (ABS)	Standard
NCSA Make	Nissan/Datsun
NCSA Model	Rogue (For 2019 on. For model years 2008-2018)
Manufacturer Id	1000
TPMS	Direct
Error Text	0-VIN decoded clean.heck Digit 9th position correct
Side Air Bag Locations	1st Row (Driver & Passenger)
Other Restraint System Info	Driver and Passenger Frontal Air Bags, 3-Point Manual Belts, Side Air Bags, and Curtain Side Air Bags. 2nd row outboard 3-Point Manual Belts and Curtain Side Air Bags, 2nd row center 3-Point Manual Belts.

Vehicle Specifications

VIN	KNMAT2MV8KP526349	Year	2019
Make	Nissan	Model	Rogue
Trim	S	Short Trim	S
Trim Variations	S / SL / SV	Made In	United States
Made In City	SMYRNA	Vehicle Style	AWD
Vehicle Type	Sport Utility Vehicle	Vehicle Series	Crossover
Vehicle Category	Sport Utility Vehicle 2WD	Doors	4
Fuel Type	Hybrid - Gasoline	Fuel Capacity	14.5 gallons
City Mileage	33 miles/gallon	Highway Mileage	35 miles/gallon
Engine	2.0-L L-4 DOHC 16V	Engine Size	2
Engine Cylinders	4	Transmission Type	CVT w/OD
Transmission Gears	6	Driven Wheels	All-Wheel Drive
Anti-Brake System	4-Wheel ABS	Steering Type	Rack & Pinion
Curb Weight	3663	Overall Length	184.50 inches
Overall Height	66.60 inches	Standard Seating	5
Overall Width	72.40 inches	Seatbelt Type	Manual
Body Class	Wagon	MSRP	\$26,150

Itemized Equipment	
Air Conditioning	Keyless Entry
Alarm System	Power Door Locks
Alloy Wheels	Power Seat
AM/FM Stereo	Power Steering
Backup Camera	Power Windows
Blind Spot Monitor	Push Button Start
Bluetooth Wireless	Rear Spoiler
CD/MP3 (Single Disk)	Roof Rack
Cruise Control	Side Air Bags
Daytime Running Lights	Tilt & Relescoping Wheel
Dual Air Bags	Traction Control
Front & Rear Head Curtain Air Bags	Power Lift Gate Release
Equipment Details	
Chassis	
Anti-Brake System	4-Wheel ABS
Steering Type	R&P
Front Brake Type	Disc
Rear Brake Type	Disc
Front Suspension	IND
Rear Suspension	IND
Front Spring Type	Coil
Rear Spring Type	Coil
Tires	P225/65r17
Run Flat Tires	Std.
Interior Dimensions	
Front Headroom	41.60 In.
Rear Headroom	38.50 In.
Front Legroom	43.00 In.
Rear Legroom	37.90 In.
Front Shoulder Room	56.60 In.
Rear Shoulder Room	55.90 In.
Front Hip Room	54.00 In.
Rear Hip Room	52.10 In.
Cargo Bed Dimensions	
Overall Length	
184.50 In.	
Capacities	
Standard Seating	
5	
Fuel Efficiency	
City Mileage	
33 miles/gallon	
Highway Mileage	
35 miles/gallon	
Fuel Type	
Hybrid	
Fuel Capacity	
14.5 gallons	
Exterior Dimensions	
Overall Length	
184.50 In.	
Overall Width	
72.40 In.	
Overall Height	
66.60 In.	
Wheelbase	
106.50 In.	
Ground Clearance	
8.40 In.	

RETAIL INSTALLMENT SALE CONTRACT - SIMPLE FINANCE CHARGE (WITH ARBITRATION PROVISION)

Dealer Number 42828 Contract Number _____ R.O.S. Number _____ Stock Number P1851

Buyer Name and Address (Including County and Zip Code)	Co-Buyer Name and Address (Including County and Zip Code)	Seller-Creditor (Name and Address)
<u>PLUMAS CTY PUBLIC HEALTH AGENCY 270 COUNTY HOSPITAL RD # 206 QUINCY, CA. 95971</u>		<u>QUINCY AUTO CO. P.O. BOX 1936 QUINCY, CA. 95971 530-283-2277</u>

You, the Buyer (and Co-Buyer, if any), may buy the vehicle below for cash or on credit. By signing this contract, you choose to buy the vehicle on credit under the agreements on the front and back of this contract. You agree to pay the Seller - Creditor (sometimes "we" or "us" in this contract) the Amount Financed and Finance Charge in U.S. funds according to the payment schedule below. We will figure your finance charge on a daily basis. The Truth-In-Lending Disclosures below are part of this contract.

New Used	Year	Make and Model	Odometer	Vehicle Identification Number	Primary Use For Which Purchased Personal, family or household unless otherwise indicated below. <input type="checkbox"/> business or commercial
U	2019	<u>NISSAN ROGUE</u>	<u>26146</u>	<u>KNMAT2MV8KPS26349</u>	

FEDERAL TRUTH-IN-LENDING DISCLOSURES

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.	Total Sale Price The total cost of your purchase on credit, including your down payment of \$ <u>N/A</u> is <u>\$ 21215.62</u> (e)
<u>N/A</u> %	\$ <u>N/A</u> (e)	\$ <u>21215.62</u> (e)	\$ <u>21215.62</u> (e)	(e) means an estimate

YOUR PAYMENT SCHEDULE WILL BE:

Number of Payments:	Amount of Payments:	When Payments Are Due:
One Payment of		
One Payment of		
One Payment of		
		Monthly beginning
One final payment	<u>21215.62</u>	<u>04-30-2020</u>

Late Charge. If payment is not received in full within 10 days after it is due, you will pay a late charge of 5% of the part of the payment that is late. Prepayment. If you pay early, you may be charged a minimum finance charge.

Security Interest. You are giving a security interest in the vehicle being purchased.

Additional Information: See this contract for more information including information about nonpayment, default, any required repayment in full before the scheduled date, minimum finance charges, and security interest.

ITEMIZATION OF THE AMOUNT FINANCED (Seller may keep part of the amounts paid to others.)

1. Total Cash Price

A. Cash Price of Motor Vehicle and Accessories	\$ <u>19709.00</u> (A)
1. Cash Price Vehicle	\$ <u>19709.00</u>
2. Cash Price Accessories	\$ <u>N/A</u>
3. Other (Nontaxable)	\$ <u>N/A</u>
Describe _____	\$ <u>N/A</u>
Describe _____	\$ <u>N/A</u>

STATEMENT OF INSURANCE

NOTICE. No person is required as a condition of financing the purchase of a motor vehicle to purchase or negotiate any insurance through a particular insurance company, agent or broker. You are not required to buy any other insurance to obtain credit. Your decision to buy or not buy other insurance will not be a factor in the credit approval process.

Vehicle Insurance

	Term	Premium
\$ <u>N/A</u> Ded. Comp., Fire & Theft	Mos.	\$ <u>N/A</u>
\$ <u>N/A</u> Ded. Collision	Mos.	\$ <u>/</u>
Bodily Injury \$ <u>N/A</u> Limits	Mos.	\$ <u>/</u>
Property Damage \$ <u>N/A</u> Limits	Mos.	\$ <u>/</u>
Medical _____	Mos.	\$ <u>/</u>
	Mos.	\$ <u>N/A</u>

Total Vehicle Insurance Premiums

UNLESS A CHARGE IS INCLUDED IN THIS AGREEMENT FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS AGREEMENT.

You may buy the physical damage insurance this contract requires (see back) from anyone you choose who is acceptable to you. You are not required to buy any other insurance to obtain credit.

Buyer X N/A

Co-Buyer X N/A

Seller X N/A

OPTIONAL DEBT CANCELLATION AGREEMENT. A debt cancellation agreement is not required to obtain credit and will not be provided unless you sign below and agree to pay the extra charge. If you choose to buy debt cancellation, the charge is shown in item 1K of the Itemization of Amount Financed. See your debt cancellation agreement for details on the terms and conditions it provides. It is a part of this contract.

Term N/A Mos. N/A Debt Cancellation Agreement

I want to buy a debt cancellation agreement.

Buyer Signs X N/A

OPTIONAL SERVICE CONTRACT(S) You want to purchase the service contract(s) written with the following company(ies) for the term(s) shown below for the charge(s) shown in item 1L.

missions Testing Charge (not a governmental fee)	\$ <u>N/A</u> (C)	T1 Company <u>N/A</u> Miles
(Optional) Theft Deterrent Device(s)	\$ <u>N/A</u> (D1)	Term <u>N/A</u> Mos. or <u>N/A</u> Miles
1. (paid to) _____	\$ <u>N/A</u> (D2)	I2 Company _____
2. (paid to) _____	\$ <u>N/A</u> (D3)	Term _____ Mos. or _____ Miles
3. (paid to) _____	\$ <u>N/A</u> (D3)	I3 Company _____
E. (Optional) Surface Protection Product(s)	\$ <u>N/A</u> (E1)	Term _____ Mos. or _____ Miles
1. (paid to) _____	\$ <u>N/A</u> (E2)	I4 Company _____
2. (paid to) _____	\$ <u>N/A</u> (F)	Term _____ Mos. or _____ Miles
F. EV Charging Station (paid to) _____	\$ <u>1433.62</u> (G)	I5 Company _____
G. Sales Tax (on taxable items in A through F)	\$ <u>1433.62</u> (G)	Term _____ Mos. or _____ Miles
H. Electronic Vehicle Registration or Transfer Charge (not a governmental fee) (paid to) _____	\$ <u>N/A</u> (H)	Buyer X <u>N/A</u> <u>N/A</u>
I. (Optional) Service Contract(s)	\$ <u>N/A</u> (I1)	Trade-In Vehicle(s)
1. (paid to) _____	\$ <u>N/A</u> (I2)	1. Vehicle 1
2. (paid to) _____	\$ <u>N/A</u> (I3)	Year <u>N/A</u> Make _____
3. (paid to) _____	\$ <u>N/A</u> (I4)	Model <u>N/A</u> Odometer <u>N/A</u>
4. (paid to) _____	\$ <u>N/A</u> (I5)	VIN <u>N/A</u>
J. Prior Credit or Lease Balance (e) paid by Seller to	\$ <u>N/A</u> (J)	a. Agreed Value of Property \$ <u>N/A</u>
Vehicle 1 _____ Vehicle 2 _____ (see downpayment and trade-in calculation)	\$ <u>N/A</u> (K)	b. Buyer/Co-Buyer Retained Trade Equity \$ <u>N/A</u>
K. (Optional) Debt Cancellation Agreement	\$ <u>N/A</u> (L)	c. Agreed Value of Property
L. (Optional) Used Vehicle Contract Cancellation Option Agreement	\$ <u>N/A</u> (M)	Being Traded-In (a-b) \$ <u>N/A</u>
M. Other (paid to) _____ For _____	\$ <u>N/A</u> (N)	d. Prior Credit or Lease Balance \$ <u>N/A</u>
N. Other (paid to) _____ For _____	\$ <u>N/A</u> (N)	e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ _____
Total Cash Price (A through N)	\$ <u>21209.62</u> (1)	2. Vehicle 2
2. Amounts Paid to Public Officials		Year _____ Make _____
A. Vehicle License Fees	\$ <u>EXEMPT</u> (A)	Model <u>N/A</u> Odometer <u>N/A</u>
B. Registration/Transfer/Titling Fees	\$ <u>EXEMPT</u> (B)	VIN _____
C. California Tire Fees	\$ <u>N/A</u> (C)	a. Agreed Value of Property \$ <u>N/A</u>
D. Other _____	\$ <u>N/A</u> (D)	b. Buyer/Co-Buyer Retained Trade Equity \$ <u>N/A</u>
Total Official Fees (A through D)	\$ <u>N/A</u> (2)	c. Agreed Value of Property
3. Amount Paid to Insurance Companies		Being Traded-In (a-b) \$ <u>N/A</u>
(Total premiums from Statement of Insurance)	\$ <u>N/A</u> (3)	d. Prior Credit or Lease Balance \$ <u>N/A</u>
4. <input type="checkbox"/> State Emissions Certification Fee or <input checked="" type="checkbox"/> State Emissions Exemption Fee	\$ <u>8.00</u> (4)	e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ <u>N/A</u>
5. Subtotal (1 through 4)	\$ <u>21215.62</u> (5)	
6. Total Downpayment		Total Agreed Value of Property
A. Total Agreed Value of Property Being Traded-In (see Trade-In Vehicle(s)):	\$ <u>N/A</u> (A)	Being Traded-In (1c+2c) \$ <u>N/A</u> *
Vehicle 1 \$ <u>N/A</u> Vehicle 2 \$ <u>N/A</u>	\$ <u>N/A</u> (B)	Total Prior Credit or Lease
B. Total Less Prior Credit or Lease Balance (e)	\$ <u>N/A</u> (B)	Balance (1d+2d) \$ <u>N/A</u> *
Vehicle 1 \$ <u>N/A</u> Vehicle 2 \$ <u>N/A</u>	\$ <u>N/A</u> (C)	Total Net Trade-In (1e+2e) \$ <u>N/A</u> *
C. Total Net Trade-In (A-B) (indicate if negative number)	\$ <u>N/A</u> (C)	(*See item 6A-6C in the Itemization of Amount Financed)
Vehicle 1 \$ <u>N/A</u> Vehicle 2 \$ <u>N/A</u>	\$ <u>N/A</u> (D)	
D. Deferred Downpayment Payable to Seller	\$ <u>N/A</u> (D)	
E. Manufacturer's Rebate	\$ <u>N/A</u> (E)	
F. Other _____ <u>N/A</u>	\$ <u>N/A</u> (F)	
G. Cash, Cash Equivalent, Check, Credit Card, or Debit Card	\$ <u>N/A</u> (G)	
Total Downpayment (C through G)	\$ <u>N/A</u> (6)	
(If negative, enter zero on line 6 and enter the amount less than zero as a positive number on line 1J above)	\$ <u>21215.62</u> (7)	
7. Amount Financed (5 less 6)		

T1 Company <u>N/A</u> Miles
Term <u>N/A</u> Mos. or <u>N/A</u> Miles
I2 Company _____
Term _____ Mos. or _____ Miles
I3 Company _____
Term _____ Mos. or _____ Miles
I4 Company _____
Term _____ Mos. or _____ Miles
I5 Company _____
Term _____ Mos. or _____ Miles
Buyer X <u>N/A</u> <u>N/A</u>

Trade-In Vehicle(s)
1. Vehicle 1
Year <u>N/A</u> Make _____
Model <u>N/A</u> Odometer <u>N/A</u>
VIN <u>N/A</u>
a. Agreed Value of Property \$ <u>N/A</u>
b. Buyer/Co-Buyer Retained Trade Equity \$ <u>N/A</u>
c. Agreed Value of Property
Being Traded-In (a-b) \$ <u>N/A</u>
d. Prior Credit or Lease Balance \$ <u>N/A</u>
e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ _____
2. Vehicle 2
Year _____ Make _____
Model <u>N/A</u> Odometer <u>N/A</u>
VIN _____
a. Agreed Value of Property \$ <u>N/A</u>
b. Buyer/Co-Buyer Retained Trade Equity \$ <u>N/A</u>
c. Agreed Value of Property
Being Traded-In (a-b) \$ <u>N/A</u>
d. Prior Credit or Lease Balance \$ <u>N/A</u>
e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ <u>N/A</u>
Total Agreed Value of Property
Being Traded-In (1c+2c) \$ <u>N/A</u> *
Total Prior Credit or Lease
Balance (1d+2d) \$ <u>N/A</u> *
Total Net Trade-In (1e+2e) \$ <u>N/A</u> *

(*See item 6A-6C in the Itemization of Amount Financed)

OPTION: You pay no finance charge if the Amount Financed, item 7, is paid in full on or before 1/15/24, Year 2024.
SELLER'S INITIALS N/A

Agreement to Arbitrate: By signing below, you agree that, pursuant to the Arbitration Provision on the reverse side of this contract, you or we may elect to resolve any dispute by neutral, binding arbitration and not by a court action. See the Arbitration Provision for additional information concerning the agreement to arbitrate.

Buyer Signs X P.C. PH. A. B. S.

Co-Buyer Signs X N/A

Trade-In Payoff Agreement: Seller relied on information from you and/or the lienholder or lessor of your trade-in vehicle(s) to arrive at the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s). You understand that the amount quoted is an estimate.

Seller agrees to pay the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s) to the lienholder or lessor of the trade-in vehicle(s), or its designee. If the actual payoff amount is more than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), you must pay the Seller the excess on demand. If the actual payoff amount is less than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), Seller will refund to you any overage Seller receives from your prior lienholder or lessor. Except as stated in the "NOTICE" on the back of this contract, any assignee of this contract will not be obligated to pay the Prior Credit or Lease Balance shown in Trade-In Vehicle(s) or any refund.

Clerk Copy

2019 NISSAN ROGUE

VEHICLE IDENTIFICATION NUMBER: KNMAT2MV8KP511950

Manufactured By RENAULT SAMSUNG MOTORS CO., LTD
Manufactured In BUSAN, SOUTH KOREA
Plant Company Renault Samsung Motor Plant

Additional Vehicle Info

Gross Vehicle Weight Rating	Class 1C: 4,001 - 5,000 lb (1,814 - 2,268 kg)
Curtain Air Bag Locations	1st & 2nd Rows
Anti-lock Braking System (ABS)	Standard
NCSA Make	Nissan/Datsun
NCSA Model	Rogue (For 2019 on. For model years 2008-2018)
Manufacturer Id	1000
TPMS	Direct
Error Text	0-VIN decoded clean.heck Digit 9th position correct
Side Air Bag Locations	1st Row (Driver & Passenger)
Other Restraint System Info	Driver and Passenger Frontal Air Bags, 3-Point Manual Belts, Side Air Bags, and Curtain Side Air Bags. 2nd row outboard 3-Point Manual Belts and Curtain Side Air Bags, 2nd row center 3-Point Manual Belts.

Vehicle Specifications

VIN	KNMAT2MV8KP526349	Year	2019
Make	Nissan	Model	Rogue
Trim	S ²	Short Trim	S
Trim Variations	S / SL / SV	Made In	United States
Made In City	SMYRNA	Vehicle Style	AWD
Vehicle Type	Sport Utility Vehicle	Vehicle Series	Crossover
Vehicle Category	Sport Utility Vehicle 2WD	Doors	4
Fuel Type	Hybrid - Gasoline	Fuel Capacity	14.5 gallons
City Mileage	33 miles/gallon	Highway Mileage	35 miles/gallon
Engine	2.0-L L-4 DOHC 16V	Engine Size	2
Engine Cylinders	4	Transmission Type	CVT w/OD
Transmission Gears	6	Driven Wheels	All-Wheel Drive
Anti-Brake System	4-Wheel ABS	Steering Type	Rack & Pinion
Curb Weight	3663	Overall Length	184.50 inches
Overall Height	66.60 inches	Standard Seating	5
Overall Width	72.40 inches	Seatbelt Type	Manual
Body Class	Wagon	MSRP	\$26,150

Itemized Equipment	
Air Conditioning	Keyless Entry
Alarm System	Power Door Locks
Alloy Wheels	Power Seat
AM/FM Stereo	Power Steering
Backup Camera	Power Windows
Blind Spot Monitor	Push Button Start
Bluetooth Wireless	Rear Spoiler
CD/MP3 (Single Disk)	Roof Rack
Cruise Control	Side Air Bags
Daytime Running Lights	Tilt & Relescoping Wheel
Dual Air Bags	Traction Control
Front & Rear Head Curtain Air Bags	Power Lift Gate Release
Equipment Details	
Chassis	
Anti-Brake System	4-Wheel ABS
Steering Type	R&P
Front Brake Type	Disc
Rear Brake Type	Disc
Front Suspension	IND
Rear Suspension	IND
Front Spring Type	Coil
Rear Spring Type	Coil
Tires	P225/65r17
Run Flat Tires	Std.
Interior Dimensions	
Front Headroom	41.60 In.
Rear Headroom	38.50 In.
Front Legroom	43.00 In.
Rear Legroom	37.90 In.
Front Shoulder Room	56.60 In.
Rear Shoulder Room	55.90 In.
Front Hip Room	54.00 In.
Rear Hip Room	52.10 In.
Cargo Bed Dimensions	
Overall Length	
184.50 In.	
Capacities	
Standard Seating	
5	
Fuel Efficiency	
City Mileage	
33 miles/gallon	
Highway Mileage	
35 miles/gallon	
Fuel Type	
Hybrid	
Fuel Capacity	
14.5 gallons	
Exterior Dimensions	
Overall Length	
184.50 In.	
Overall Width	
72.40 In.	
Overall Height	
66.60 In.	
Wheelbase	
106.50 In.	
Ground Clearance	
8.40 In.	

