



## **BOARD OF SUPERVISORS**

Dwight Ceresola, Vice Chair 1<sup>st</sup> District  
Kevin Goss, 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Greg Hagwood, 4<sup>th</sup> District  
Jeff Engel, Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF JANUARY 12, 2021 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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 limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. 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](mailto: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) BEHAVIORAL HEALTH**

Approve and authorize the Chair to sign agreement for FY 2020-2021 Short Term Residential Treatment Program with Environmental Alternatives; approved as to form by County Counsel  
**View Item**

### **B) PUBLIC HEALTH AGENCY**

Approve and authorize the Chair to sign service agreements with Sierra Garage, not to exceed \$10,000, Crescent Tow, not to exceed \$9,000, Lake Almanor Tow, not to exceed \$9,000, Dillon's Mobile, not to exceed \$9,000 for needed auto repairs, and Chillergy, not to exceed \$9,000 for needed appliance repairs, all contracts effective July 1, 2020; approved as to form by County Counsel  
**View Item**

## **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

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

### **Convene as Walker Ranch Community Services District Governing Board**

3. **WALKER RANCH COMMUNITY SERVICES DISTRICT** – Robert Perreault  
Approve and authorize the Chair to sign Contract, Amendment No. 3, not to exceed \$85,000 per year, with Sierra Water Management, Inc. for maintenance and operation duties for the domestic water and wastewater facilities of the CSD, effective January 1, 2021 to June 30, 2024; approved as to form by County Counsel; discussion and possible action **View Item**

### **Adjourn as the Walker Ranch Community Services District Governing Board and reconvene as the Board of Supervisors**

## **4. DEPARTMENTAL MATTERS**

### **A) INFORMATION TECHNOLOGY** – Greg Ellingson

Authorize Information Technology to recruit and fill funded and allocated 1.0 FTE Programmer Analyst position, created by retirement effective February 17, 2021, and authorize a two-week overlap for training purposes; discussion and possible action **View Item**

### **B) SHERIFF** – Todd Johns

Authorize the Sheriff to recruit and fill Extra-Help Animal Shelter Attendant position; and authorize an extension to the current temporary position, for up to 60 days, to allow for recruitment time; discussion and possible action **View Item**

- C) **PUBLIC HEALTH AGENCY** – Andrew Woodruff  
 Adopt **RESOLUTION** to amend 2021 Position Allocation in 70560 to increase FTE by .20 in Management Analyst/DFO/Administrative Services Officer category; and authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Management Analyst I/II position, created by resignation effective January 12, 2021. **Roll call vote** **View Item**
- D) **COUNTY ADMINISTRATOR** – Gabriel Hydrick
- 1) Discussion and possible action regarding use of the “Old Probation Building”, 1446 E. Main Street, Quincy **View Item**
  - 2) Discussion and possible action regarding allocation of Tax Neutrality payments of approximately \$253,681.83 received from the Stewardship Council **View Item**

## 5. **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
- C. Appointments **View Item**

### **NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

Appoint a Board member to replace Supervisor Simpson on the Northern Sierra Air Quality Management District Board of Directors

### **TRANSPORTATION COMMISSION**

Appoint a Board member to replace Supervisor Simpson on the Plumas County Transportation Commission

## 6. **CLOSED SESSION**

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

- A. Conference with Legal Counsel: Existing litigation – BNSF Railway Company v, Alameda County, et al., United State District Court, Northern District of California, Case No. 19-cv-07230-HSG, pursuant to Subdivision (d)(1) of Government Code Section 54956.9
- B. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (2) of Government Code § 54956.9 Harry Rogers v. County of Plumas, Plumas Superior Court, Case No. CV19-00187; County of Plumas v. Harry Rogers, Third District Court of Appeals, Case No. C090668
- C. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy
- D. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600185)
- F. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- G. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)

- H. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 [View Item](#)
- I. 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, January 19, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

## PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES


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



Tony Hobson Ph.D., Director

DATE: January 12, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director 

SUBJECT: Consent Agenda

### Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign FY 2020/21 Short Term Residential Treatment Program with Environmental Alternatives

### **BACKGROUND AND DISCUSSION:**

1. Environmental Alternatives Family Services (EA), will provide Mental Health Treatment Services for Seriously Emotionally Disturbed (SED) children and youth, including eligible Plumas County Medi-Cal beneficiaries, placed in EA's Diamond Peak Short-Term Residential Therapeutic Program (STRTP) located in Susanville, CA, as defined by Title 22 regulations. This highly structured program is designed to manage the severe emotional and behavioral disturbances of children requiring more restrictive services. The program will be designed to treat children and youth who have experienced multiple placement failures and who are the most resistant to treatment.