RETAIL INSTALLMENT SALE CONTRACT - SIMPLE FINANCE CHARGE (WITH ARBITRATION PROVISION)

Dealer Number 42828 Contract Number _____ R.O.S. Number _____ Stock Number P1852

Buyer Name and Address (Including County and Zip Code)	Co-Buyer Name and Address (Including County and Zip Code)	Seller-Creditor (Name and Address)
<u>PLUMAS CTY PUBLIC HEALTH AGENCY 270 COUNTY HOSPITAL RD #206 QUINCY, CA 95971</u>		<u>QUINCY AUTO CO. P.O. BOX 1936 QUINCY, CA 95971 530-283-2277</u>

You, the Buyer (and Co-Buyer, if any), may buy the vehicle below for cash or on credit. By signing this contract, you choose to buy the vehicle on credit under the agreements on the front and back of this contract. You agree to pay the Seller - Creditor (sometimes "we" or "us" in this contract) the Amount Financed and Finance Charge in U.S. funds according to the payment schedule below. We will figure your finance charge on a daily basis. The Truth-In-Lending Disclosures below are part of this contract.

New Used	Year	Make and Model	Odometer	Vehicle Identification Number	Primary Use For Which Purchased
U. 2019		<u>NISSAN ROGUE</u>	<u>24529</u>	<u>KNNAT2MV8KP511950</u>	Personal, family or household unless otherwise indicated below. <input type="checkbox"/> business or commercial

FEDERAL TRUTH-IN-LENDING DISCLOSURES

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.	Total Sale Price The total cost of your purchase on credit, including your down payment of
<u>N/A</u> %	\$ <u>N/A</u> (e)	\$ <u>21414.03</u> (e)	\$ <u>21414.03</u> (e)	\$ <u>21414.03</u> (e)

(e) means an estimate

YOUR PAYMENT SCHEDULE WILL BE:

Number of Payments:	Amount of Payments:	When Payments Are Due:
One Payment of		
One Payment of		
One Payment of		
		Monthly beginning
One final payment	\$ <u>21414.03</u>	<u>04-30-2020</u>

Late Charge. If payment is not received in full within 10 days after it is due, you will pay a late charge of 5% of the part of the payment that is late.

Prepayment. If you pay early, you may be charged a minimum finance charge.

Security Interest. You are giving a security interest in the vehicle being purchased.

Additional Information: See this contract for more information including information about nonpayment, default, any required repayment in full before the scheduled date, minimum finance charges, and security interest.

ITEMIZATION OF THE AMOUNT FINANCED (Seller may keep part of the amounts paid to others.)

1. Total Cash Price	\$ <u>19894.00</u> (A)
A. Cash Price of Motor Vehicle and Accessories	\$ <u>19894.00</u>
1. Cash Price Vehicle	\$ <u>N/A</u>
2. Cash Price Accessories	\$ <u>N/A</u>
3. Other (Nontaxable)	\$ <u>N/A</u>
Describe _____	\$ <u>N/A</u>
Describe _____	\$ <u>N/A</u>
B. Document Processing Charge (not a governmental fee)	\$ <u>65.00</u> (B)

STATEMENT OF INSURANCE

NOTICE. No person is required as a condition of financing the purchase of a motor vehicle to purchase or negotiate any insurance through a particular insurance company, agent or broker. You are not required to buy any other insurance to obtain credit. Your decision to buy or not buy other insurance will not be a factor in the credit approval process.

Vehicle Insurance

Term	Premium
\$ <u>N/A</u> Ded. Comp., Fire & Theft	Mos. \$ <u>N/A</u>
\$ <u>N/A</u> Ded. Collision	Mos. \$ <u>N/A</u>
Bodily Injury \$ <u>N/A</u> Limits	Mos. \$ <u>N/A</u>
Property Damage \$ <u>N/A</u> Limits	Mos. \$ <u>N/A</u>
Medical \$ <u>N/A</u>	Mos. \$ <u>N/A</u>

Total Vehicle Insurance Premiums

\$ N/A

UNLESS A CHARGE IS INCLUDED IN THIS AGREEMENT FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS AGREEMENT.

You may buy the physical damage insurance this contract requires (see back) from anyone you choose who is acceptable to us. You are not required to buy any other insurance to obtain credit.

Buyer X N/ACo-Buyer X N/ASeller X N/A

OPTIONAL DEBT CANCELLATION AGREEMENT. A debt cancellation agreement is not required to obtain credit and will not be provided unless you sign below and agree to pay the extra charge. If you choose to buy debt cancellation, the charge is shown in item 1K of the Itemization of Amount Financed. See your debt cancellation agreement for details on the terms and conditions it provides. It is a part of this contract.

Term N/A Mos. N/A Debt Cancellation Agreement

I want to buy a debt cancellation agreement.

Buyer Signs X N/A

OPTIONAL SERVICE CONTRACT(S) You want to purchase the service contract(s) written with the following company(ies) for the term(s) shown below for the charge(s) shown in item 1I.

(Optional) Theft Deterrent Device(s)

1. (paid to)	\$ <u>N/A</u>	(D1)
2. (paid to)	\$ <u>N/A</u>	(D2)
3. (paid to)	\$ <u>N/A</u>	(D3)

E. (Optional) Surface Protection Product(s)

1. (paid to)	\$ <u>N/A</u>	(E1)
2. (paid to)	\$ <u>N/A</u>	(E2)

F. EV Charging Station (paid to)

G. Sales Tax (on taxable items in A through F)	\$ <u>N/A</u>	(F)
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H. Electronic Vehicle Registration or Transfer Charge

(not a governmental fee) (paid to)	\$ <u>N/A</u>	(H)
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I. (Optional) Service Contract(s)

1. (paid to)	\$ <u>N/A</u>	(I1)
2. (paid to)	\$ <u>N/A</u>	(I2)
3. (paid to)	\$ <u>N/A</u>	(I3)
4. (paid to)	\$ <u>N/A</u>	(I4)
5. (paid to)	\$ <u>N/A</u>	(I5)

J. Prior Credit or Lease Balance (e) paid by Seller to

Vehicle 1 <u>N/A</u>	Vehicle 2 <u>N/A</u>	\$ <u>N/A</u>	(J)
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(see downpayment and trade-in calculation)

K. (Optional) Debt Cancellation Agreement

L. (Optional) Used Vehicle Contract Cancellation Option Agreement	\$ <u>N/A</u>	(L)
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M. Other (paid to)

For _____	\$ <u>N/A</u>	(M)
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N. Other (paid to)

For _____	\$ <u>N/A</u>	(N)
-----------	---------------	-----

Total Cash Price (A through N)

\$ 21406.03 (1)

2. Amounts Paid to Public Officials

A. Vehicle License Fees	\$ <u>EXEMPT</u>	(A)
B. Registration/Transfer/Titling Fees	\$ <u>EXEMPT</u>	(B)
C. California Tire Fees	\$ <u>N/A</u>	(C)
D. Other _____	\$ <u>N/A</u>	(D)

Total Official Fees (A through D)

\$ N/A (2)

3. Amount Paid to Insurance Companies

(Total premiums from Statement of Insurance)

4. State Emissions Certification Fee or State Emissions Exemption Fee\$ 8.00 (4)

5. Subtotal (1 through 4)

\$ 21414.03 (5)

6. Total Downpayment

A. Total Agreed Value of Property Being Traded-In (see Trade-In Vehicle(s))

\$ N/A (A)Vehicle 1 \$ N/A Vehicle 2 \$ N/A

B. Total Less Prior Credit or Lease Balance (e)

\$ N/A (B)Vehicle 1 \$ N/A Vehicle 2 \$ N/A

C. Total Net Trade-In (A-B) (indicate if negative number)

\$ N/A (C)Vehicle 1 \$ N/A Vehicle 2 \$ N/A

D. Deferred Downpayment Payable to Seller

\$ N/A (D)

E. Manufacturer's Rebate

\$ N/A (E)

F. Other _____

\$ N/A (F)

G. Cash, Cash Equivalent, Check, Credit Card, or Debit Card

\$ N/A (G)

Total Downpayment (C through G)

\$ N/A (6)

(If negative, enter zero on line 6 and enter the amount less than zero as a positive number on line 1J above)

\$ 21414.03 (7)

7. Amount Financed (5 less 6)

11 Company	<u>N/A</u>	Term _____ Miles _____
12 Company	<u>N/A</u>	Mos. or Miles
I3 Company	<u>N/A</u>	Mos. or Miles
Term _____ Miles _____		
I4 Company	<u>N/A</u>	Mos. or Miles
Term _____ Miles _____		
I5 Company	<u>N/A</u>	Mos. or Miles
Term _____ Miles _____		
Buyer X <u>N/A</u>	<u>N/A</u>	Miles

Trade-In Vehicle(s)

1. Vehicle 1

Year <u>N/A</u>	Make <u>N/A</u>
Model <u>N/A</u>	Odometer <u>N/A</u>
VIN _____	

a. Agreed Value of Property

Being Traded-In (a-b) \$ N/Ad. Prior Credit or Lease Balance \$ N/Ae. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ N/A

2. Vehicle 2

Year <u>N/A</u>	Make _____
Model <u>N/A</u>	Odometer <u>N/A</u>
VIN _____	

a. Agreed Value of Property \$ N/Ab. Buyer/Co-Buyer Retained Trade Equity \$ N/A

c. Agreed Value of Property

Being Traded-In (a-b) \$ N/Ad. Prior Credit or Lease Balance \$ N/Ae. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ N/A

Total Agreed Value of Property

Being Traded-In (1c+2c) \$ N/ATotal Prior Credit or Lease Balance (1d+2d) \$ N/ATotal Net Trade-In (1e+2e) \$ N/A

(*See item 6A-6C in the Itemization of Amount Financed)

OPTION: You pay no finance charge if the Amount Financed, item 7, is paid in full on or before _____, Year N/A.
SELLER'S INITIALS N/A

Agreement to Arbitrate: By signing below, you agree that, pursuant to the Arbitration Provision on the reverse side of this contract, you or we may elect to resolve any dispute by neutral, binding arbitration and not by a court action. See the Arbitration Provision for additional information concerning the agreement to arbitrate.

Buyer Signs X-PER-HA-BYXCo-Buyer Signs X N/A

Trade-In Payoff Agreement: Seller relied on information from you and/or the lienholder or lessor of your trade-in vehicle(s) to arrive at the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s). You understand that the amount quoted is an estimate.

Seller agrees to pay the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s) to the lienholder or lessor of the trade-in vehicle(s), or its designee. If the actual payoff amount is more than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), you must pay the Seller the excess on demand. If the actual payoff amount is less than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), Seller will refund to you any overage Seller receives from your prior lienholder or lessor. Except as stated in the "NOTICE" on the back of this contract, any assignee of this contract will not be obligated to pay the Prior Credit or Lease Balance shown in Trade-In Vehicle(s) or any refund.

Buyer Signature X N/ACo-Buyer Signature X N/A

Clerk Copy

2019 NISSAN ROGUE

VEHICLE IDENTIFICATION NUMBER: KNMAT2MV3KP523892

Manufactured By RENAULT SAMSUNG MOTORS CO., LTD
Manufactured In BUSAN, SOUTH KOREA
Plant Company Renault Samsung Motor Plant

Additional Vehicle Info

Gross Vehicle Weight Rating	Class 1C: 4,001 - 5,000 lb (1,814 - 2,268 kg)
Curtain Air Bag Locations	1st & 2nd Rows
Anti-lock Braking System (ABS)	Standard
NCSA Make	Nissan/Datsun
NCSA Model	Rogue (For 2019 on. For model years 2008-2018)
Manufacturer Id	1000
TPMS	Direct
Error Text	0-VIN decoded clean.heck Digit 9th position correct
Side Air Bag Locations	1st Row (Driver & Passenger)
Other Restraint System Info	Driver and Passenger Frontal Air Bags, 3-Point Manual Belts, Side Air Bags, and Curtain Side Air Bags. 2nd row outboard 3-Point Manual Belts and Curtain Side Air Bags, 2nd row center 3-Point Manual Belts.

Vehicle Specifications

VIN	KNMAT2MV8KP526349	Year	2019
Make	Nissan	Model	Rogue
Trim	S	Short Trim	S
Trim Variations	S / SL / SV	Made In	United States
Made In City	SMYRNA	Vehicle Style	AWD
Vehicle Type	Sport Utility Vehicle	Vehicle Series	Crossover
Vehicle Category	Sport Utility Vehicle 2WD	Doors	4
Fuel Type	Hybrid - Gasoline	Fuel Capacity	14.5 gallons
City Mileage	33 miles/gallon	Highway Mileage	35 miles/gallon
Engine	2.0-L L-4 DOHC 16V	Engine Size	2
Engine Cylinders	4	Transmission Type	CVT w/OD
Transmission Gears	6	Driven Wheels	All-Wheel Drive
Anti-Brake System	4-Wheel ABS	Steering Type	Rack & Pinion
Curb Weight	3663	Overall Length	184.50 inches
Overall Height	66.60 inches	Standard Seating	5
Overall Width	72.40 inches	Seatbelt Type	Manual
Body Class	Wagon	MSRP	\$26,150

Itemized Equipment	
Air Conditioning	Keyless Entry
Alarm System	Power Door Locks
Alloy Wheels	Power Seat
AM/FM Stereo	Power Steering
Backup Camera	Power Windows
Blind Spot Monitor	Push Button Start
Bluetooth Wireless	Rear Spoiler
CD/MP3 (Single Disk)	Roof Rack
Cruise Control	Side Air Bags
Daytime Running Lights	Tilt & Relescoping Wheel
Dual Air Bags	Traction Control
Front & Rear Head Curtain Air Bags	Power Lift Gate Release
Equipment Details	
Chassis	
Anti-Brake System	4-Wheel ABS
Steering Type	R&P
Front Brake Type	Disc
Rear Brake Type	Disc
Front Suspension	IND
Rear Suspension	IND
Front Spring Type	Coil
Rear Spring Type	Coil
Tires	P225/65r17
Run Flat Tires	Std.
Interior Dimensions	
Front Headroom	41.60 In.
Rear Headroom	38.50 In.
Front Legroom	43.00 In.
Rear Legroom	37.90 In.
Front Shoulder Room	56.60 In.
Rear Shoulder Room	55.90 In.
Front Hip Room	54.00 In.
Rear Hip Room	52.10 In.
Cargo Bed Dimensions	
Overall Length	
184.50 In.	
Capacities	
Standard Seating	
5	
Fuel Efficiency	
City Mileage	
33 miles/gallon	
Highway Mileage	
35 miles/gallon	
Fuel Type	
Hybrid	
Fuel Capacity	
14.5 gallons	
Exterior Dimensions	
Overall Length	
184.50 In.	
Overall Width	
72.40 In.	
Overall Height	
66.60 In.	
Wheelbase	
106.50 In.	
Ground Clearance	
8.40 In.	

RETAIL INSTALLMENT SALE CONTRACT – SIMPLE FINANCE CHARGE (WITH ARBITRATION PROVISION)

Dealer Number 42828 Contract Number _____ R.O.S. Number _____ Stock Number P1850

Buyer Name and Address (Including County and Zip Code) PLUMAS CITY PUBLIC HEALTH AGENCY 270 COUNTY HOSPITAL RD # 206 QUINCY, CA. 95971	Co-Buyer Name and Address (Including County and Zip Code) QUINCY AUTO CO. P.O. BOX 1936 QUINCY, CA. 95971 530-283-2277	Seller-Creditor (Name and Address) QUINCY AUTO CO. P.O. BOX 1936 QUINCY, CA. 95971 530-283-2277
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You, the Buyer (and Co-Buyer, if any), may buy the vehicle below for cash or on credit. By signing this contract, you choose to buy the vehicle on credit under the agreements on the front and back of this contract. You agree to pay the Seller - Creditor (sometimes "we" or "us" in this contract) the Amount Financed and Finance Charge in U.S. funds according to the payment schedule below. We will figure your finance charge on a daily basis. The Truth-In-Lending Disclosures below are part of this contract.

New Used	Year	Make and Model	Odometer	Vehicle Identification Number	Primary Use For Which Purchased
4	2019	NISSAN ROGUE	26955	KNMAT2MV3KPS23892	Personal, family or household unless otherwise indicated below. <input type="checkbox"/> business or commercial

FEDERAL TRUTH-IN-LENDING DISCLOSURES

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.	Total Sale Price The total cost of your purchase on credit, including your down payment of
<u>N/A</u> %	\$ <u>N/A</u> (e)	\$ <u>21215.62</u> (e)	\$ <u>21215.62</u> (e)	\$ <u>21215.62</u> (e)

(e) means an estimate

YOUR PAYMENT SCHEDULE WILL BE:

Number of Payments:	Amount of Payments:	When Payments Are Due:
One Payment of		
One Payment of		
One Payment of		
		Monthly beginning
One final payment	\$ <u>21215.62</u>	<u>4-30-2020</u>

Late Charge. If payment is not received in full within 10 days after it is due, you will pay a late charge of 5% of the part of the payment that is late. Prepayment. If you pay early, you may be charged a minimum finance charge. Security Interest. You are giving a security interest in the vehicle being purchased. Additional Information: See this contract for more information including information about nonpayment, default, any required repayment in full before the scheduled date, minimum finance charges, and security interest.

ITEMIZATION OF THE AMOUNT FINANCED (Seller may keep part of the amounts paid to others.)

1. Total Cash Price	\$ <u>19709.00</u> (A)
A. Cash Price of Motor Vehicle and Accessories	\$ <u>19709.00</u>
1. Cash Price Vehicle	\$ <u>N/A</u>
2. Cash Price Accessories	\$ <u>N/A</u>
3. Other (Nontaxable)	\$ <u>N/A</u>
Describe _____	\$ <u>N/A</u>
Describe _____	\$ <u>N/A</u>
B. Document Processing Charge (not a governmental fee)	\$ <u>65.00</u> (B)

STATEMENT OF INSURANCE

NOTICE. No person is required as a condition of financing the purchase of a motor vehicle to purchase or negotiate any insurance through a particular insurance company, agent or broker. You are not required to buy any other insurance to obtain credit. Your decision to buy or not buy other insurance will not be a factor in the credit approval process.

Vehicle Insurance

	Term	Premium
\$ <u>N/A</u> Ded. Comp., Fire & Theft	Mos.	\$ <u>N/A</u>
\$ <u>N/A</u> Ded. Collision	Mos.	\$ <u>N/A</u>
Bodily Injury \$ <u>N/A</u> Limits	Mos.	\$ <u>N/A</u>
Property Damage \$ <u>N/A</u> Limits	Mos.	\$ <u>N/A</u>
Medical \$ <u>N/A</u>	Mos.	\$ <u>N/A</u>

Total Vehicle Insurance Premiums \$ N/A

UNLESS A CHARGE IS INCLUDED IN THIS AGREEMENT FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS AGREEMENT.

You may buy the physical damage insurance this contract requires (see back) from anyone you choose who is acceptable to us. You are not required to buy any other insurance to obtain credit.

Buyer X N/A
Co-Buyer X N/A
Seller X N/A

OPTIONAL DEBT CANCELLATION AGREEMENT. A debt cancellation agreement is not required to obtain credit and will not be provided unless you sign below and agree to pay the extra charge. If you choose to buy debt cancellation, the charge is shown in item 1K of the Itemization of Amount Financed. See your debt cancellation agreement for details on the terms and conditions it provides. It is a part of this contract.

Term N/A Mos. N/A
Debt Cancellation Agreement

I want to buy a debt cancellation agreement.

Buyer Signs X N/A

OPTIONAL SERVICE CONTRACT(S). You want to purchase the service contract(s) written with the following company(ies) for the term(s) shown below for the charge(s) shown in item 1L.

Optional) Theft Deterrent Device(s)

1. (paid to) \$ N/A (D1)
2. (paid to) \$ N/A (D2)
3. (paid to) \$ N/A (D3)

E. (Optional) Surface Protection Product(s)

1. (paid to) \$ N/A (E1)
2. (paid to) \$ N/A (E2)

F. EV Charging Station (paid to)

\$ N/A (F)

G. Sales Tax (on taxable items in A through F)

\$ 1433.62 (G)

H. Electronic Vehicle Registration or Transfer Charge

(not a governmental fee) (paid to) \$ N/A (H)

I. (Optional) Service Contract(s)

1. (paid to) \$ N/A (I1)
2. (paid to) \$ N/A (I2)
3. (paid to) \$ N/A (I3)
4. (paid to) \$ N/A (I4)
5. (paid to) \$ N/A (I5)

J. Prior Credit or Lease Balance (e) paid by Seller to

Vehicle 1 N/A Vehicle 2 N/A \$ N/A (J)
(see downpayment and trade-in calculation)

K. (Optional) Debt Cancellation Agreement

\$ N/A (K)

L. (Optional) Used Vehicle Contract Cancellation Option Agreement

\$ N/A (L)

M. Other (paid to)

For _____ \$ N/A (M)

N. Other (paid to)

For _____ \$ N/A (N)

Total Cash Price (A through N)

\$ 21207.62 (1)

2. Amounts Paid to Public Officials

A. Vehicle License Fees
B. Registration/Transfer/Titling Fees
C. California Tire Fees
D. Other

\$ EXEMPT (A)
\$ EXEMPT (B)
\$ N/A (C)
\$ N/A (D)

Total Official Fees (A through D)

\$ N/A (2)

3. Amount Paid to Insurance Companies

(Total premiums from Statement of Insurance)

\$ N/A (3)

4. State Emissions Certification Fee or State Emissions Exemption Fee

\$ 8.00 (4)

5. Subtotal (1 through 4)

\$ 21215.62 (5)

6. Total Downpayment

A. Total Agreed Value of Property Being Traded-In (see Trade-In Vehicle(s)): \$ N/A (A)
Vehicle 1 \$ N/A Vehicle 2 \$ N/A

B. Total Less Prior Credit or Lease Balance (e) \$ N/A (B)
Vehicle 1 \$ N/A Vehicle 2 \$ N/A

C. Total Net Trade-In (A-B) (indicate if negative number) \$ N/A (C)
Vehicle 1 \$ N/A Vehicle 2 \$ N/A

D. Deferred Downpayment Payable to Seller \$ N/A (D)

E. Manufacturer's Rebate \$ N/A (E)

F. Other \$ N/A (F)

G. Cash, Cash Equivalent, Check, Credit Card, or Debit Card \$ N/A (G)

Total Downpayment (C through G) \$ N/A (6)

(If negative, enter zero on line 6 and enter the amount less than zero as a positive number on line 1J above)

\$ 21215.62 (7)

7. Amount Financed (5 less 6)

Trade-In Payoff Agreement: Seller relied on information from you and/or the lienholder or lessor of your trade-in vehicle(s) to arrive at the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s). You understand that the amount quoted is an estimate.

Seller agrees to pay the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s) to the lienholder or lessor of the trade-in vehicle(s), or its designee. If the actual payoff amount is more than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), you must pay the Seller the excess on demand. If the actual payoff amount is less than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), Seller will refund to you any overage Seller receives from your prior lienholder or lessor. Except as stated in the "NOTICE" on the back of this contract, any assignee of this contract will not be obligated to pay the Prior Credit or Lease Balance shown in Trade-In Vehicle(s) or any refund.

Buyer Signature X

N/A

Co-Buyer Signature X

N/A

Term	<u>N/A</u>	Mos. or	<u>N/A</u>	Miles
I2 Company				
Term		Mos. or		Miles
I3 Company				
Term		Mos. or		Miles
I4 Company				
Term		Mos. or		Miles
I5 Company				
Term		Mos. or		Miles
Buyer X	<u>N/A</u>		<u>N/A</u>	

Trade-In Vehicle(s)

1. Vehicle 1
Year N/A Make N/A
Model N/A Odometer N/A
VIN N/A
a. Agreed Value of Property \$ N/A
b. Buyer/Co-Buyer Retained Trade Equity \$ N/A
c. Agreed Value of Property

Being Traded-In (a-b) \$ N/A

d. Prior Credit or Lease Balance \$ N/A

e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ N/A

2. Vehicle 2

Year N/A Make N/A

Model N/A Odometer N/A

VIN N/A

a. Agreed Value of Property \$ N/A

b. Buyer/Co-Buyer Retained Trade Equity \$ N/A

c. Agreed Value of Property

Being Traded-In (a-b) \$ N/A

d. Prior Credit or Lease Balance \$ N/A

e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ N/A

Total Agreed Value of Property

Being Traded-In (1c+2c) \$ N/A *

Total Prior Credit or Lease

Balance (1d+2d) \$ N/A *

Total Net Trade-In (1e+2e) \$ N/A *

(*See item 6A-6C in the Itemization of Amount Financed)

OPTION: You pay no finance charge if the Amount Financed, item 7, is paid in full on or before _____, Year N/A.
SELLER'S INITIALS N/A

Agreement to Arbitrate: By signing below, you agree that you will be bound by the Arbitration Provision on the reverse side of this contract, you or we may elect to resolve any dispute by neutral, binding arbitration and not by a court action. See the Arbitration Provision for additional information concerning the agreement to arbitrate.

Buyer Signs X P.C.P.H.A. BY

Co-Buyer Signs X N/A



Plumas County Environmental Health

270 County Hospital Rd., Ste 127, Quincy CA 95971
Phone 530-283-6355 ~ FAX 530-283-6241

JB.1.

Date: April 22, 2020

To: Honorable Board of Supervisors

From: Jerry Sipe, Environmental Health

Agenda: Consent Agenda Item for May 12, 2020

Item Description/Recommendation: Approve a Resolution authorizing annual submittal of the solid waste Local Enforcement Agency (LEA) Grant for FY 2020-21, and authorize the Director of Environmental Health to sign various assurances as the Board's designee.

Background Information: As the Board is aware, Environmental Health is the designated Local Enforcement Agency (LEA) for the county's solid waste program, providing solid waste facilities permit and inspection services. To help off-set costs for this state-mandated local enforcement program, the California Department of Resources, Recycling and Recovery (CalRecycle) provides grant funds to local jurisdictions. It is time to submit the Plumas County application for FY 2020-21 funding. It is anticipated that approximately \$17,000 will be available to Plumas County next fiscal year.

At this time, the Board is asked to approve a Resolution authorizing submittal of an application to CalRecycle for the Local Enforcement Agency Grant for FY 2020-21, and authorize the Environmental Health Director to sign various assurances as the Board's designee. A copy of the Resolution, approved to form by County Counsel, is attached. If you have any questions, please contact me at 283-6367.

Thank you.

enclosure

Resolution Number _____

CALIFORNIA DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY
LOCAL ENFORCEMENT AGENCY GRANT APPLICATION

**RESOLUTION AUTHORIZING
LOCAL ENFORCEMENT AGENCY GRANT APPLICATION**

WHEREAS, Public Resources Code Sections 40000 et seq. authorizes the California Department of Resources, Recycling and Recovery (Cal Recycle) to administer grant funds to support the Local Solid Waste Enforcement program; and

WHEREAS, Environmental Health is the state-certified Local Enforcement Agency for solid waste in Plumas County; and

WHEREAS, Cal Recycle grant application procedures require, among other things, an applicant's governing body to declare by Resolution certain authorizations related to the administration of Cal Recycle grants,

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors authorizes the submittal of an application to the California Department of Resources, Recycling and Recovery for a Local Enforcement Agency Grant for the Fiscal Year 2020-21. The Environmental Health Director is authorized and empowered by the Plumas County Board of Supervisors to execute all necessary application, contract, agreements and amendments for the purposes of securing grant funds and to implement and carry out this program provided, however, that any contract, agreement or amendment requisitioning goods or services shall remain subject to the Plumas County Purchasing Policy.

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 the Board of Supervisors on May 12, 2020.

Ayes:

Noes:

Absent:

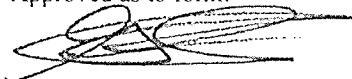
Abstain

Chair, Board of Supervisors

Attest:

Clerk of the Board of Supervisors

Approved as to form:



4/30/20

Gretchen Stuhr
Deputy County Counsel III



Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

JB.J

Date: May 5, 2020

To: Honorable Board of Supervisors

From: Jerry Sipe

Agenda: Agenda Item for March 5, 2019

Recommendation: Request the Chair of the Board of Supervisors to Sign a Letter Supporting Assembly Bill 2296

Background and Discussion: Assembly Bill 2296 (AB 2296) pertains to sustainable funding for the local oversight of public drinking water systems. Environmental Health is designated as a Local Primacy Agency (LPA), and we are responsible for carrying out this regulatory oversight program for small public drinking water systems. Because safe drinking water oversight costs exceed the amount of fees that can be collected from small water systems, in 2013 the state Division of Drinking Water provided LPA Counties with one-time funding to help offset those costs. But this funding will be exhausted at the end of the fiscal year and AB 2296 would replace that funding.

AB 2296 is similar to AB 402, which the Board supported last year, but unfortunately it was not signed into law. The purpose of AB 2296 is to continue funding local, effective, and accountable drinking water oversight. With COVID-19 straining local funding sources, AB 2296 is more important now than ever. At this time, the Board is asked to authorize the Chair to sign a letter supporting AB 2296. A draft letter is attached for your review and consideration.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosure

BOARD OF SUPERVISORS

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



May 12, 2020

The Honorable Bill Quirk
20th Assembly District
State Capitol, Room 2163
Sacramento, CA 95814

SUBJECT: Support for AB 2296 – Optional LPA Fund Stabilization

Dear Assemblymember Quirk:

Plumas County is pleased to offer its support for your AB 2296 which offers a much-needed fund stabilization option for local jurisdictions to implement their Local Primacy Agency (LPA) drinking water oversight programs. This measure has become even more important since the outbreak of COVID-19 because of the strain this pandemic has placed on all local environmental health programs statewide. AB 2296 helps to ensure that all Californians who rely on public drinking water systems – regardless of whether they live in counties whose system oversight is through the state or delegated to the county – can be assured of safe and affordable drinking water.

Specifically, the measure will enable counties who oversee their water system through Local Primacy Agency (LPA) delegation agreements to provide the required level of system oversight as specified by state and federal law with the most efficient use of limited resources. The measure changes the Public Drinking Water Oversight system to provide an opt-in/optional alternative funding mechanism in the following way:

- The Division of Drinking Water (DDW) would implement and administer small public water system oversight fees statewide.
- Aggregated public water system fees would fund the work of both state and local oversight staff.
- Develop staffing formulas so the appropriate level of oversight is maintained statewide.
- Amend the Health and Safety Code to allow the state and LPA counties to enter into agreements for the reimbursement of public water system oversight costs.
- Evaluate the current SWRCB public water system fee schedule and adjust as necessary.
- LPAs would be eligible to participate in the program effective for the 2022-23 fiscal year.

Your legislation will secure funding for the established, effective LPA regulatory program which currently serves the needs of 30 counties and their small public drinking water systems. If LPAs are funded at the same level as the SWRCB regulatory program, LPAs can provide equal or better programs to their small public drinking water systems and 400 disadvantaged communities currently being left behind. Furthermore, we

understand that there is no opposition from the affected water agencies on the bill as they have likely concluded that AB 2296 will enable local jurisdictions to remain LPAs and possibly reduce overall costs of small water system oversight.

It should be noted that this bill is substantially similar to AB 402 which you authored last year, with some clarifications and fiscal adjustments taken at the request of the water agencies and SWRCB, including:

- Requirement that participating LPAs shall identify small water systems that may be most suitable for consolidation;
- Obligation on SWRCB to make a determination that the local agency applying for the fund stabilization has a financial need for it;
- Declaration that funds for the stabilization program shall be from any and all appropriate source, including General Funds; and
- Removal of any mandate on SWRCB to adopt regulation to implement the optional program (in proposed amendments).

Thank you for your leadership on this issue and we urge the Legislature to enact this optional funding mechanism that will support local control and enhance public health protection.

Sincerely,

Kevin Goss, Chair
Plumas County Board of Supervisors



Tim W. Gibson
Agricultural Commissioner
Sealer of Weights & Measures
timgibson@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture

Agriculture Commissioner Sealer of Weights and Measures



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

JC

Date: May 1, 2020

To: Honorable Board of Supervisors

From: Tim Gibson, Agricultural Commissioner/
Sealer of Weights & Measures

Re: USDA/Plumas National Forest Agreement # 20-PA-11051100-006

A handwritten signature of Tim Gibson.

Recommendation: Approve and authorize Agricultural Commissioner, Tim Gibson to sign Agreement #20-PA-11051100-006 between USDA/Plumas National Forest and Plumas County.

Background and Discussion: This agreement between USDA/Plumas National Forest and Plumas County is in the amount of \$22,670. The scope of work included in this agreement is using mechanical and hand pulling methods, remove and control approximately 640 acres of Scotch Broom along county roads and right-of-ways within, and adjacent to, the Plumas National Forest. Work with private landowners in removing Scotch Broom from their land and educate on how to monitor and maintain sites. Approved as to form by County Counsel.



Office of the Sheriff

Office of Emergency Services

2D

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: April 27, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns
RE: Agenda Items for the meeting of May 12, 2020

It is recommended that the Board:

Approve and sign contract #PCSO000142 between the Plumas County Sheriff's Office (PCSO) and Susan McCourt in the amount of \$60,000.

Background and Discussion:

The term of this contract is 07/01/20-06/30/21. This purpose of this agreement with Susan McCourt is to provide services as a fire prevention specialist.

Agreement has been reviewed and approved as to form by County Counsel.

A handwritten signature in black ink, appearing to read "Todd Johns".

**SERVICES AGREEMENT
FOR
SUSAN McCOURT**

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 Susan McCourt, hereinafter referred to as "Subcontractor".

WITNESSETH:

- A. **WHEREAS**, County proposes to have Subcontractor to perform the duties listed in Attachment A (Fire Prevention Specialist 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**, Subcontractor represents that it has that degree of specialized knowledge and experience contemplated within community wildfire protection planning and firewise community program planning; and
- C. **WHEREAS**, County and Subcontractor 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 SUBCONTRACTOR

1.1. **Scope of Services.** Subcontractor 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 Subcontractor 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 Subcontractors in similar fields and circumstances in accordance with sound professional practices. Subcontractor also warrants that it is familiar with all laws that may affect its performance of this Agreement.

1.3. **Warranty.** Subcontractor 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. Subcontractor 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 Subcontractor's performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Subcontractor 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. Subcontractor acknowledges that County may enter into agreements with other Subcontractors 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. Subcontractor may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Subcontractor's sole cost and expense.

1.7. Employees, Agents, and Subcontractors. Subcontractor represents that all work performed under this Agreement will be performed by Subcontractor herself and not by any employee, agent, or subcontractor of Subcontractor without the prior written consent of County. Subcontractor hereby certifies to County that she does not have any employees.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Subcontractor 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"). Subcontractor's compensation shall in no case exceed Sixty thousand Dollars (\$60,000.00) 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 Subcontractor or furnish any other consideration under this Agreement and Subcontractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Subcontractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Subcontractor acknowledges and agrees

that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

2.3. Additional Services. Subcontractor 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 Subcontractor 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. Subcontractor 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 Subcontractor's services which have been completed to County's sole satisfaction. County shall pay Subcontractor'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 Subcontractor'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 July 1, 2020 ("Effective Date") and be in effect until June 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, Subcontractor 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 Subcontractor 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 Subcontractor.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Subcontractor 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 Subcontractor, at no cost to County. Any use of uncompleted documents without specific written authorization from Subcontractor shall be at County's sole risk and without liability or legal expense to Subcontractor.

5.0. INSURANCE

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

- (a) Professional liability errors and omissions insurance, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury with a policy limit of not less than 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 bodily injury limit of the greater of not less than two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) property damage per accident.
- (c) Pursuant to California law, Subcontractor is not required to carry workers' compensation insurance so long as Subcontract does not have any employees. Should Subcontractor hire any employees, Subcontractor agrees to obtain worker's compensation as required by law.

5.2. Endorsements. Subcontractor and County agree to the following with respects to insurance provided by Subcontractor:

- (a) Subcontractor agrees to obtain endorsements for third party general liability coverage required here to include as additional insureds, County, its officials, employees, representatives, and agents. Subcontractor also agrees to require this same provision of all Subcontractors, joint ventures or other parties engaged by or on behalf of Subcontractor in relation to this agreement.
- (b) Subcontractor agrees to require insurers to provide notice to the County thirty (30) days prior to cancellation of liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Subcontractor shall assure that this provision also applies to any subcontractors, joint venturers or any other party engaged by or on behalf of Subcontractor in relation to this Agreement. Certificate(s) are to reflect that the insurer will provide thirty (30) days notice to County of any cancellation of coverage.
- (c) The Subcontractor'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.
- (d) No liability insurance coverage provided to comply with Agreement shall prohibit Subcontractor, or Subcontractor's employees, or agents, from waiving the right of subrogation prior to loss, Subcontractor waives its right to subrogation against the County.

5.3. Certificates of Insurance. Subcontractor 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 Subcontractor 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.

Subcontractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Subcontractor 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 Subcontractor in the performance of this Agreement.

Subcontractor shall designate a Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Subcontractor 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 Office of Emergency Services
1400 E. Main Street
Quincy, CA 95971
Attention: Carson Wingfield
(530) 283 – 6343
FAX (530) 283-6344
Email cwingfield@pcso.net

SUBCONTRACTOR:

Susan McCourt
Post Office Box 30221
Cromberg, CA 96103
Attention: Susan McCourt
(530) 836-1977
FAX (530) 836-1977
Email suemccourt1@gmail.com

6.5. Drug Free Workplace. Subcontractor certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Subcontractor'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. Subcontractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Subcontractor'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 Subcontractor of Subcontractor's obligation to perform all other obligations to be performed by Subcontractor 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 Subcontractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Subcontractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Subcontractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. 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. Subcontractor is and shall be acting at all times as an independent contractor and not as an employee of County. Subcontractor 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 Subcontractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Subcontractor will provide and use its own materials and supplies when providing services under this agreement.

6.11. PERS Eligibility Indemnification. In the event that Subcontractor or any employee, agent, or subcontractor of Subcontractor 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, Subcontractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Subcontractor or its employees, agents, or subcontractors, 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, Subcontractor and any of its employees, agents, and subcontractors 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 Subcontractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of County. Subcontractor 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 Subcontractor. County shall indemnify and hold harmless Subcontractor 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 Subcontractor. Subcontractor 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. Subcontractor 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 Subcontractor, or any of its subcontractors, 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 Subcontractor 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. Subcontractor shall be responsible for its work and results under this Agreement. Subcontractor, 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 Subcontractor occurs, then Subcontractor shall, at no cost to County, provide all necessary design drawings, estimates and other Subcontractor 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. Subcontractor 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 Subcontractor 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.

- \$10,000 or more total contract amount.

[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.

SUBCONTRACTOR:

Susan McCourt

Date: _____

COUNTY OF PLUMAS:

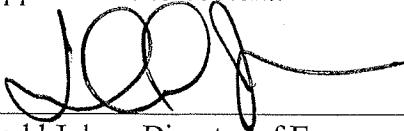
Approved as to form:



Plumas County Counsel

Date: 4/20/2020

Approved as to content:



Todd Johns, Director of Emergency Services

Date: 4/27/2020

Kevin Goss, Chair
Board of Supervisors

Date: _____

Attest:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

Date: _____

**EXHIBIT A – FIRE PREVENTION SPECIALIST
SCOPE OF WORK**

- Facilitate continued cooperation and coordination between and among Plumas County Firesafe Council, Plumas County Fire Chief's Association, existing Fire Protection (or service) Districts, Cal Fire, US Forest Service and other fire prevention agencies by regularly attending meetings, providing updates, developing reports and providing wildland fire prevention information and knowledge as appropriate.
- Work with Plumas County Fire Safe Council to increase the number of Firewise Communities throughout Plumas County through education and outreach to the local fire departments, various community organizations and the public.
- Upon request, provide wildfire prevention planning, consultation and advice to the Plumas County Planning Department, the Plumas County Planning Commission, the Office of Emergency Services, Firewise Communities, Fire Safe Council, other organizations and the public.
- Facilitate input from Plumas County Fire Departments regarding the Community Wildfire Protection Plan (CWPP) and Firewise Community development and assist Plumas County Fire Safe Council in developing, coordinating, reviewing, and updating CWPPs.
- Work with Fire Safe Council, local fire departments, community leaders and organizations to develop wildfire prevention strategies and mitigation measures.
- Provide Quarterly updates to the Plumas County Board of Supervisors during a regularly scheduled and publicly held Board meeting.
- Develop and implement action plans to provide homeowner education and outreach for properties located outside existing fire protection district boundaries.

EXHIBIT B - FEE SCHEDULE**INVOICING AND PAYMENT:**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the Subcontractor at the rate of \$85.00 per hour.
- B. Invoice(s) Shall:
 - 1) Include backup documentation to support the invoice.
 - 2) Bear the Subcontractors name, exactly as shown on the Agreement.
 - 3) Bear the Subcontractor Agreement Number.
 - 4) Identify the deliverables covered on invoice
 - 5) Invoice(s) must be signed by authorized personnel.
- C. Invoice(s) shall be submitted monthly to the Project Manager listed in this Agreement under General Provisions, 6.4 Notices.

PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



DATE: 5/4/2020

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ROBERTA M. ALLEN – AUDITOR/CONTROLLER

SUBJECT: Authorize Auditor Controller to recruit and fill position of
Accountant Auditor I or II, vacant due to retirement, 1.0 FTE

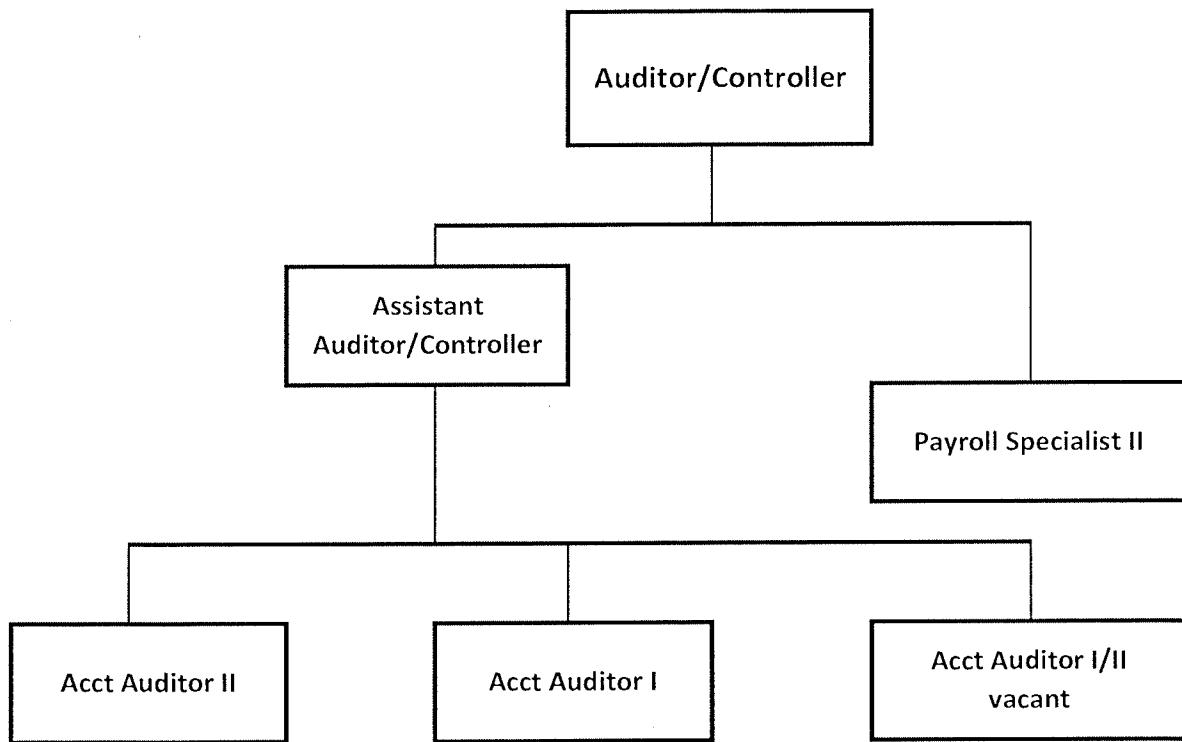
Recommendation:

Authorize Auditor Controller to recruit and fill 1.0 FTE position of Accountant Auditor I or II, vacant due to retirement.

In March, 2020 a staff member retired that had been with the county for 22 years, 4 of those years she had been employed in the Auditor's office. Due to the heavy workload in the Auditor's office we request permission to recruit and fill this position as soon as possible.

Auditor Department

Organizational Chart



ACCOUNTANT AUDITOR II

DEFINITION

Under supervision, to perform accounting, auditing and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to maintain information on County tax rates and rolls; to assist with control of the County's or a Department's budget; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Accountant/Auditor class series. Incumbents perform a variety of complex accounting and auditing work. Incumbents are expected to have substantial accounting and auditing knowledge and background. Incumbents may be assigned responsibility for a special fiscal area such as fiscal monitoring for a department or departments which have complex financial reporting requirements.

REPORTS TO

Assistant Auditor/Controller.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ACCOUNTANT/AUDITOR II - 2

EXAMPLES OF DUTIES

- Performs technical accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Maintains proper tax roll fiscal balances.
- Apportions tax roll monies to the proper accounts and funds.
- Analyzes the impact of the tax roll changes on County revenue.
- Maintains fixed asset inventories.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Maintains proper controls on trust accounts.
- Reviews and reconciles County and special district warrants.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- Operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

ACCOUNTANT/AUDITOR II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.
- Cost accounting and budgeting procedures.
- Auditing theory, principles, and techniques and their application to government finance.
- Laws and regulations affecting the financial operations of the County and special districts.
- Principles of account classification.
- Budget development and control.
- Excel (intermediate skill level), Word (basic skill level).
- Office management methods and procedures.

Ability to:

- Perform technical accounting work.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work as a team player.
- Maintain positive attitude towards co-workers and public.

ACCOUNTANT/AUDITOR II - 4

TRAINING AND EXPERIENCE

One (1) year of experience comparable to that of an Accountant/Auditor I with Plumas County,
AND

Equivalent to successful completion of the courses required for a major in accounting at an
accredited four (4) year college or university.

OR

Successful completion of a professional accounting curriculum given by an approved institution
which included courses in elementary and advanced accounting, auditing, cost accounting, and
business law.

OR

Three years of responsible professional accounting experience. A combination of two or more of the
following skills would qualify: knowledge of financial statement preparation and analysis;
experience using a computerized accounting system; preparation of financial reports and
reconciliations; filing reports with outside agencies; payroll and payroll reporting.

OR

Other combinations of experience and education may be considered.

Special Requirements:

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

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

ACCOUNTANT AUDITOR I**DEFINITION**

Under supervision, to perform accounting, auditing and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to assist with the maintenance of information on County tax rates and rolls; to assist with control of the County's budget; to learn the methods and procedures used by the Auditor/Controller's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Accountant/Auditor class series. Incumbents perform a variety of less complex accounting and auditing work. Incumbents are expected to increase their skill and knowledge of technical accounting and auditing procedures during the training period. As soon as an incumbent has demonstrated substantive knowledge of the Department's procedures and policies and the ability to independently perform complex accounting work, as well as assist with auditing functions, they may expect promotion to the next higher level of Accountant/Auditor II.

REPORTS TO

Assistant Auditor/Controller

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ACCOUNTANT/AUDITOR I - 2

EXAMPLES OF DUTIES

- Performs accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Assists with maintaining proper tax roll fiscal balances.
- Assists with analyzing the impact of the tax roll changes on County revenue.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Assists with maintaining proper controls on trust accounts.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- Operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

ACCOUNTANT/AUDITOR I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.
- Cost accounting and budgeting procedures.
- Basic auditing theory and techniques.
- Budget development and control.
- Excel (intermediate skill level), Word (basic skill level).
- Office management methods and procedures.

Ability to:

- Perform technical accounting work.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work as a team-player.
- Maintain positive attitude towards co-workers and the public.

ACCOUNTANT/AUDITOR I - 4

TRAINING AND EXPERIENCE

Equivalent of successful completion of the courses required for a major in accounting at an accredited four (4) year college or university;

OR

Successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law;

OR

Three years of responsible professional accounting experience. A combination of two or more of the following skills would qualify: knowledge of financial statement preparation and analysis; experience using a computerized accounting system; preparation of financial reports and reconciliations; filing reports with outside agencies; payroll and payroll reporting.

OR

Other combinations of experience and education may be considered.

Special Requirements:

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

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

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971

PHONE (530) 283-6307 FAX (530) 283-6045

Tony Hobson, Ph.D., Director



Date: May 4, 2020

To: Honorable Board of Supervisors

From: Tony Hobson, Director

Agenda: Consent Agenda Item for May 12, 2020 Meeting

Item Description: Requesting the Board to approve and authorize the Chair to sign a Memorandum of Understanding (MOU) between Plumas and Sierra Counties, articulating the roles and responsibilities of this project, including reimbursement to Plumas County for payments up to \$41,100.00 for technical assistance consultant services completed on behalf of both counties, for the Plumas and Sierra County housing needs assessments, *No Place Like Home Program* non-competitive applications, and homeless and supportive services plans.

Recommendation: It is respectfully requested that the Board approve and authorize the Chair to sign a Memorandum of Understanding (MOU) between Plumas and Sierra Counties, articulating roles and responsibilities of this project, including reimbursement to Plumas County for payments up to \$41,100.00, for technical assistance consultant services completed by Housing Tools on behalf of both counties, for the Plumas and Sierra County housing needs assessments, *No Place Like Home Program* non-competitive applications, and homeless and supportive services plans.

Background and Discussion: Plumas County Behavioral Health is partnering with Sierra County's Health and Human Services Agency to leverage the two counties' CA State Department of Housing and Community Development (HCD) *No Place Like Home Program* Technical Assistance Grant funds, and having contracted with James Coles, dba Housing Tools, an affordable housing consultant with experience working in small, rural counties.

The purpose of this MOU between the counties is to articulate the roles and responsibilities of the *No Place Like Home Program* Technical Assistance Grant project, including reimbursement to Plumas County for 50% of payments made to the consultants on behalf of both counties for deliverables set forth in the scope of work of the Service Agreement between the County and James Coles, dba Housing Tools, approved by the Board on September 3, 2019.

No Place Like Home (NPLH) is a statewide housing program administered through the HCD with the goal of developing and providing local permanent supportive housing to the target population of people living with a serious mental illness and to families with children living with a serious emotional disturbance. The *NPLH* Technical Assistance Grant was awarded to Plumas County in October 2018. Plumas County Behavioral Health and Sierra County Health and Human Services Agency began working on the *NPLH* TA Grant request for proposals process in Spring 2019.

No General Fund monies are used for these purposes. This MOU has been approved to form by County Counsel and was approved by the Sierra County Board of Supervisors on April 7, 2020.

Thank you.

PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER
BIANCA HARRISON, CMA • ASSISTANT AUDITOR / CONTROLLER



3A.1.

DATE: May 4, 2020

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ROBERTA M. ALLEN – AUDITOR/CONTROLLER

SUBJECT: Approve changes to 19/20 budget per 2 CFR Cost Allocation Plan for use in 19/20, as approved by the State Controller's Office on 9/25/2019.

Recommendation:

Approve changes to 19/20 budget per 2 CFR Cost Allocation Plan for use in 19/20, as approved by the State Controller's Office on 9/25/19.

Background:

The Cost Allocation Plan is approved by the State Controller's Office each year. The State Controller's Office is the cognizant agency for the Federal Office of Management and Budget. The Cost Allocation Plan is used to allocate overhead for expense claiming on federal and state grants. The county received the final cost plan report on 9/25/19, after the adoption of the final budget for Plumas County for FY19/20. The reimbursement budget was updated in General Services, but due to an oversight, the budgets for the individual departments were not updated. Departments with significant changes have been notified.

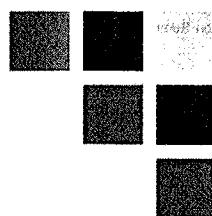
County of Plumas, California

2 CFR PART 200 COST ALLOCATION PLAN

**Fiscal Year 2017/2018
For Use in Fiscal Year 2019/2020**



2251 Harvard Street, Suite 134 | Sacramento, CA 95815
916.443.3411 | mgtconsulting.com



09.08.2019

FY18 for use in FY20

Plumas County
2 CFR Part 200 Cost Allocation Plan

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Plumas County
2 CFR Part 200 Cost Allocation Plan

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Plumas County
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Summary Schedule

Department	20370 Inten Drug Supr	20400 Probation	20409 Prob- Adult High Risk	20418 Prob- AB109	20420 Victim Witness	20423 General Plan	20425 Ag Comm	20426 Building	20428 Animal Control	20430 Public Guardian
1 Building Depreciation	\$0	\$27,525	\$0	\$0	\$116	\$0	\$9,508	\$10,302	\$37,826	\$21,199
2 Equipment Depreciation	0	5,213	0	0	0	0	10,165	5,745	0	0
3 20030 CAO	0	816	77	40	62	2	258	376	120	60
4 20035 Human Resources	0	15,261	1,068	0	1,047	0	4,130	6,659	1,994	1,237
5 20020 General Services	9	1,924	608	229	229	62	765	961	579	99
6 20080 County Counsel	0	15,184	0	0	0	0	4,655	983	4,443	9,425
7 20040 Auditor	32	7,644	4,880	1,634	1,708	1,466	3,635	4,877	4,266	565
8 20050 Treasurer/Tax Collector	0	517	558	267	116	253	279	354	401	43
9 20120 Facility Services	0	48,989	0	0	1,670	0	5,533	18,489	15,300	3,914
10 20220 Information Technology	0	38,453	0	0	3,007	0	6,153	27,867	7,601	5,266
11 20469 Records Management	0	0	0	0	0	0	0	19,709	0	0
12 Property Insurance	0	2,859	0	0	26	0	1,173	1,026	3,991	228
13 Annex Interest	0	19,764	0	0	0	0	0	0	0	1,579
Total Current Allocations	40	184,148	7,192	2,170	7,981	1,783	46,253	97,348	76,519	24,616
Less: Prior Year Allocations	31	218,069	3,542	560	9,881	712	33,335	98,774	85,683	25,115
Carry-Forward	10	(33,920)	3,650	1,610	(1,901)	1,070	12,918	(1,426)	(9,164)	(800)
Proposed Costs	\$50	\$150,228	\$10,841	\$3,780	\$6,080	\$2,853	\$59,171	\$95,922	\$67,356	\$23,816

Plumas County
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Summary Schedule**Department**

	20639 Court/Wards	20640 Veterans Svcs	20670 County Library	20675 County Literacy	20678 Sierra Co Literacy	20680 Farm Advisor	20702 Solid Waste	20705 SW Bottle Grant	20756 County Parks	20780 Museum
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1 Building Depreciation	\$6,184	\$0	\$27,661	\$0	\$0	\$4,109	\$0	\$0	\$545	\$1,879
2 Equipment Depreciation	0	7,022	0	0	0	4,698	0	0	0	0
3 20030 CAO	0	144	258	99	(0)	55	0	1	67	70
4 20035 Human Resources	0	2,823	4,399	1,862	0	934	0	0	983	1,110
5 20020 General Services	0	348	792	273	9	211	0	18	310	299
6 20080 County Counsel	0	0	13,039	0	0	137	3,529	0	50	366
7 20040 Auditor	1	2,422	5,970	1,623	35	2,118	0	178	3,329	2,397
8 20050 Treasurer/Tax Collector	0	257	674	145	0	220	0	26	416	165
9 20120 Facility Services	0	0	78,042	0	0	10,428	0	0	182,527	34,058
10 20220 Information Technology	0	3,644	7,817	0	0	6,584	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	345	0	2,341	0	0	507	0	0	181	436
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	6,531	16,659	140,992	4,003	44	30,001	3,529	223	188,409	40,779
Less: Prior Year Allocations	4,428	15,106	103,256	5,058	32	14,544	3,826	92	136,056	38,097
Carry-Forward	2,103	1,554	37,736	(1,055)	12	15,456	(297)	131	52,354	2,682
Proposed Costs	\$8,634	\$18,213	\$178,728	\$2,918	\$56	\$45,457	\$3,232	\$354	\$240,763	\$43,461

Plumas County
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Summary Schedule

Department	70304 DA Auto & W/C Fraud	70305 DA JAG Grant	70306 DA SRVP Grant	70307 DA/SLESF Ch 134	70311 DA Asset Forfeiture	70312 DA-Enviro Settlement	20028 Homicide Trials	20446 Bldg Dev/Impact	20447 Abandoned Veh/Abatte	20830 Senior Services
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	0	0	159	0	0	2	0	2	446
4 20035 Human Resources	0	0	0	1,979	0	0	0	0	0	8,025
5 20020 General Services	3	5	4	500	14	12	23	8	34	1,522
6 20080 County Counsel	0	0	0	0	0	0	0	0	0	48
7 20040 Auditor	12	17	14	1,686	62	42	97	28	210	14,666
8 20050 Treasurer/Tax Collector	0	0	0	126	2	0	8	0	24	2,153
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	1,163
10 20220 Information Technology	0	0	0	0	0	0	0	0	0	1,585
11 20459 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	68
13 Annex Interest	0	0	0	0	0	0	0	0	0	469
Total Current Allocations	16	21	18	4,450	79	54	130	35	271	39,999
Less: Prior Year Allocations	12	16	13	9,450	0	0	38	27	0	26,701
Carry-Forward	4	5	4	(5,000)	0	0	92	9	0	13,298
Proposed Costs	\$20	\$26	\$22	\$1551)	\$79	\$54	\$223	\$44	\$271	\$53,297

Plumas County

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Summary Schedule

Department

	70387 Court Security	70388 Jail - SB 678	20521 Road Dept	20522 Road Conting	20500 Fish & Game	22341 Child Abuse Prev	20190 County Fair	20026 Gen'l Fd Title III	20027 Gen'l Fd Title III	70590 Social Services
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1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$4,943	\$0	\$0	\$66,254
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	220	110	3,750	0	2	7	209	0	10	2,572
4 20035 Human Resources	3,692	2,027	57,345	0	11	0	2,297	0	0	41,340
5 20020 General Services	662	303	10,156	1	135	227	1,244	2	61	6,676
6 20080 County Counsel	0	0	12,257	0	0	27	1,618	0	0	49,795
7 20040 Auditor	2,385	1,418	48,702	4	1,178	1,248	9,080	8	221	20,844
8 20050 Treasurer/Tax Collector	118	0	7,171	0	100	102	1,000	0	27	2,490
9 20120 Facility Services	0	0	0	0	0	0	2,995	0	0	119,458
10 20220 Information Technology	0	0	11,502	0	0	0	3,280	0	0	16,547
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	610	0	0	6,881
13 Annex Interest	0	0	0	0	0	0	0	0	0	47,572
Total Current Allocations	7,076	3,858	150,883	5	1,426	1,612	27,276	11	319	380,430
Less: Prior Year Allocations	6,350	2,323	152,244	4	1,193	1,030	21,844	8	392	396,032
Carry-Forward	726	1,534	(1,361)	1	234	582	5,432	3	(73)	(15,602)
Proposed Costs	\$7,803	\$5,392	\$149,522	\$7	\$1,660	\$2,194	\$32,708	\$13	\$246	\$361,828

Plumas County
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Summary Schedule

Department	70577 Cal Works MH	70574 Sierra House Bd & Care	70578 Wrap Around Prg	70559 Fed Aid Title III (Hlth)	70560 Health Dept	20621 EMS	70561 Hlth CDC Base	70566 Hlth HPP	70567 Hlth H1N1	70568 Hlth PHER
1 Building Depreciation	\$0	\$1,782	\$0	\$0	\$75,864	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	1	418	3	101	2,101	14	75	60	0	0
4 20035 Human Resources	0	7,732	33	972	31,206	0	1,162	916	0	0
5 20020 General Services	30	1,196	98	456	6,500	99	292	231	1	3
6 20080 County Counsel	0	0	0	0	18,022	0	0	0	0	0
7 20040 Auditor	109	7,769	850	3,046	25,913	220	2,119	1,654	4	11
8 20050 Treasurer/Tax Collector	0	1,035	0	361	2,975	10	230	157	0	0
9 20120 Facility Services	0	26,292	0	0	138,865	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	33,270	0	0	0	0	0
11 20469 Records Management	0	334	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	7,855	0	0	0	0	0
13 Annex Interest	0	0	0	0	53,420	0	0	0	0	0
Total Current Allocations	140	46,558	984	4,936	395,992	343	3,878	3,019	5	14
Less: Prior Year Allocations	1,530	41,252	2,180	4,383	412,316	219	3,762	3,477	4	11
Carry-Forward	(1,390)	5,305	(1,196)	554	(16,324)	125	117	(457)	1	3
Proposed Costs	\$51,863	\$51,863	\$2,121	\$5,490	\$375,668	\$468	\$3,995	\$2,562	\$7	\$18

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Summary Schedule

Department	70340 Every 15 Min	70343 CALNET SO	70344 Homeland Sec-SO	70345 Homeland Sec-OES	70348 DCE/SIP	70350 Boat Safety & Enf	70356 SLESF Sheriff	70357 SLESF Portola	70359 SLESF Jail	70362 Sheriff CCP AB109
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	(0)	7	9	1	11	40	(0)	3	1	316
4 20035 Human Resources	0	14	0	0	0	357	0	0	0	5,069
5 20020 General Services	5	66	48	19	52	232	11	37	13	913
6 20080 County Counsel	0	0	0	0	0	0	0	0	0	0
7 20040 Auditor	21	535	235	146	121	1,442	43	492	50	5,396
8 20050 Treasurer/Tax Collector	0	77	35	18	16	187	0	81	4	676
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	0	0	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	26	699	327	184	199	2,258	53	613	68	12,369
Less: Prior Year Allocations	21	687	31	150	134	2,626	77	439	123	8,688
Carry-Forward	5	11	296	34	65	(368)	(23)	174	(55)	3,682
Proposed Costs	\$31	\$710	\$622	\$219	\$264	\$1,890	\$30	\$787	\$13	\$16,051

Plumas County
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Summary Schedule

Department	20237 DNA Penalty (Prop 69)	20403 Prob OTRAP	20407 Prob Court Drug Grant	20401 Prob Evid Based Supr	20402 Prob JJCPA SLESF	20415 Prob Juvenile Just	2014 Lake Davis Settlement	40044 Tobacco Settlement	20018 Taylorsville Sch Preser	20704 PW CA Used Oil
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	0	1	0	0	60	0	0	0	2
4 20035 Human Resources	0	0	0	0	0	957	0	0	0	0
5 20020 General Services	15	6	20	5	21	307	1	17	12	29
6 20080 County Counsel	0	0	0	0	0	257	0	928	0	0
7 20040 Auditor	54	21	158	19	86	3,639	4	62	62	222
8 20050 Treasurer/Tax Collector	0	0	20	0	2	409	0	0	4	29
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	0	0	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	69	26	199	25	109	5,627	5	1,007	78	282
Less: Prior Year Allocations	52	20	208	19	127	4,053	4	63	120	135
Carry-Forward	17	6	(9)	6	(18)	1,574	1	945	(42)	147
Proposed Costs	\$85	\$33	\$190	\$31	\$92	\$7,201	\$7	\$1,952	\$37	\$429

Plumas County
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Summary Schedule

Department	20272 QLG Litigation	20293 Crim Justice Const	20140 Capital Improvement	20139 Cap Proj Animal Shtr	20137 Courthouse Remodel	20136 Cthse Annex / HHS	20579 SW Plant / Oper	20891 Airports	20892 Airport Cap Imp	20480 Senior Trans
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	10	288	0	0	0	52	181	0	191
4 20035 Human Resources	0	0	0	0	0	0	0	2,133	0	3,158
5 20020 General Services	4	91	1,081	2	5	5	400	1,032	58	774
6 20080 County Counsel	0	0	0	0	0	0	0	2,962	0	0
7 20040 Auditor	15	316	134	7	18	17	1,481	6,047	410	3,872
8 20050 Treasurer/Tax Collector	0	24	0	0	0	0	141	572	39	336
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	0	0	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	19	440	1,502	9	23	21	2,074	12,926	508	8,331
Less: Prior Year Allocations	15	368	159	7	17	16	1,910	12,750	174	18,910
Carry-Forward	5	73	1,343	2	6	5	165	177	333	(10,579)
Proposed Costs	\$24	\$513	\$2,845	\$11	\$28	\$26	\$2,239	\$13,103	\$841	\$12,248

Plumas County
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Summary Schedule

Department	26100 PC Flood Control	26103 Flood Control	26180 CSA #1 Ambulance	26013 Monterey Forum	26012 PC Water Issues	26201 Ranch CSD	26460 Grizzly Ranch CSD	26850 Chester Cemetery	26860 Mills Cemetery	26870 Cromberg Cemetery
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	0	0	0	0	0	0	0	0	0
4 20035 Human Resources	44	0	0	0	0	0	37	169	0	0
5 20020 General Services	90	129	37	12	4	193	74	248	5	37
6 20080 County Counsel	8,283	0	0	0	0	2,874	0	0	0	0
7 20040 Auditor	782	476	166	43	15	2,215	419	2,339	17	157
8 20050 Treasurer/Tax Collector	71	0	6	0	0	302	24	220	0	4
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	272	0	0	0	0	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	9,270	877	209	55	19	5,583	553	2,976	21	198
Less: Prior Year Allocations	4,192	2,090	182	88	15	3,051	7,463	2,638	16	143
Carry-Forward	5,078	(1,213)	27	(33)	5	2,532	(6,910)	338	5	55
Proposed Costs	\$14,349	\$337	\$237	\$21	\$24	\$8,116	\$6,357	\$3,315	\$26	\$233

Plumas County
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Summary Schedule

Department	26570 Graeagle Fire	26580 Hamilton Branch Fire	26590 La Porte Fire	26600 Meadow Valley Fire	26610 Peninsula Fire	26620 Quincy Fire	26630 Sierra Valley Fire	26650 Eastern Fire	26650 Pumas Rural Fire	22191 Local Transp Plan	22193 PP&M
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	0	0	0	0	0	0	0	0	57	13
4 20035 Human Resources	265	0	0	7	2,775	407	0	251	0	0	0
5 20020 General Services	439	344	80	284	705	572	170	438	368	67	67
6 20080 County Counsel	0	0	0	0	0	0	0	0	0	0	0
7 20040 Auditor	5,045	3,857	480	2,999	9,716	9,670	2,082	6,280	913	135	135
8 20050 Treasurer/Tax Collector	630	518	37	369	1,190	1,363	293	903	59	59	12
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	0	0	0	0	963	0	0
11 20459 Records Management	0	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	6,380	4,720	598	3,659	14,387	12,012	2,544	7,872	2,360	226	
Less: Prior Year Allocations	5,789	4,101	549	3,066	14,418	13,638	1,839	4,082	2,226		
Carry-Forward	591	619	49	594	(31)	(1,626)	705	3,790	134	50	
Proposed Costs	\$6,971	\$5,338	\$646	\$4,253	\$14,356	\$10,386	\$3,249	\$11,662	\$2,493	\$276	

Plumas County
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Summary Schedule

Department	26765 Whitehawk CSD	26790 Gold Mnt CSD	26750 Chester PU Zone A	26770 Quincy Comm Svcs	27000 Long Valley CSD	26990 Graeagle CSD	26800 Central Park Rec	26810 Ind Vill CSD	26940 Chester Public Utility	26950 Clio Public Utility
1 Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	0	0	0	0	0	0	0	0	0
4 20035 Human Resources	0	0	0	0	0	0	648	0	0	0
5 20020 General Services	15	17	34	34	151	80	610	42	37	37
6 20080 County Counsel	0	0	0	0	0	0	0	0	0	0
7 20040 Auditor	86	93	154	154	1,529	612	8,535	183	166	166
8 20050 Treasurer/Tax Collector	6	6	6	6	192	49	1,078	6	6	6
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	0	0	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	107	116	194	194	1,872	741	10,871	231	209	209
Less: Prior Year Allocations	195	87	170	185	2,152	1,941	8,519	225	185	182
Carry-Forward	(88)	29	24	9	(280)	(1,199)	2,353	6	25	27
Proposed Costs	\$19	\$145	\$217	\$202	\$1,592	\$(458)	\$13,224	\$236	\$234	\$237

Plumas County
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Summary Schedule

Department	26921 Quincy Cemetery Endow	26922 Cisd Quincy Cem Endow	26851 Chester Cemetery Endow	28080 Meadow Valley Cem Endow	28050 Cromb Cem Endow	28060 Portola Cem Endow	28070 Portola Cem Endow	22110 Greenhorn Creek CSD	3XXX Schools	5XXX All Trusts
¹ Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 20030 CAO	0	0	0	0	0	0	0	0	0	0
4 20035 Human Resources	0	0	0	0	0	0	0	0	0	0
5 20020 General Services	17	2	14	12	8	3	7	40	7,162	10,065
6 20080 County Counsel	0	0	0	0	0	0	0	0	0	0
7 20040 Auditor	62	7	53	43	28	11	25	177	26,469	107,480
8 20050 Treasurer/Tax Collector	0	0	0	0	0	0	0	6	6	6,361
9 20120 Facility Services	0	0	0	0	0	0	0	0	0	0
10 20220 Information Technology	0	0	0	0	0	0	0	0	0	0
11 20469 Records Management	0	0	0	0	0	0	0	0	0	0
12 Property Insurance	0	0	0	0	0	0	0	0	0	0
13 Annex Interest	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	79	9	67	55	35	14	32	223	33,643	123,906
Less: Prior Year Allocations	44	7	41	36	27	11	24	199	25,877	95,259
Carry-Forward	35	2	26	19	9	3	8	24	7,766	28,647
Proposed Costs	\$114	\$11	\$92	\$73	\$44	\$18	\$39	\$248	\$41,409	\$132,553

Allen, Roberta

From: Allen, Roberta
Sent: Friday, May 01, 2020 5:05 PM
To: Blackford, Michelle; Caiazzo, Neal; Correira, Kevin; 'David Lile'; Ferguson, Tracey; Fuchs, Lindsay; Gibson, Tim; Hobson, Tony; Hollister, David; Johns, Todd; Leonhardt, Chuck; 'Metcalf, Erin'; Perreault, Bob; Preston, Dave; 'Scott Lawson'; Selvage, Nancy; Settemire, Craig; Sipe, Jerry; Steffanic, John; White, Charles; White, Julie; Williams, Kathy; Woodruff, Andrew; Baggott, Christina; Bresciani, Shirley; Bromby, Jennifer; 'Che Shannon'; Frank, Damien; Froggatt, Cindie; Goni, Diane; Hagwood, Julie; Hardee, Kyle; Herrera, Miguel; Johns, Sheri; Leonard, Cinda; McAdams, Robert; Nisbet, Melissa; Robinson, Debbie; 'Shelley Evans'; Snyder, Mari; Staggs, Marylou; Towery, Roni; Wightman, Heidi; DaForno, Nancy; 'Goss, Kevin'; 'Jeff Engel'; 'Michael Sanchez'; Simpson, Lori; Thrall, Sharon
Cc: Hydrick, Gabriel; Harrison, Bianca
Subject: cost plan allocation update - 19/20 budgets
Attachments: Cost plan - updated budget 19-20.xlsx; Plumas County FY20 - Updated 2nd draft to SCO.pdf

DUE TO BROWN ACT CONSIDERATIONS, PLEASE DO NOT "REPLY ALL"

All Dept. Heads and Fiscal Officers,

Attached you will find updated budget figures for Account 525000 Overhead based on the updated the 2CFR Part 200 (formerly A-87) overhead allocations as approved by the SCO for FY 19/20. I will be taking these changes to the Board for approval in May. Unfortunately, because the final version of the cost plan was received in mid-September, these changes did not make it into the final budget. Some of the departments will have significant increases and I regret that this was not discovered sooner. I know this is not the best timing with everything else that is going on. Please let me know if you have questions or comments.

Thank you,

Roberta M. Allen, CPA
Plumas County Auditor/Controller
Phone (530)283-6248 Fax (530) 283-6442

FUND	ORG	OBJECT	ACCOUNT DESCRIPTION	As Budgeted	Diff to Approved Cost Plan FY1920	Total Approved Cost Plan
0001	2001852	525000	2001852 TAYLORSVILLE SCHOOL	54.00	(17.00)	37.00
0001D	7030252	525000	7030252 DAOCJPADA SERVICES&SUP	(16.00)	63.00	47.00
0002	2052152	525000	2052152 ROAD SERVICES&SUPPLIES	142,600.00	6,922.00	149,522.00
0003	2050052	525000	2050052 FISH&GAME SERVICES&SUP	1,143.00	517.00	1,660.00
0004	2234152	525000	2234152 CHLDABUSE SERVICES&SUP	(34.00)	2,228.00	2,194.00
0005	2019052	525000	2019052 COUNTY FAIR	34,864.00	(2,156.00)	32,708.00
0013	7059052	525000	7059052 SOCSERV SERVICES&SUPPL	301,600.00	63,228.00	364,828.00
0013	7059152	525000	7059152 PUBAUTH SERVICES&SUPPL	839.00	(172.00)	667.00
0013	7059452	525000	7059452 SOCSVCAST SERVICES&SUP	9,054.00	2,148.00	11,202.00
0013R	7059352	525000	7059352 SSREALIGN SERVICES&SUP	156.00	(15.00)	141.00
0014	7057052	525000	7057052 MNTLHLTH SERVICES&SUPP	148,980.00	96,546.00	245,526.00
0014A	7057152	525000	7057152 MHHMHSAA SERVICES&SUPPLI	86,827.00	(50,701.00)	36,126.00
0014A	7057352	525000	7057352 MHSAPEI SERVICES&SUPPL	535.00	(909.00)	(374.00)
0014A	7057652	525000	7057652 MHSAEHR SERVICES&SUPPL	1,185.00	(2,482.00)	(1,297.00)
0014A	7057952	525000	7057952 MHSAWRKFC SERVICES&SUP	3,459.00	(5,695.00)	(2,236.00)
0014B	7056952	525000	7056952 MHBEHAV SERVICES&SUPPL	4,197.00	(8,349.00)	(4,152.00)
0014C	7057752	525000	7057752 CALWRKSMH SERVICES&SUP	(430.00)	(821.00)	(1,251.00)
0014H	7057452	525000	7057452 SIERRAHSE SERVICES&SUP	15,831.00	36,032.00	51,863.00
0014S	7057552	525000	7057552 SAMHSAMH SERVICES&SUPP	6,049.00	(5,456.00)	593.00
0014W	7057852	525000	7057852 WRAPARND SERVICES&SUPP	(1,018.00)	806.00	(212.00)
0015	7055952	525000	7055952 FDAIDTIII SERVICES&SUP	5,199.00	291.00	5,490.00
0015	7056052	525000	7056052 HEALTH SERVICES&SUPPLI	295,128.00	84,540.00	379,668.00
0015E	2062152	525000	2062152 EMS SERVICES&SUPPLIES	332.00	136.00	468.00
0015P	7056152	525000	7056152 HLTHCDC SERVICES&SUPPL	2,552.00	1,443.00	3,995.00
0015P	7056652	525000	7056652 HLTHHPP SERVICES&SUPPL	3,849.00	(1,287.00)	2,562.00
0015V	2056552	525000	2056552 HLTHVITST SERVICES&SUP	(182.00)	354.00	172.00
0016	7058052	525000	7058052 ALCO&DRUG SERVICES&SUP	67,896.00	(9,615.00)	58,281.00
0016	7063052	525000	7063052 DRUGCT SERVICES&SUPPLI	1,272.00	(202.00)	1,070.00
0016A	7058752	525000	7058752 A&DPROP36 SERVICES&SUP	(756.00)	(2,051.00)	(2,807.00)
0017C	2034252	525000	2034252 SOCIVILOP SERVICES&SUP	507.00	(50.00)	457.00
0017F	7039152	525000	7039152 SOASETFOR SERVICES&SUP	123.00	245.00	368.00
0017G	7033152	525000	7033152 AB443 SERVICES&SUPPLIE	5,329.00	2,216.00	7,545.00
0017G	7033852	525000	7033852 SOSCAAP SERVICES&SUPPL	133.00	(147.00)	(14.00)
0017G	7033952	525000	7033952 PSICGRANT SERVICES&SUP	87.00	(67.00)	20.00
0017G	7034052	525000	7034052 EVRY15MIN SERVICES&SUP	61.00	(30.00)	31.00
0017G	7034352	525000	7034352 SOCALMMET SERVICES&SUP	1,187.00	(477.00)	710.00
0017G	7034852	525000	7034852 DCESP SERVICES&SUPPLIE	78.00	186.00	264.00
0017G	7035052	525000	7035052 BOATSAFTY SERVICES&SUP	1,418.00	472.00	1,890.00
0017G	7035652	525000	7035652 SLESF-S SERVICES&SUPPL	(999.00)	1,029.00	30.00
0017G	7035752	525000	7035752 SOMEDCOM SERVICES&SUPP	645.00	142.00	787.00
0017G	7035952	525000	7035952 SLESF-J SERVICES&SUPPL	44.00	(31.00)	13.00
0017G	7036252	525000	7036252 CCPAB109S SERVICES&SUP	9,365.00	6,686.00	16,051.00
0017G	7038452	525000	7038452 OHVGT SERVICES&SUPPLIE	575.00	236.00	811.00
0017G	7038552	525000	7038552 OESADAS SERVICES&SUPPL	2,967.00	(1,053.00)	1,914.00
0017I	2291152	525000	2291152 INM8WELF SERVICES&SUPP	4,462.00	1,168.00	5,630.00
0017N	2034352	525000	2034352 NARCOTICS SERVICES&SUP	201.00	124.00	325.00
0035	7028052	525000	7028052 CHLDSUPP SERVICES&SUPP	13,353.00	17,681.00	31,034.00
0037	2023752	525000	2023752 DNAPENAL SERVICES&SUPP	74.00	11.00	85.00
0046	2040252	525000	2040252 SLESF-P SERVICES&SUPPL	(89.00)	181.00	92.00
0046	2041552	525000	2041552 JUVJUSTP SERVICES&SUPP	6,647.00	554.00	7,201.00
0046C	2090052	525000	2090052 CRIMLABPN SERVICES&SUP	125.00	(44.00)	81.00
0046R	2040952	525000	2040952 PROBADLTH SERVICES&SUP	6,564.00	4,277.00	10,841.00
0053	4004452	525000	4004452 TOBSETLFD SERVICES&SUP	78.00	1,874.00	1,952.00
0057	2070452	525000	2070452 PWOILREC SERVICES&SUPP	148.00	281.00	429.00
0057	2070552	525000	2070552 SWBOTTLEG SERVICES&SUP	172.00	182.00	354.00
0062	2048852	525000	2048852 VITLSTATS SERVICES&SUP	2,466.00	(1,886.00)	580.00

0062	2048952	525000 2048952 SSTRUNC SERVICES&SUPPL	671.00	(490.00)	181.00
0062M	2228152	525000 2228152 RECMICROG SERVICES&SUP	858.00	(201.00)	657.00
0062O	2241152	525000 2241152 RECMODRN SERVICES&SUPP	5,367.00	(1,766.00)	3,601.00
0064	2041352	525000 2041352 DOMVASST SERVICES&SUPP	439.00	168.00	607.00
0065	2046552	525000 2046552 ERDS SERVICES&SUPPLIES	500.00	(500.00)	-
0067	2055952	525000 2055952 HAVAELLECT SERVICES&SUP	26.00	60.00	86.00
0109	2057952	525000 2057952 SWPLNOPER SERVICES&SUP	2,137.00	102.00	2,239.00
0110	2089152	525000 2089152 AIRPORTS SERVICES&SUPP	12,628.00	475.00	13,103.00
0110A	2089252	525000 2089252 AIRPORTCI SERVICES&SUP	839.00	2.00	841.00
0116	2048052	525000 2048052 CSA#12SRT SERVICES&SUP	19,448.00	(21,696.00)	(2,248.00)
0154	4002552	525000 4002552 WCLIBINS SERVICES&SUP	4,153.00	800.00	4,953.00
0156	2212252	525000 2212252 UNEMPPINS SERVICES&SUPP	355.00	65.00	420.00
0201	2601052	525000 2601052 AIRPOLL SERVICES&SUPPL	75.00	41.00	116.00
0202	2602052	525000 2602052 CMLIGHTNG SERVICES&SUP	2,903.00	595.00	3,498.00
0204	2604052	525000 2604052 QLIGHTNG SERVICES&SUPP	5,886.00	(4,351.00)	1,535.00
0206	2608052	525000 2608052 BECKWCSA SERVICES&SUPP	2,600.00	503.00	3,103.00
0208	2610052	525000 2610052 FLOODCTRL SERVICES&SUP	(10,905.00)	25,254.00	14,349.00
0208B	2610352	525000 2610352 FLOODCTRLB SERVICES&SUP	(337.00)	(337.00)	(337.00)
0215	2618052	525000 2618052 CSA#11AMB SERVICES&SUP	192.00	45.00	237.00
0221	2620152	525000 2620152 WLKRRRNCH SERVICES&SUPP	3,232.00	4,884.00	8,116.00
7015	7056252	525000 7056252 1ST5COMM SERVICES&SUPP	4,922.00	968.00	5,890.00
			1,243,212.00	243,707.00	1,486,919.00

FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2002046 45083 COPY/CERT COPY/EQ	0	0	0	0	0.00	0.00	0.0%
45290 OTHER-C. S. RECOUP 2 1/2%							
2002045 45290 OTHER-C. S. RECOU	0	0	0	-7,665.64	0.00	7,665.64	100.0%
45428 COST PLAN REIM.							
2002045 45428 COST PLAN REIM.	-1,240,844	-246,590	-1,487,434	0.00	0.00	-1,487,434.00	0.0%
46016 CREDIT CARD/OTHER REBATE							
2002046 46016 CREDIT CARD/OTHER	0	0	0	-4,363.52	0.00	4,363.52	100.0%
46026 SALE OF PROPERTY							
2002046 46026 SALE OF PROPERTY	0	0	0	-1,615.00	0.00	1,615.00	100.0%
46055 UNCLAIMED FUNDS							
2002046 46055 UNCLAIMED FUNDS	0	0	0	0.00	0.00	0.00	0.0%
46239 DONATIONS							
2002046 46239 DONATIONS	0	0	0	0.00	0.00	0.00	0.0%
46251 REIMBURSEMENTS/REFUNDS							
2002046 46251 REIMBURSEMENTS/RE	0	0	0	-18,623.38	0.00	18,623.38	100.0%
46252 FLEX BENEFIT REBATE							
2002046 46252 FLEX BENEFIT REBA	0	0	0	0.00	0.00	0.00	0.0%
46257 4850 REIMBURSEMENT							
2002046 46257 4850 REIMBURSEMEM	0	0	0	-11,554.72	0.00	11,554.72	100.0%



PLUMAS COUNTY AUDITOR / CONTROLLER

3A.d.
520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER
BIANCA HARRISON, CMA • ASSISTANT AUDITOR / CONTROLLER

Date: 05/04/2020

To: HONORABLE BOARD OF SUPERVISORS

From: ROBERTA M. ALLEN – AUDITOR/CONTROLLER

Subject: Authorize Auditor/Controller to pay invoices of up to \$14,000 over the project budget of \$300,000 for Munis software conversion. Authorize possible use of General Fund contingency up to \$14,000 if necessary.

Recommendation:

Authorize Auditor/Controller to pay invoices of up to \$14,000 over the project budget amount of \$300,000. Authorize possible use of General Fund contingency of up to \$14,000 if necessary.

Background:

In March, 2018, the County entered into an agreement with Tyler Technologies – Munis for financial and payroll software for Plumas County. The project was kicked off in July, 2018 and the County went live on the financial software on July 1, 2019. Due to unforeseen issues with both the financial phase and the payroll phase that required additional time from Munis consultants, the project is over budget and at this time there are several invoices outstanding.

The project budget was set at \$300,000 in Fiscal Year 2017/18 and the balance has been carried forward each year since. It has come to the attention of the Auditor that the project budget should have matched the contract amount of \$305,627. The actual amount over the contract amount is \$8,029. See the attached Reconciliation of Charges and Payments.

It is the recommendation of the Auditor/Controller that these invoices be paid and then further discussion will be had regarding the best course of action from this point forward.

TYLER TECHNOLOGIES - MUNIS
Reconciliation of Charges and Payments
SaaS Conversion 2017/18 to 5/4/2020

	Saas Fees Paid	Invoices Paid	Total Paid	Outstanding Invoices	Budget Available	Contract Balance*
Beginning Balances						
Year 1 - 17/18	23,977		23,977		300,000	305,627
Year 2 - 18/19	95,907		95,907		276,023	281,650
FY 18/19 - Per Pentamation					180,116	185,743
Less: Consultant, COA setup (moved to 20040 Auditor)		136,884				
Less: Check printer (moved to 20040 Auditor)		(31,625)				
Less: Laptop for Munis (moved to 20040 Auditor)		(1,018)				
Less: Training Room Setup (moved to 20040 Auditor)		(689)				
		(1,176)				
FY 19/20 - Invoices paid			102,376		77,740	83,557
Outstanding Invoices						
Invoice dated 11/30/19 - Web meeting - L. Braswell ** ** held for Site Report, not yet received		2,550.00			(3,419)	2,203
Invoice date 12/31/19 - Web meeting - Oscar ** ** held for Site Report, received 3/16/20			3,187.50		(6,606)	(3,779)
Invoice date 2/27/20 - D. Dickey HCM 2/11 - 2/14/20				5,700.03	(12,306)	(6,679)
Invoice date 3/31/20 - Tyler Forms - Payroll Library				1,200.00	(13,506)	(7,879)
Invoice date 2/29/20 - Tyler Forms Change to AP check					150.00	(13,656)
						(8,029)
						(8,029)
Budget error - from beginning of project FY2017/18						(5,627) *

Amount over contract - Per County at 5/5/2020
Amount over contract - Per Munis at 2/27/2020
Difference - Unresolved as of 5/5/2020

8,029	
2,425	
	5,604



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-285402	11/30/2019	1 of 1

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com

Bill To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Ship To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Customer No.	Ord No	PO Number	Currency	Terms	Due Date	
			USD	NET45	01/14/2020	
Date	Description			Units	Rate	Extended Price
Nov 27 2019	LaDonna Boswell (108904)	PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT		0.5	1,275.00	637.50
Nov 25 2019	LaDonna Boswell (108904)	PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT		1	1,275.00	1,275.00
Nov 26 2019	LaDonna Boswell (108904)	PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT		0.5	1,275.00	637.50

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	2,550.00
Sales Tax	0.00
Invoice Total	2,550.00



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-287533	12/31/2019	1 of 1

Questions:

Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com



Bill To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Ship To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Cust No.-Bill To-Ship To	Ord No	PO Number	Currency	Terms	Due Date
52098 - MAIN - MAIN	108904		USD	NET45	02/14/2020

Date	Description	Units	Rate	Extended Price
Nov 27 2019	Oscar Herrera PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) IMPLEMENTATION	0.5	1,275.00	637.50
Nov 26 2019	Oscar Herrera PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) IMPLEMENTATION	1	1,275.00	1,275.00
Nov 25 2019	Oscar Herrera PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) IMPLEMENTATION	1	1,275.00	1,275.00

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	3,187.50
Sales Tax	0.00
Invoice Total	3,187.50



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-294274	02/27/2020	1 of 1

Questions:

Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com



Bill To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Ship To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Cust No.-Bill To/Ship To	Ord No	PO Number	Currency	Terms	Due Date
52098 - MAIN - MAIN	108904		USD	NET45	04/12/2020

Date	Description	Units	Rate	Extended Price
Feb 11 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) IMPLEMENTATION	1	1,275.00	1,275.00 ✓
Feb 12 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) IMPLEMENTATION	1	1,275.00	1,275.00 ✓
Feb 13 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) IMPLEMENTATION	1	1,275.00	1,275.00 ✓
Feb 10 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Advance Airfare	1	592.31	592.31 ✓
Feb 10 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Per Diem US Rates	1	55.00	55.00 ✓
Feb 10 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Taxi/Car Service	1	33.73	33.73 ✓
Feb 11 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Per Diem US Rates	1	55.00	55.00 ✓
Feb 12 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Per Diem US Rates	1	55.00	55.00 ✓
Feb 13 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Per Diem US Rates	1	55.00	55.00 ✓
Feb 14 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Auto Rental	1	224.90	224.90 ✓
Feb 14 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Auto Rental - Gas	1	47.87	47.87 ✓
Feb 14 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Hotel/Lodging	4	164.67	658.68 ✓
Feb 14 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Per Diem US Rates	1	55.00	55.00 ✓
Feb 14 2020	Duane Dickey PLUMAS COUNTY, CA - MUNIS SAAS CONTRACT (108904) Taxi/Car Service	1	42.54	42.54 ✓

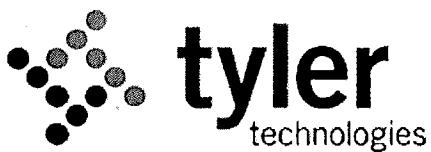
RECEIVED

MAR 02 2020

Auditors / Risk

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	5,700.03
Sales Tax	0.00
Invoice Total	5,700.03



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-297673	03/31/2020	1 of 1

Questions:

Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com



Bill To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

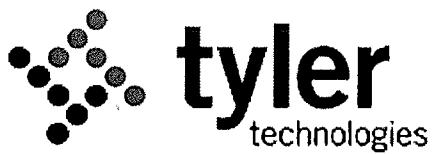
Ship To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Cust No.-Bill To/Ship To	Ord No	PO Number	Currency	Terms	Due Date
52098 - MAIN - MAIN	108904		USD	NET45	05/15/2020

Date	Description	Units	Rate	Extended Price
TYLER FORMS	TYLER FORMS-PAYROLL LIBRARY	1	1,200.00	1,200.00

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	1,200.00
Sales Tax	0.00
Invoice Total	1,200.00



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-294605	02/29/2020	1 of 1

Questions:

Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com



Bill To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Ship To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

<i>Cust No.-Bill To/Ship To</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
52098 - MAIN - MAIN	134983		USD	NET45	04/14/2020
<i>Date</i>	<i>Description</i>		<i>Units</i>	<i>Rate</i>	<i>Extended Price</i>
TYLER FORMS	TYLER FORMS MINOR FORMS MODIFICATION (2 FORMS/SAME CHANGE) - AP		1	150.00	150.00

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MAR 09 2020

Auditors / Risk

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	150.00
Sales Tax	0.00
Invoice Total	150.00



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Credit Memo

Invoice No	Date	Page
045-295188	02/29/2020	1 of 1

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com



Bill To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Ship To: Plumas County
Attn: Roberta Allen
520 Main Street
Room 205
Quincy, CA 95971

Cust No.-Bill To/Ship To	Ord No	PO Number	Currency	Terms	Due Date
52098 - MAIN - MAIN			USD	RECEIPT	02/29/2020

Date	Description	Units	Rate	Extended Price
	Credit for 10% Markup on Per Diem and/or Mileage	1	(24.53)	24.53
	Credit applied to invoice 290695			

RECEIVED
MAR 12 2020

Auditors / Risk

Comments: Credit against travel markup on per diem and/or mileage

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	(24.53)
Sales Tax	0.00
Invoice Total	(24.53)

Tyler (Munis) Software Products	Munis Annual SaaS Fees	Implementation			Conversion
		Days	Impl. Costs		
Accounting, General Ledger, Budgeting, Accounts Payable	\$31,774	20	\$25,500	\$10,600	
Capital Assets	\$7,392	5	\$6,375	\$3,000	
Cash Management	\$6,023	4	\$5,100		
Contract Management	\$3,712	3	\$3,825	\$0	
Project Accounting	\$6,186	4	\$5,100		
Purchasing	\$13,388	10	\$12,750		
Human Resources Management	<i>HCM</i> 161615	5	\$6,375		
Payroll	\$10,354	13	\$16,575	\$8,500	
Applicant Tracking	\$1,654	2	\$2,550		
Munis Analytics & Reporting	\$17,579	10	\$12,750		
Tyler Content Manager (SE)	\$11,593	4	\$5,100		
Tyler Forms Processing System	\$5,622	0			
18% SaaS Annual Fee Discount	-\$23,977				
TOTAL SaaS	\$95,907	80	\$102,000	\$22,100	

Other Professional Services	Price
Not-to Exceed Consulting & Implem Services	<i>FIN</i> \$25,500
Project Planning Services	<i>FIN</i> \$6,000
Tyler Forms Library - Financials	<i>FIN</i> \$1,800
Tyler Forms Library - Payroll	<i>HCM</i> \$1,200
Tyler Forms Library - Personal Actions	<i>FIN</i> \$1,000
Tyler Forms Processing Configuration	<i>FIN</i> \$2,000
VPN Device	<i>FIN</i> \$4,000
TOTAL	\$41,500

Third Party Products License/Purchase Price (Req'd)	Quantity	Estimated Total License/Purchase Price
Tyler Secure Signature System w/ Two Keys	1	\$1,650
TOTAL		\$1,650

Optional Annual Services	Year 1 Fee
Tyler Systems Management Services	Included
Disaster Recovery Service	Included
TOTAL	\$0

SUMMARY	Cost	Optional
Application Software SaaS Fees	\$95,907	
Implementation	\$102,000	<i>161750</i>
Conversion	\$22,100	
Other Professional Services	\$41,500	
Third Party Products License Fees/Purchase Price (Req'd)	\$1,650	
Estimated Travel and Expenses	\$42,470	
TOTAL YEAR ONE (1) COSTS	\$305,627	\$0

Seven (7) Year SaaS Costs	
Year 1	\$281,653
Year 2	\$119,881
Year 3	\$95,907
Year 4	\$95,907
Year 5	\$95,907
Year 6	\$95,907
Year 7	\$95,907
Total for 5 Years	\$881,069

Services Purchased, incurred vs Unused

Title to be input by PM	
Total Contracted Amount	\$ 6,000.00
Total Service \$S Incurred to date	\$ 6,000.00
Remaining Services \$S (Unincurred)	\$ -

Title to be input by PM	
Total Contracted Amount	\$ 7,800.00
Total Service \$S Incurred to date	\$ 7,800.00
Remaining Services \$S (Unincurred)	\$ -

<i>Title to be input by P.M</i>	<i>2</i>
Total Contracted Amount	\$ 2,200.00
Total Service \$S Incurred to date	\$ 2,200.00
Remaining Service \$S Unused	\$ -

<i>Title to be input by P.M</i>	<i>3</i>
Total Contracted Amount	\$ -
Total Service \$S Incurred to date	\$ -
Remaining Service \$S Unused	\$ -

<i>Title to be input by PM</i>	
Total Contracted Amount	\$ -
Total Service \$S Incurred to date	\$ -
Remaining Service \$S Unused	\$ -
<i>Total Project Conversions Purchased</i>	
Total Conv. \$S Purchased	\$ 22,100.00
Total Conv. \$S Used	\$ 5,400.00
Total Remaining Conv. \$S Unused	\$ 16,700.00

Financial Conversions Purchased		
FIN Conv. \$S Purchased	\$	13,600.00
FIN Conv. \$S Used	\$	2,000.00

<i>HCM Conversions Purchased</i>	
HCM Conv. \$S Purchased	\$ 8,500.00
HCM Conv. \$S Used	\$ 3,400.00

E&M Conversions Purchased	
E&M Conv.	\$ 5
SS Purchased	\$ 5

Remaining Conv. \$S Unused		UB Conversions Purchased	
UB Conv. \$S Purchased	\$ -	UB Conv. \$S Used	0
Remaining Conv. \$S Unused	0	Remaining Conv. \$S Unused	0

1	2	3
1	2	3
1	2	3
1	2	3
1	2	3

Financial Conversions Purchased	Conversion SS In Contract	Conversion Used	% Billed	Loaded to PROD date	Used Conversion SS
Accounting - Standard COA	\$ 2,000.00	Y	100%		\$ 2,000.00
Accounting - Opt 1 - Actuals up to 3 yrs.	\$ 1,500.00	N	100%		\$ 1,500.00
Additional Years of Actuals Conversion	\$ -		100%		
Accounting - Opt 2 - Budgets up to 3 yrs.	\$ 1,500.00	N	100%		\$ 1,500.00
Additional Years of Budget Conversion	\$ -		100%		
Accounting - Detailed GL History	\$ -		100%		
Accounts Payable - Standard Master/CID	\$ 1,600.00	N	100%		\$ 1,600.00
Accounts Payable - Opt 1 - Checks	\$ 1,600.00	N	100%		\$ 1,600.00
Accounts Payable - Opt 2 - Invoice	\$ 2,400.00	N	100%		\$ 2,400.00
Capital Assets - Standard Master	\$ 3,000.00	N	100%		\$ 3,000.00
Capital Assets - Opt 1 - History	\$ -		100%		
Contracts - Standard	\$ -		100%		
General Billing - Standard/CID	\$ -		100%		
General Billing - Opt 1 - Recurring Invoices	\$ -		100%		
General Billing - Opt 2 - Bills	\$ -		100%		
Inventory - Standard Master	\$ -		100%		
Inventory - Opt 1 - Commodity Codes	\$ -		100%		
Project Grant Accounting - Standard	\$ -		100%		
Project Grant Accounting - Opt 1 - Actuals	\$ -		100%		
Project Grant Accounting - Opt 2 - Budgets	\$ -		100%		
Purchase Orders - Standard Open PO's	\$ -		100%		
Purchase Orders - Standard Closed History	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Work Order Asset	\$ -		100%		
Work Order - Closed History No Cost	\$ -		100%		
Work Order - Closed History With Cost	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Payroll - Standard Master	\$ 2,000.00	Y	100%		\$ 2,000.00
Payroll - Opt 1 - Deductions	\$ -		100%		
Payroll - Opt 2 - Accrual Balances	\$ -		100%		
Payroll - Opt 3 - Accumulators	\$ 1,400.00	Y	100%		\$ 1,400.00
Payroll - Opt 4 - Check History	\$ 1,200.00		100%		
Payroll - Opt 5 - Earnings/Deduction History	\$ 2,500.00		100%		
Payroll - Opt 6 - Recruiting	\$ -		100%		
Payroll - Opt 7 - P.M. Action History	\$ 1,400.00		100%		
Payroll - Opt 8 - Position Control	\$ -		100%		
Payroll - Opt 9 - State Retirement Tables	\$ -		100%		
Payroll - Opt 10 - Certifications	\$ -		100%		
Payroll - Opt 11 - Education	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		
Additional Other Conversions	\$ -		100%		

Allen, Roberta

From: Allen, Roberta
Sent: Tuesday, May 05, 2020 3:14 PM
To: 'DeLaney, Sharon'; Hydrick, Gabriel
Subject: RE: Plumas: Budget reconciliation for February 2020
Attachments: 20200505145713.pdf, 20200505145727.pdf, 20200505150737.pdf

Sharon,

I apologize for not getting back to you sooner. As you probably can imagine, it has been a very busy time for us trying to keep the work going when the world is in such turmoil. We are managing, but we have had to change the way we handle the workload. I'm sure your firm is doing the same!

I am trying to reconcile your budget worksheets to my records. I have attached a breakdown of the costs from our contract with Munis (this schedule was included in the contract. We budgeted \$300,000, just short of the \$305,627 needed for the contract. This was an oversight at the time (we set the budget in 2018 at the amount of capital we had to work with). The Auditor Dept. has absorbed \$2,883 of the costs, we will correct the remaining \$2744 asap now that I am aware.

I have some questions as I compare your figures on the Project Reconciliation with the schedule from the contract.

- 1) The implementation days per my spreadsheet show 80 total days purchased, yours shows 79?
- 2) Our worksheet had the split of conversion days between FIN/HCM as 60/40. Yours shows 53/26. Why the difference?
- 3) How did we end up with more days used than we had purchased per the contract? I would have expected that the additional days would have needed a change order before they would be scheduled.
- 4) We did not convert the COA to the best of my understanding. We had several conversations with Jennifer (and maybe Scott) about this. We were told that for a conversion we would need to complete the worksheets, and by the time that was done we may as well upload. Oscar was here when we uploaded the COA spreadsheet, he worked with the Munis techs to correct the errors and successfully load the file. At least that was my impression at the time.
- 5) The conversion for the payroll accumulators has not been done yet. I assume you included it as "used" because we will need to convert rather than upload?
- 6) Jennifer told us in Sept. 2019 that FIN had unused conversion \$ in the amount of \$10,000. We signed a change order to use those as implementation days. I see your figure for unused is \$11,600. I also see that under the Phase/Task Reconciliation that you show only 4 days/\$5100 used.
 - Does the \$11,600 on your records include the \$10,000 that Jennifer told us about?
 - Why does only \$5100 show as a change order?
 - Where did the other \$4900 go?
- 7) I don't understand the \$41,700 that you have under Total Travel Expenses in the left-hand boxes on the Project Reconciliation and the graphics for Onsite Travel Expenses. Can you explain this?

I attached the worksheets that you sent to me, I sent my copy with the notes, hope that isn't too confusing. The last attachment is the breakdown of items purchase per the contract.

Once we can nail down these figures, I can better understand where we are, and then the next step is to determine how much cost we will incur going forward.

Thank you in advance for your help. Stay well!

*Roberta M. Allen, CPA
Plumas County Auditor/Controller*

Allen, Roberta

From: Harrison, Bianca
Sent: Friday, May 01, 2020 2:32 PM
To: Accounts.Receivable
Cc: Allen, Roberta
Subject: RE: Tyler Technologies Past Due Notice for Plumas County, CA 52098

Hi,

Plumas paid 50% on invoices 045-288438 and 045-290695 as approved by the project manager. I am still waiting on a site report for invoice 045-285402. I don't have invoices 045-295188, 045-294605 and 045-294274. the IT department has invoice 045-298526, which is not overdue yet. Also, please resend invoice 045-297673 as I am working from home.

Thanks, Bianca

From: Accounts.Receivable [Accounts.Receivable@tylertech.com]
Sent: Friday, May 01, 2020 4:58 AM
To: Harrison, Bianca
Subject: Tyler Technologies Past Due Notice for Plumas County, CA 52098



May 1, 2020

RE: Plumas County, CA Customer Code: 52098

Dear Bianca,

You have received this notification because one or more of the following invoices are seriously past due. The total over due balance is \$14,353.94. If you have concerns regarding the amount overdue please contact our office and we can review your account.

Invoice	Invoice Date	Due Date	PO #	Invoiced Amount	Balance
045-294274	2/27/20	4/12/20		5,700.03	5,700.03
045-294605	2/29/20	4/14/20		150.00	150.00
045-295188	2/29/20	2/29/20		(24.53)	(24.53)
045-285402	11/30/19	1/14/20	<i>- Pending Site Report</i>	2,550.00	2,550.00
045-287533	12/31/19	2/14/20		3,187.50	3,187.50
045-288438	12/31/19	2/14/20	<i>PAID</i>	✓ 3,825.00	✓ 1,912.50

Invoice	Invoice Date	Due Date	PO #	Invoiced Amount	Balance
045-290695	1/28/20	3/13/20	<i>Paid</i>	✓ 1,756.88	✗ 878.44
045-297673	3/31/20	5/15/20		✗ 1,200.00	1,200.00
045-298526	4/1/20	5/16/20	<i>Paid</i>	✓ 23,976.75	23,976.75

If you are disputing any of the charges please send the dispute in writing per our contractual agreement. The dispute details can be sent to AR@tylertech.com. Please submit your payment as soon as possible to avoid any risk of suspension of support services. If your payment has recently been sent out, please disregard this notice.

Your prompt attention to this matter is appreciated. We value your ongoing business and look forward to hearing from you.

Sincerely,

Summer Emery
 Collections Specialist
 +1 207.518.4346
AR@tylertech.com



BOARD OF SUPERVISORS STAFF REPORT

TO: Honorable Board of Supervisors

FROM: Rebecca Herrin, Assistant Planning Director *VH*

MEETING DATE: May 12, 2020

SUBJECT: PUBLIC HEARING ITEM: Proposed Ordinance Amending Plumas County Code Title 9 (Planning and Zoning), Chapter 2, Article 2 to Add Definitions of "Commercial Social Event, Limited" and "Commercial Social Event" and Articles 30 (Agricultural Preserve) and 31 (General Agriculture) to Add "Commercial Social Event, Limited" as a Use Subject to the Issuance of an Administrative Use Permit and "Commercial Social Event" as a Use Subject to the Issuance of a Special Use Permit and to Add Articles 6.3 (Administrative Use Permits) and 44 (Commercial Social Event, Limited) Establishing Processes, Thresholds, and Standards for the Establishment of the New Use(s)

RECOMMENDATIONS:

Staff recommends that the Commission:

1. Hold the public hearing.
2. Waive the first reading of the proposed ordinance.

BACKGROUND:

The purpose of the proposed ordinance is to allow limited commercial social events, such as weddings, in the agricultural zones of Agricultural Preserve (AP), including those lands under Williamson Act or Land Conservation Act Contracts, and in General Agriculture (GA).

Note: The ordinance will be able to be applied in the Agricultural Preserve (AP) zones only if the Board of Supervisors amends "Exhibit C" of the Uniform Rules Governing the Establishment and Administration of Agricultural Preserves, Including Compatible Uses [Resolution No. 76-2914]

The Board of Supervisors approved Resolution No 2020-8459 (Resolution of Intention to Review and Consider Amendments to the Plumas County Code Title 9 Planning and

Zoning, Chapter 2 Zoning, to Establish Commercial Wedding Venues as a Use Allowed in Certain Zone(s) and Allowed by What Process(es) and to Review and Consider Amendments to Resolutions Adopting the Uniform Rules Governing the Establishment and Administration of Agricultural Preserves, Including Compatible Uses) on January 14, 2020.

When it became apparent that there were agriculturally zoned properties where weddings and other events were taking place that were not permitted under the zoning code, the Board approved the Resolution of Intention to allow preparation of a draft ordinance by Planning staff to allow such events in the agriculturally zoned areas.

The current zoning code allows weddings and other similar events under the definition of **“Place of assembly”**.

Plumas County Code Section 9-2.268 defines “Place of assembly”.
“*Place of assembly*’ shall mean a place established for a group of people to gather for a purpose.”

As can be seen in the attached **Zone Use Matrix (Attachment 1)**, “Place of assembly” is permitted in various zones subject to the issuance of a special use permit; in the Commercial zones of C-2, C-3 and Recreation zone of R-C as a use permitted by right; and in the various recreation zones of Rec-P, Rec-1, Rec-3, Rec-10, and Rec-20 also by right in conjunction with a permitted recreational use.

For example:

Greenhorn Creek Ranch holds weddings in conjunction with the permitted recreational use of the guest ranch. The zoning of the ranch is Rec-P (Prime Recreation).

The Corner Barn in Graeagle is zoned C-2 (Periphery Commercial). Weddings are held under the Place of assembly definition as a permitted use in the C-2 zoning.

The 20-Mile House weddings are held in conjunction with the lawful nonconforming use of the historic inn, previously established through the issuance of a special use permit.

The historic *Johnsville Church* was restored some years ago and a special use permit was issued to allow the Church to host weddings and other events also as a reestablishment of a lawful nonconforming use.

All facilities that hold weddings or other similar events are required to meet applicable Plumas County Code and State requirements for building, including fire codes, sanitation and health, and accessibility, regardless of zoning status.

The purpose of the propose ordinance is to ensure that the proposed events meet all these requirements as well as to ensure compatibility with existing agricultural operations.

PLANNING COMMISSION REVIEW

Planning Commission workshops were held on:

- February 20, 2020
- March 5, 2020
- March 19, 2020

Various amendments to the proposed draft ordinance resulted from comments made by the Commissioners, staff, and the public during these various workshops.

The Planning Commission expressed the desire that the ordinance process should be as streamlined as possible and that special use permits should not be required. The draft ordinance incorporates a new administrative use permit process established for processing the Commercial social event, limited annual permits. Commercial social event, which involves a greater intensity of use than the Commercial social event, limited would require a special use permit.

A public hearing on the proposed draft ordinance was held on:

- April 16, 2020

The purpose of the public hearing was to allow the public to provide input prior to the Planning Commission making a determination to recommend approval of the ordinance as written, to recommend approval of the ordinance with amendments, or to recommend denial of the ordinance and to also provide a recommendation as to the California Environmental Quality Act (CEQA) determination.

Planning Commission Resolution 2020-1 is included as Attachment 3.

DRAFT COMMERCIAL SOCIAL EVENTS ORDINANCE

The use of an *administrative use permit* (sometimes referred to as a “minor use permit”) process will provide a streamlined permit application to be evaluated by Planning staff, as well as the other permitting agencies, with the permit being issued by the Planning Director without the requirement for a public hearing. The other permitting agencies will be able to “sign off” on the application based on meeting those agencies’ legal requirements.

The proposed ordinance was written to provide a streamlined procedure through the use of measurable performance standards, written into the code, that provide thresholds by which potential impacts are mitigated. For example, measurable noise standards have been written into the code.

In addition, all code requirements and procedures pertaining to the events are written into the code in a specific way to let applicants know exactly what requirements have to be met. This can be considered a *prescriptive zoning ordinance*.

All the requirements listed are those that could be similarly applied in issuing a special use permit for a “Place of assembly” to address potential impacts.

A **summary** of the changes to Plumas County Code, Title 9, Chapter 2, proposed in the draft ordinance are as follows:

- Addition of definition of "Commercial Social Event, Limited" as:

Sec. 9-2.224.9. Commercial social event, limited.

"Commercial social event, limited" shall mean the temporary use of land and/or facilities, for which a fee is charged, for meetings, gatherings, weddings and other celebrations, events, and similar uses where a group of people congregate on public or private property. A single limited commercial social event may not exceed three (3) consecutive days in length. A maximum of nineteen (19) events of limited commercial social events per calendar year may be conducted on a parcel or group of parcels owned by the same person(s) or business.

- Addition of definition of "Commercial Social Event" as:

Sec. 9-2.224.7. Commercial social event.

"Commercial social event" shall mean the temporary use of land and/or facilities, for which a fee is charged, for meetings, gatherings, weddings and other celebrations, events, and similar uses where a group of people congregate on public or private property. "Commercial social event" is defined as an event that is proposed to exceed or has been shown to exceed any of the processes, thresholds and standards imposed by the County for operation of the Commercial social event, limited. These may be standards either listed in Section 9-2.224.9, Article 6.3 of Chapter 2 of this title (Administrative use permits) or in Article 44 of Chapter 2 of this title (Commercial social event, limited).

- Addition of new Article 6.3 to Chapter 2 of Title 9 to establish procedures for the Administrative Use Permit, the purpose of which is to:

...allow the proper integration of uses into the community, only if such uses are designed and arranged on the site in accordance with established development standards of this title and policies of the General Plan. The Article establishes the process for issuing or denying an Administrative Use Permit.

- Amendment of Article 30 Agricultural Preserve (AP) zone of Chapter 2 of Title 9 to allow "Commercial social events" as a use permitted subject to the issuance of a special use permit.

- Amendment of Article 30 Agricultural Preserve (AP) zone of Chapter 2 of Title 9 to allow "Commercial social events, limited" as a use permitted subject to the issuance of an administrative use permit.

- Amendment of Article 31 General Agriculture (GA) zone of Chapter 2 of Title 9 to allow "Commercial social events" as a use permitted subject to the issuance of a special use permit.

- Amendment of Article 31 General Agriculture (GA) zone of Chapter 2 of Title 9 to

allow “Commercial social events, limited” as a use permitted subject to the issuance of an administrative use permit.

- *Minor amendment to Section 9-2.3104. Area, width, and coverage (GA). This amendment was inadvertently missed during the adoption of Ordinance 2019-1122 (Reflecting Minor Revisions to the 2035 General Plan Update Final Environmental Impact Report Table 3-1 by Amending Certain Sections of Title 9 Planning and Zoning of the Plumas County Code)
- Addition of new Article 44 to Chapter 2 of Title 9 to establish processes, thresholds, and standards for the new use of “Commercial social event, limited”. The purpose of the new article is to:
“...define standards that regulate the operation of a limited commercial social event while protecting the health, safety, and welfare of the community.”

The proposed draft ordinance, incorporating all suggested changes from the three workshops, was submitted to County Counsel for review on April 3, 2020, along with an Initial Study that provides background as to the reasons the ordinance should be considered exempt under CEQA.

The ordinance will be able to be applied in the Agricultural Preserve (AP) zones only if the Board of Supervisors amends “Exhibit C” of the Uniform Rules Governing the Establishment and Administration of Agricultural Preserves, Including Compatible Uses [Resolution No. 76-2914]. Resolution 2020-8459, approved by the Board on January 14, 2020, directed that an amendment to those Uniform Rules be considered.

CEQA COMPLIANCE AND DETERMINATION:

Based on the Initial Study prepared by staff, the ordinance adoption can be seen to be exempt from the requirements of the California Environmental Quality Act under Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the ordinance may have a significant effect on the environment.

ATTACHMENTS:

1. Zone Use Matrix
2. Proposed ordinance including Exhibit “A”
3. Planning Commission Resolution 2020-1 making recommendations to the Board of Supervisors

RECOMMENDATIONS:

Staff recommends that the Commission:

1. Hold the public hearing.
2. Waive the first reading of the proposed ordinance.

- PERMITTED USE
- SPECIAL USE PERMIT REQUIRED
- ZONE-SPECIFIC LIMITATION ON USE
- INCLUDED AS PART OF ANOTHER USE

USE	ZONE																										
	2-R	3-R	7-R	M-R	S-1	S-3	R-10	R-20	C-1	C-2	C-3	RC	REC-P	REC-1	REC-3	REC-10	REC-20	REC-OS	L	I-1	I-2	OS	AP	GA	TPZ	GF	M
ADDITIONAL QUARTERS	<input type="checkbox"/>																										
ADMINISTRATIVE OFFICES																											
ADMINISTRATIVE OFFICES, LIMITED																											
AGRICULTURAL AUCTION YARD																											
AGRICULTURAL PRODUCT SALES																											
AGRICULTURE																											
ANIMAL BREEDING & BOARDING																											
ANIMAL HUSBANDRY: COMMERCIAL																											
ANIMAL HUSBANDRY: LARGE ANIMALS																											
ANIMAL HUSBANDRY: SMALL ANIMALS																											
ASSEMBLY																											
BED AND BREAKFAST INN	<input type="checkbox"/>																										
BOAT RAMP																											
BOAT SERVICE																											
BUSINESS OFFICE								<input type="checkbox"/>																			
CAMPGROUND																											
CHILD DAY CARE FACILITY																											
CHILD DAY CARE HOME																											
CHILD DAY CARE HOME: LIMITED																											
COMMUNITY CARE FACILITY																											
COMMUNITY CARE FACILITY: LTD. RESIDENTIAL																											
DOCK																											
DWELLING UNIT																											
ELECTRIC GENERATION																											
ELECTRIC GENERATION: LIMITED																											
EMPLOYEE HOUSING																											
FARM SUPPLY SALES																											
GAS STATION																											
GOLF FACILITY																											
GRAZING																											
GUEST HOUSE																											
HEALTH SERVICE																											
HEAVY EQUIPMENT SALES																											
HEAVY EQUIPMENT SERVICE																											
HOME BUSINESS																											
HOME BUSINESS: LIMITED																											
HOME INDUSTRY																											
HORTICULTURE																											
HUNTING CLUB																											
HYDRO-ELECTRIC GENERATION																											
JUNK YARD																											
KENNEL																											
LAUNDROMAT																											
LODGING FACILITY																											
MANUFACTURING																											
MARINA																											
MINING																											
PARK																											
PARKING LOT																											
PERSONAL SERVICES								<input type="checkbox"/>																			
PLACE OF ASSEMBLY																											
POSTAL SERVICE																											
PREFABRICATED BUILDING SALES																											
PROCESSING																											
PUBLIC SERVICE FACILITY																											
PUBLIC UTILITY FACILITY																											
RECREATION FACILITY																											
RECYCLING FACILITY																											
RECYCLING FACILITY: LIMITED																											
RESORT																											
RESTAURANT																											
RETAIL STORE																											
ROOMING FACILITY																											
SALVAGE OPERATION																											
SCHOOL																											
SELF-SERVICE FACILITY																											
SHOOTING RANGE																											
STORAGE																											
TAVERN																											
TIMBER MANAGEMENT																											
TRANSPORT STATION																											
UNDERTAKING																											
USED GOODS SALES																											
VEHICLE SALES																											
VEHICLE SERVICE																											
VETERINARY SERVICE																											
WAREHOUSING																											
WATER IMPOUNDMENT																											
WATERSHED MANAGEMENT																											
WHOLESALE COMMERCIAL SUPPLY																											
WHOLESALING																											
WILDLIFE MANAGEMENT																											

ORDINANCE NO. 2020-_____

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,
AMENDING PLUMAS COUNTY CODE TITLE 9 (PLANNING AND ZONING), CHAPTER 2, ARTICLE 2 TO ADD DEFINITIONS OF
"COMMERCIAL SOCIAL EVENT, LIMITED" AND "COMMERCIAL SOCIAL EVENT" AND ARTICLES 30 (AGRICULTURAL PRESERVE)
AND 31 (GENERAL AGRICULTURE) TO ADD "COMMERCIAL SOCIAL EVENT, LIMITED" AS A USE SUBJECT TO THE ISSUANCE OF AN
ADMINISTRATIVE USE PERMIT AND "COMMERCIAL SOCIAL EVENT" AS A USE SUBJECT TO THE ISSUANCE OF A SPECIAL USE
PERMIT AND TO ADD ARTICLES 6.3 (ADMINISTRATIVE USE PERMITS) AND 44 (COMMERCIAL SOCIAL EVENT, LIMITED)
ESTABLISHING PROCESSES, THRESHOLDS, AND STANDARDS FOR THE ESTABLISHMENT OF THE NEW USE(S)

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

Section 1.

Sections 9-2.224.7 "Commercial social event", 9-2.224.9 "Commercial social event, limited" of Article 2 of Chapter 2 of Title 9 of the Plumas County Code are hereby amended and adopted as set forth in Exhibit "A".

Section 2.

Article 6.3 (Administrative use permits) of Chapter 2 of Title 9 of the Plumas County Code is hereby adopted as set forth in Exhibit "A".

Section 3.

Sections 9-2.3002. Uses (AP) of Article 30 of Chapter 2 of Title 9 and 9-2.3102. Uses (GA) and 9-2.3104. Area, width, and coverage (GA) of Article 31 of Chapter 2 of Title 9 of the Plumas County Code are hereby amended and adopted as set forth in Exhibit "A".

Section 4.

Article 44 (Commercial social event, limited) of Chapter 2 of Title 9 of the Plumas County Code is hereby adopted as set forth in Exhibit "A".

Section 5.

Exhibit "A" shall take effect thirty (30) days after adoption.

Section 6. Codification.

This ordinance shall be codified.

Section 7. Publication.

This ordinance shall become effective thirty (30) days after its date of final adoption. There is no newspaper of general circulation published in Plumas County. Accordingly, the clerk of the board of supervisors shall post this ordinance in a prominent location at the board of supervisors' chambers within 15-days after its adoption and it shall remain posted thereafter for at least one week. In addition, the clerk of the board of supervisors shall post a copy of the full text of the ordinance and the names of those supervisors voting for and against the ordinance on the county's Internet Web site. A certificate of the clerk of the board of supervisors shall be entered in the minutes of the board that the ordinance has been duly posted. Sections 1, 2, 3, 4, and 5 shall be codified; the remainder shall be uncodified.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on

the _____ day of _____, 2020, and passed and adopted on the _____
____ day of _____, 2020 by the following vote:

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

Chairman, Board of Supervisors

ATTEST:

Clerk of said Board of Supervisors

Article 2. Definitions

Sec. 9-2.224.7. Commercial social event.

“Commercial social event” shall mean the temporary use of land and/or facilities, for which a fee is charged, for meetings, gatherings, weddings and other celebrations, events, and similar uses where a group of people congregate on public or private property. “Commercial social event” is defined as an event that is proposed to exceed or has been shown to exceed any of the processes, thresholds, and standards imposed by the County for operation of the Commercial social event, limited. These may be processes, thresholds, and standards either listed in Section 9-2.224.9, Article 6.3 of Chapter 2 of this title (Administrative use permits) or in Article 44 of Chapter 2 of this title (Commercial social event, limited).

Sec. 9-2.224.9. Commercial social event, limited.

“Commercial social event, limited” shall mean the temporary use of land and/or facilities, for which a fee is charged, for meetings, gatherings, weddings and other celebrations, events, and similar uses where a group of people congregate on public or private property. A single limited commercial social event may not exceed three (3) consecutive days in length. A maximum of nineteen (19) events days of limited commercial social events per calendar year may be conducted on a parcel or group of parcels owned by the same person(s) or business.

Plumas County Code Title 9, Chapter 2, Article 6.3

(This is a proposed new Article in its entirety.)

Article 6.3.-Administrative use permits

Section 9-2.631. Purpose.

The purpose of the administrative use permit is to allow the proper integration of uses into the community, only if such uses are designed and arranged on the site in accordance with established development standards of this title and polices of the General Plan.

Section 9-2.632. Issuance.

(a) *Applications.* Application for an administrative use permit shall be made in writing by the owners of the property or by the proposed operator with the consent of the owners, on a form prescribed by the County and shall be submitted to the Department of Planning and Building Services.

(1) *Fee.* The application shall be accompanied by a fee, as set by the Board of Supervisors.

(2) *Contents.* The application shall contain plans showing the details of the proposed use. Additional information is required for specific uses as set forth in this Chapter.

(3) *Submittal.* The application shall be submitted to the Department at least ninety (90) days prior to the first event of the calendar year.

(b) *Processing.* The application shall be reviewed by County departments and State agencies as to compliance with applicable laws, policies, codes, and regulations. The Planning Director shall review for compliance with this title and with applicable General Plan goals, policies, and implementation measures.

(c) *Decision.* The Planning Director may approve, deny, or conditionally approve an application for an administrative use permit.

(1) *Conditions.* The Planning Director may impose such conditions as deemed necessary to secure compliance with the requirements of this title, the General Plan, or other regulations, and may impose such requirements and conditions with respect to location, construction, maintenance, operation, site

planning, and traffic control, as are deemed necessary, for the protection of property owners and the public interest.

(2) *Notice of Decision.* Notice of the decision of the Planning Director to issue the administrative use permit shall be provided as in Section 9-2.635 of this article.

(d) *Annual issuance.* Administrative use permits may be issued annually, as provided in this Chapter, for any of the uses or purposes for which such permits are required or permitted by the terms of this Title, upon conditions designated by the Planning Director.

(1) *Term.* The term of the administrative use permit shall be no longer than twelve (12) months from the date of issuance.

(2) *Review.* Annual issuance shall be based on a review of compliance with the administrative use permit as issued. The Planning Director may require an annual report or facility compliance form to be submitted. The annual report or facility compliance form shall include a report on the status of and compliance with all conditions of the administrative use permit.

(3) *Submittal.* Annual renewals of the administrative use permit shall be submitted to the Department at least sixty (60) days prior to the expiration of the administrative use permit.

(4) *Revisions.* The Planning Director may approve one or more revisions to an approved administrative use permit provided such revision does not result in a cumulative expansion of more than ten (10) percent of the original site or use area and provided such revision is consistent with all applicable General Plan policies, County Code standards and other applicable codes and regulations.

(5) *Notice of Decision.* Notice of the decision of the Planning Director to approve the annual issuance or revision of the administrative use permit shall be provided as in Section 9-2.635 of this article.

(e) *Revocation.* The Board may revoke the administrative use permit for failure to comply with any of the conditions imposed or upon evidence of misrepresentation in the issuance of the administrative use permit. The abatement or removal of facilities, if required by such revocation, shall be at the expense of the permittee.

Section 9-2.633. Public hearing not required.

A public hearing shall not be required on any application for an administrative use permit prior to a decision by the Planning Director to approve, deny, or conditionally approve the application.

Section 9-2.634. Findings of approval.

The Planning Director shall make all the following findings upon granting the administrative use permit:

(a) That the proposed use is consistent with the policies and development standards of the general plan, the zoning ordinance, other county codes, any applicable area plan and any other applicable code and regulations; and

(b) That there is no substantial evidence that the project is approved will have a significant adverse effect on the environment, and will not be detrimental to the public health, safety and welfare.

(c) The Planning Director shall impose any conditions and/or requirements necessary to guarantee compliance with the findings in this Section.

Section 9-2.635. Notice of decision.

All decisions, including decisions to approve, conditionally approve or deny administrative use permits; annual issuance of administrative use permits and revisions of administrative use permits shall be posted in the Plumas County Courthouse or any other locations as designated by the Plumas County Board of Supervisors, on the County's website and on the site of the event until the end of the appeal period. There shall be a ten (10) day appeal period beginning on the day the notice is published and posted.

Section 9-2.636. Appeal of decision.

The Planning Director's decision to approve the administrative use permit is subject to appeal. All appeals shall follow procedures as set forth in Chapter 2, Article 10 of this title (Appeals).

Plumas County Code Title 9, Chapter 2, Article 30

Article 30. Agricultural Preserve Zone (AP)

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 commercial social events;** 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.
- (c) **The following use shall be permitted subject to the issuance of an administrative use permit:**
 - (1) **Commercial social events, limited.**

Plumas County Code Title 9, Chapter 2, Article 31

Article 31. General Agriculture Zone (GA)

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, on any parcel of eighty (80) acres or more, one additional dwelling unit; 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 commercial social events;** and
 - (2) On land of a soil type not suitable for identification as an important agricultural area, non-commercial campgrounds, recreation 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 forty (40) acres of lot area.
- (d) **The following use shall be permitted subject to the issuance of an administrative use permit:**
 - (1) **Commercial social events, limited.**

Sec. 9-2.3104. Area, **and width, and coverage (GA).**

- (a) The minimum gross lot area in the General Agriculture Zone (GA) shall be forty (40) acres.
- (b) The minimum width shall be 300 feet.

- (c) When a parcel resulting from a lot line adjustment contains an area zoned General Agriculture Zone (GA), that area shall be of at least the minimum area required by subsection (a) of this section, or the lot line adjustment shall be denied.
- (d) **Each dwelling unit and accessory buildings shall cover no more than one (1) acre. Miscellaneous permitted compatible uses shall cover no more than one (1) acre.**

Plumas County Code Title 9, Chapter 2, Article 44

(This is a proposed new Article in its entirety.)

Article 44.-Commercial social event, limited

Sec. 9-2.4401. Purpose.

The purpose of this article is to define standards that regulate the operation of a limited commercial social event while protecting the health, safety, and welfare of the community.

Sec. 9-2.4402. Applicability.

This article applies to administrative use permits issued for the operation of a Commercial social event, limited and special use permits for the operation of a Commercial social event in the Agricultural Preserve (AP) zone and the General Agriculture (GA) zone.

Sec. 9-2.4403. Definitions

- (a) *“Commercial social event”* shall be as defined in Section 9-2.224.7 of this Chapter.
- (b) *“Commercial social event, limited”* shall be as defined in Section 9-2.224.9 of this Chapter.

Sec. 9-2.4404. Administrative use permit required for commercial social event, limited.

(a) An administrative use permit, meeting the requirements of Title 9, Chapter 2, Article 6.3, is required to be issued by the Planning Director to allow up to nineteen (19) limited commercial social events to be held per calendar year for up to 250 guests on a parcel zoned AP (Agricultural Preserve) and GA (General Agriculture). No event shall exceed three (3) consecutive days in length. The term of the administrative use permit shall be no longer than twelve (12) months from the date of issuance.

Application for the administrative use permit shall be submitted to the Department of Planning and Building Services at least ninety (90) days prior to the first event of the calendar year.

(b) The administrative use permit, once issued, may be renewed on an annual basis as provided in Article 6.3 of Chapter 2 of this title. Application for renewal shall be submitted to the Department of Planning and Building Services at least sixty (60) days prior to the first event of the calendar year.

(c) The primary use of the parcel on which the limited commercial social event is located shall be commercial agricultural production. All uses proposed on Williamson Act contracted property must be compatible with the Williamson Act. The portion of the property used for the limited commercial social event shall be no more than ten (10%) percent of the total acreage or five (5) acres of land, whichever is less. The event must be designed to be compatible with on-site agricultural operations as well as any adjoining agricultural operations and single family residences, including appropriate setbacks, and parking. Areas seasonally used for agricultural production may be temporarily used for event activities (e.g., parking) provided that no permanent damage occurs to the resource and that there is no demonstrable loss of agricultural productivity.

(d) A facility compliance form shall be required to be submitted annually to the Department of Planning and Building Services to report on each year's event operation. The facility compliance form shall include a report on

status of and compliance with all conditions of the administrative use permit issued for the limited commercial social event.

Sec. 9-2.4405. Administrative use permit standards for commercial social event, limited.

Application for an administrative use permit shall be made in writing by the owners of the property or by the proposed operator with the consent of the owners, on a form prescribed by the Planning Director and shall be submitted to the Department of Planning and Building Services.

County staff will forward application materials to the appropriate local and state agencies for review and will coordinate any responses received.

The following list may not be all inclusive.

(a) Access.

(1) Capacity of road providing access.

The event venue shall have access from a road/roads which has/have adequate capacity for existing traffic and traffic proposed by the Commercial social event, limited. Any and all road improvements (public and private) must be made only as allowed by the provisions of a recorded access easement.

(2) Onsite access to meet code requirements.

The event venue shall be located on a parcel that complies with the driveway and turnaround road standards specified in Sections 9-4.503 and 9-4.604(l) of this Code.

(3) Access from private road(s).

If primary access is not from a county maintained road or a State highway, the applicant or operator shall participate in any existing active road maintenance organization for all privately maintained access road(s). If no road maintenance organization exists, the applicant or operator shall record a road maintenance agreement which provides for maintenance of drainage and erosion control devices, fuel modification, and upkeep of road surfaces from at least the owner's property to the nearest county maintained road or State highway. The road maintenance agreement shall be in effect for the life of the project unless maintenance for the roadway is assumed by the County, a special district, other governmental entity, or a private road maintenance organization.

(4) Air quality/emissions of air pollutants.

The District rules of the Northern Sierra Air Quality Management District apply to the regulation of dust suppression measures created by the use of any access road(s) to serve the limited commercial social event venue. District Rule 205 prohibits the discharge of air contaminants or other materials from any source which cause injury, detriment, nuisance, or annoyance to any considerable number of persons, or to the public, or which endangers the comfort, repose, health, or safety of any such persons, or the public or which cause to have a natural tendency to cause injury or damage to business or property. Appropriate dust suppression measures to prevent dust emission and/or airborne transmission of fugitive dust from the roadway(s) serving the venue shall be utilized by the property owner and/or operator of the limited commercial social event.

(b) Fire Safety/Fire Prevention Plan.

A plan for fire safety and fire prevention, as well as for emergency response services, shall be approved by the appropriate structural fire protection agency. If the parcel proposed for use for the limited commercial social event is not located within the boundaries of a structural fire protection district, a contract obtained from the nearest district, which includes conditions of service, can be used to satisfy the requirement for the fire safety and fire prevention plan.

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(1) The limited commercial social event venue, excluding parking areas, shall be located at least 200 feet from the boundary of the nearest parcel zoned Single-Family Residential (2-R, 3-R, 7-R), Multiple-Family Residential (M-R), Suburban (S-1), Secondary Suburban (S-3), or Rural (R-10 or R-20).

(2) The limited commercial social event parking areas shall be located at least 20 feet from the boundary of any parcel zoned Single-Family Residential (2-R, 3-R, 7-R), Multiple-Family Residential (M-R), Suburban (S-1), Secondary Suburban (S-3), or Rural (R-10, or R-20).

(3) All parking for the event shall be located on the site of the event. No parking shall be permitted within any County or State rights-of-way. At least one off-street parking space shall be provided for each two guests in attendance at the limited commercial social event. Parking areas shall be surfaced with gravel, asphalt or asphaltic concrete to reduce dust and be reasonably maintained free of vegetation. Alternatively, areas covered with grass or pasture may be used for parking provided the grass is trimmed to a height of no more than three inches or as needed to reduce risk of fire. Compacted dirt, decomposed granite, gravel or other permeable surface may be utilized only if the area is sufficiently treated with dust suppression measures to prevent dust emission and/or airborne transmission of fugitive dust from the site. The District Rules of the Northern Sierra Air Quality Management District shall apply to regulation of dust suppression measures for on-site event parking areas.

(d) Traffic Management Plan.

Prior to the issuance of the administrative use permit, a traffic management plan shall be submitted to and approved by the Department of Public Works for events exceeding one-hundred (100) guests that utilize County roads for direct access to the event site. The traffic management plan shall include appropriate techniques to provide safe ingress and egress from event facilities without resulting in substantial congestion of roadways, or otherwise cause traffic-related hazards. Such techniques may include, but may not be limited to:

(1) Temporary caution and directional signage;

(2) Clearly defined points of ingress/egress;

(3) Cones or other clear markers placed to help direct vehicle flow, define parking areas and driveways; and

(4) Flag persons to help direct vehicle flow and minimize congestion.

If any of the implementation techniques proposed in the Traffic Management Plan are to occur within State highway right-of-way, the Traffic Management Plan shall be submitted to and approved by the California Department of Transportation (CALTRANS) and an encroachment permit will be required for the traffic control measures. Any proposed traffic control devices and methods shall conform to CALTRANS standards.

(e) Event Hours/Noise.

(1) If a limited commercial social event venue is located within three-hundred (300) feet of a parcel zoned Single-Family Residential (2-R, 3-R, 7-R), Multiple-Family Residential (M-R), Suburban (S-1), Secondary Suburban (S-3), or Rural (R-10 or R-20), or of any personal residence located on adjacent property, the commercial social event shall occur between the hours of 10:00 a.m. and 10:00 p.m. excluding set up and clean up time.

(2) If a limited commercial social event venue is not located adjacent to a parcel zoned Single-Family Residential (2-R, 3-R, 7-R), Multiple-Family Residential (M-R), Suburban (S-1), Secondary Suburban (S-3), Rural (R-10 or R-20) or is located over 300 feet from a parcel zoned Single-Family Residential (2-R, 3-R, 7-R), Multiple-Family Residential

(M-R), Suburban (S-1), Secondary Suburban (S-3), Rural (R-10 or R-20) or is held entirely within an enclosed building, the event hours are not restricted by the County.

(3) At no time during the event, shall the noise generated by the limited commercial social event exceed the outdoor Community Noise Exposure level of 70 L_{dn} or CNEL (dB) as measured at any property line.

(f) *Water.*

(1) *Water system permit, required.*

The event venue shall be permitted as a local small drinking water system or other County regulated water system in accordance with Title 6 Chapter 9 of Plumas County Code, unless otherwise approved by Environmental Health.

(2) *Drinking water plan, required.*

Prior to the issuance of the administrative use permit, a drinking water plan specifying the provision of potable water service at the limited commercial social event shall be submitted to Environmental Health for review and approval. The drinking water plan shall specify that at least one drinking fountain or equivalent arrangement for potable water shall be provided at no cost for guests numbering from 1 to 250.

(3) *Water system, limitation on operation.*

The applicant or operator shall certify that not more than 25 people daily for more than 60 days of the year are being served by the drinking water system. This certification shall be included in the annual facility compliance form described in Sec. 9-2. 4404(d).

(g) *Wastewater.*

(1) *Sewage disposal, required.*

The limited commercial social event venue shall be provided with means for sewage disposal in accordance with Title 6 Chapter 6 of Plumas County Code.

(2) *New or existing onsite wastewater treatment and disposal system (OWTS).*

If new or existing onsite wastewater treatment and disposal system (OWTS) facilities are proposed, the applicant must demonstrate that they are designed, sited, and constructed to adequately and safely serve anticipated wastewater flows generated at the limited commercial social event venue.

(3) *Temporary vaults or portable toilets.*

If temporary vaults or portable toilets are proposed, they must be serviced by a sanitation vendor who has a current Plumas County permit to operate issued by Environmental Health.

(h) *Water Closets and Urinals.*

At least one (1) water closet and one (1) urinal shall be provided for the first one-hundred (100) males or portion thereof in attendance at the limited commercial social event, two (2) water closets and two (2) urinals for 101-200 males, with three (3) water closets and three (3) urinals from 201 to 250 males. One water closet shall be provided for the first twenty-five (25) females or portion thereof in attendance, two (2) water closets for 26-50 females, three (3) water closets for 51-100, four (4) water closets from 101 to 200 females and six (6) water closets from 201 to 250 females.

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On-site signage shall not exceed that necessary to identify the venue and to direct traffic and shall be removed immediately following each event. On-site signage shall be in accordance with Section 9-2.416 of this Code. An encroachment permit shall be obtained prior to placing any signage within a County road right-of-way. Temporary roadside signs for the event placed within any State highway right-of-way shall conform to the CA-MUTCD and may require an encroachment permit. Advertising within any State highway right-of-way is prohibited (California Streets and Highways Code Section 720). Off-site advertising of any kind is prohibited by Plumas County Code.

(j) Encroachment Permit for Access.

If access to the venue is off a County road or State highway right-of-way, an encroachment permit shall be obtained. Improvement of the proposed roadway connection to CALTRANS standards may be a condition of the State encroachment permit.

(k) Lighting.

Lighting shall not exceed that necessary to provide for the safety of guests attending the event. All lighting shall be low level, low intensity and directed downward toward the area to be illuminated to reduce light pollution, glare and spillage. Lighting shall be so installed as to focus away from adjoining properties as per Plumas County Code Section 9-2.411.

(l) Power Cords.

Temporary power cords shall not be affixed to structures, extended through walls, or subjected to environmental or physical damage. Cords shall be secured to prevent tripping hazards. Large diameter cords shall be provided with cord bridges or ramps to facilitate the crossing of wheel chairs, strollers and similar wheeled equipment.

(m) Temporary Stages or other event structures.

A building permit issued by the Building Department shall be secured prior to erecting a temporary stage or any other structures constructed on the property for the limited commercial social event. Evidence shall be provided to show that building permits have been obtained for these structures ~~or shall be obtained in a reasonable time period~~ prior to approval of the annual administrative use permit. All requirements for accessibility shall be satisfied.

(n) Tent or Membrane Structure.

If a commercial social event utilizes a tent or membrane structure, the placement, construction, and use of that structure shall adhere to all applicable provisions of the California Building Standards Code as adopted by Title 8 of this Code, including the California Fire Code. All requirements for accessibility shall be satisfied.

(o) Refuse Waste and Recyclables.

Receptacles for refuse and recyclable materials shall be provided for each limited commercial social event. Bins or containers must be serviced in a manner and frequency that prevents odors, leakage, overflow, or flies. Recycling is encouraged but sorting, storage and removal from the premises must be timely to prevent flies, odors, or other nuisance conditions. All refuse and recyclables shall be collected the day following the event and shall be removed from the parcel within seven days following conclusion of the event in conformance with Title 6, Chapter 10 of this Code. Environmental Health, by special order, may require more frequent removal in specific circumstances threatening public health and safety.

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food will be served to attendees of the event, it must come from a facility permitted by Environmental Health in accordance with the California Retail Food Code as adopted by reference in Section 6-3.02 of Plumas County Code.

(q) *Alcoholic Beverages.*

If alcoholic beverages will be served, all requirements of the Alcoholic Beverage Control Act shall be followed during the event.

Sec. 9-2.4406. Special use permit for commercial social event, required.

A special use permit per Article 6 of Chapter 2 of this title shall be obtained prior to holding any commercial social event on a parcel zoned AP (Agricultural Preserve) and GA (General Agriculture) that exceeds the number of events and/or days or is otherwise not in compliance with the standards for limited commercial social events contained in Sections 9-2.4404 and 9-2.4405 of this article.

Sec. 9-2.4407 Outdoor festival, exemption.

“Outdoor festival” shall mean and include any outdoor gathering that is for the primary purpose of attending or participating in or observing a musical or theatrical performance to which the public is admitted, with or without the payment of admission charges. Outdoor festivals are regulated as per Title 5, Chapter 6 of this Code and are exempt from the provisions of this article.

Sec. 9-2.4408. Agricultural preserve (AP) zoned parcels subject to Williamson Act contracts.

Notwithstanding Section 9-2.4404(c) of this article, if an agriculturally zoned parcel is found to be subject to a Land Conservation Act Contract (Williamson Act) for which an administrative use permit or special use permit is obtained for the purpose of commercial social events, then a consultation with the County Assessor is required to determine if a tax re-assessment will be required. All uses proposed on Williamson Act contracted property must be compatible with the Williamson Act. Any activity(ies) conducted on a property under Contract other than agricultural uses, or miscellaneous compatible uses as determined by the Board of Supervisors, may also result in penalties including, but not limited to, non-renewal of the Contract.

RESOLUTION NUMBER P. C. 2020-1

RESOLUTION RECOMMENDING TO THE BOARD OF SUPERVISORS THAT THE ORDINANCE AMENDING PLUMAS COUNTY CODE TITLE 9 (PLANNING AND ZONING), CHAPTER 2, ARTICLE 2 TO ADD DEFINITIONS OF "COMMERCIAL SOCIAL EVENT, LIMITED" AND "COMMERCIAL SOCIAL EVENT" AND ARTICLES 30 (AGRICULTURAL PRESERVE) AND 31 (GENERAL AGRICULTURE) TO ADD "COMMERCIAL SOCIAL EVENT, LIMITED" AS A USE SUBJECT TO THE ISSUANCE OF AN ADMINISTRATIVE USE PERMIT AND "COMMERCIAL SOCIAL EVENT" AS A USE SUBJECT TO THE ISSUANCE OF A SPECIAL USE PERMIT AND TO ADD ARTICLES 6.3 (ADMINISTRATIVE USE PERMITS) AND 44 (COMMERCIAL SOCIAL EVENT, LIMITED) ESTABLISHING PROCESSES, THRESHOLDS, AND STANDARDS FOR THE ESTABLISHMENT OF THE NEW USE(S) 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 approved Resolution No. 2020-8459 (Resolution of Intention to Review and Consider Amendments to the Plumas County Code Title 9 Planning and Zoning, Chapter 2 Zoning, to Establish Commercial Wedding Venues as a Use Allowed in Certain Zone(s) and Allowed by What Process(es) and to Review and Consider Amendments to Resolutions Adopting the Uniform Rules Governing the Establishment and Administration of Agricultural Preserves, Including Compatible Uses) on January 14, 2020; and

WHEREAS, the Planning Commission discussed the issue of zoning for commercial wedding venues in Agricultural zones on February 20, 2020, and directed planning staff to prepare a draft ordinance amending the zoning code to allow such use; and

WHEREAS, Planning Commission held two workshops on March 5, 2020 and March 19, 2020 to review the draft ordinance prepared by staff and to incorporate comments from staff, the Commissioners, and the public; and

WHEREAS, the Planning Commission held a properly noticed public hearing on the proposed ordinance on April 16, 2020 and received testimony from all interested parties.

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 there is no possibility that the proposed ordinance, with conditions, will have a significant adverse effect on the environment.
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 16th day of APRIL, 2020 by the following roll call vote:

AYES: Commissioners: STOUT, WILLIAMS, OLOFSON
NOES: Commissioners: NONE
ABSENT: Commissioners: NONE

Said resolution to be effective as of the 16th day of APRIL, 2020.


Larry Williams, Chair
Plumas County Planning Commission

ATTEST: 
Tracey Ferguson, Planning Director