This Agreement has been approved to form by County Counsel.

**FINANCIAL IMPACT:** There are no General Fund revenue involved in these matters. Any costs associated with these matters are covered by a combination of Federal and State funds.





# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

JB

**Date:** December 31, 2020  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Item for January 12, 2021

**Recommendation:** Approve and direct the Chair to sign service agreements with Sierra Garage for \$10,000, Crescent Tow and Repair for \$9,000, Lake Almanor Towing for \$9,000, Dillon's Mobile Repair for \$9,000 for auto repair services and Chillergy for \$9,000 for refrigeration repairs. Also please approve ratification of payments for services rendered to date (7/1/2020 to 6/30/2021).

**Background:** As the Board is aware, the auditor requires agreements for all services in order to pay invoices. The attached service agreements are for vehicle repairs and maintenance on County vehicles and repairs to appliance in our Senior Nutrition kitchens.

These service agreements have been reviewed and approved by County Counsel. Copies are on file with the Clerk of the Board for your review.





**AMENDMENT NO. 3  
TO PROFESSIONAL SERVICES AGREEMENT  
For  
PROVIDING PROFESSIONAL CONTRACT  
FOR THE  
WALKER RANCH COMMUNITY SERVICES DISTRICT**

This Third Amendment to Agreement ("Amendment") is made on January 12, 2021, between **WALKER RANCH COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California ("WRCSO"), and **SIERRA WATER MANAGEMENT, INC.**, a California corporation ("Consultant") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:

- a. Walker Ranch Community Services District and Sierra Water Management, Inc. have entered into a written Agreement dated March 1, 2011, (the "Agreement"), in which Sierra Water Management, Inc. agreed to provide maintenance and operation duties for the domestic water and wastewater facilities of the WRCSO.
- b. Because agreement is set to expire December 31, 2020, the parties desire to change the Agreement.

2. **Amendments:** The parties agree to amend the Agreement as follows:

- a. Paragraph 1. is amended to read as follows:

**Scope of Work.** The scope of work shall be amended per Exhibit "A".

- b. Paragraph 2. is amended to read as follows:

**Compensation.** The compensation of this agreement shall be extended to not exceed \$85,000 per fiscal year. The revised Exhibit "B" Fee Schedule reflects the new hourly rates.

- c. Paragraph 3. is amended to read as follows:

**Term.** The term of this agreement shall be extended to expire June 30, 2024.

3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated March 1, 2011, shall remain unchanged and in full force and effect.

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

**CONSULTANT:**

Sierra Water Management, Inc.,  
a California corporation

By: \_\_\_\_\_  
Name: David Durkin  
Title: CEO & CFO  
Date signed: \_\_\_\_\_

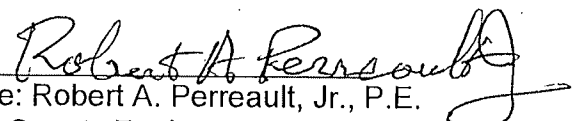
**Walker Ranch CSD:**

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

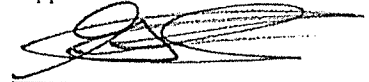
By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chair, Board of Supervisors  
Date signed: \_\_\_\_\_

**ATTEST:**

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

By:   
Name: Robert A. Perreault, Jr., P.E.  
Title: County Engineer  
& Manager Walker Ranch CSD  
Date signed: 12/30/2020

Approved as to form:



Gretchen Stuhr  
Deputy County Counsel III

12/30/2020

## Exhibit A

### Scope of Work:

#### Domestic Water – Including but not limited to:

1. Record pump information into daily logs
2. Read water meters
3. Install water meters and meter settings
4. Exercising water valves
5. Flushing hydrants
6. Cleaning valve boxes
7. Flushing blow-off valves
8. Painting valve lids
9. Painting hydrants
10. Inspecting water tanks and grounds
11. Pulling and spraying weeds
12. Inspecting pumps and booster pumps
13. Purchasing and installing turbine oil for pump
14. Inspecting pressure tank vessel
15. Inspecting pump house on Ridge
16. Annual Reports
17. Consumer Confidence Report
18. Responding to customer complaints, comments or concerns
19. Inspection total system within WRCSD
20. Electrical Inspections and maintenance of panels
21. Emergency Repairs
22. Insuring positive pressure in water main at all times
23. Maintaining records
24. Monitor water sampling for water tests
25. Snow removal
26. Service generator and supply fuel
27. Paint pump houses inside and out as needed
28. Meeting with County or State officials for site inspection

#### Wastewater duties include but not limited to:

1. Record pump and meter reading daily
2. Septic Tank inspections for all new installations
3. Adjust pump run times for recirculation, dosing and leach field tanks
4. Exercise gate valve
5. Cleaning pump vault screens in closing and recirculation tanks
6. Inspect leach field and distribution system

7. Pull weeds in sand filter
8. Repair lateral lines in sand filter
9. Provide monthly reports regarding effluent system to Regional Water Control Board
10. Input monthly SSO reports to state
11. Perform emergency repairs to system as required
12. Respond to customer complaints, comments or concerns
13. Snow Removal
14. Maintain records
15. Annual cleaning of all septic tank bio-tubes and inspection of pumps, floats and control panels for all commercial and residential customers in the CSD
16. Meeting with County or State officials for site inspection

## Exhibit B

### Fee Schedule

Operator	\$55.00 per hour
Assistant Operator	\$40.00 per hour
Emergency Repairs	\$80.00 per hour
Snow Removal with tractor	\$100.00 per hour
Equipment – (tractor, backhoe, loader, etc.)	\$100.00 per hour
Materials	cost plus 15% unless purchased on CSD account



## Plumas County Department of Information Technology



County Courthouse, 520 Main Street, Room 211  
Quincy, California 95971  
Phone: (530) 283-6336

Greg Ellingson  
*Director of Information  
Technology*

DATE: January 4, 2021  
TO: Honorable Board of Supervisors  
FROM: Greg Ellingson, Director of Information Technology  
  
SUBJECT: AGENDA ITEM FOR THE MEETING OF JANUARY 12, 2021 RE:  
APPROVAL TO FILL 1.0 FTE (PROGRAMMER ANALYST).

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1:** Authorize the Information Technology Director to recruit and fill upcoming vacancy of 1.0 FTE Programmer Analyst scheduled for February 17<sup>th</sup> 2021; and further authorize up to a two week overlap effective February 4<sup>th</sup>, 2021 to allow for training while the incumbent is still working.

**Background and Discussion:**

Programmer Analyst Lorrie Bennett has announced her intent to retire in February of 2021. Lorrie has been with the I.T. Department for 30+ years and is an integral part of the support of information systems in Plumas County. Due to the importance of this position and the fact that we have no functional backup for this position we are asking to advertise and hire Lorrie's replacement in time to allow the replacement to work with Lorrie and "Job Shadow" for up to two weeks before her retirement. The overlap will fit into the departmental budget due to cost savings from the retirement of the current employee holding this position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR  
FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?  
No

2. Why is it critical that this position be filled at this time?

- Update our county owned website with information for the public to digest.
- Creation of forms used by multiple county departments.
- Desktop support for all county departments.
- Management of servers and systems critical to county functions.

3. How long has this position been vacant?  
Position will become vacant February 19<sup>th</sup> 2021

4. Can the department use other wages until the next budget cycle?  
No

5. What are staffing levels at other counties for similar departments and/or positions?  
Not applicable.

6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>?

County Website design and updates, form creation, desktop technical support for all departments, management of critical servers and systems.

7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?

None

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

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?  
No

9. 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?

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

No

# Plumas County Department of Information Technology

## Organization and Duty Chart

### Director of Information Technology

*Greg Ellingson (Since July, 2020)*

#### Areas of Responsibility

- Departmental Administration
- Budget / Cost Allocation
- Accounts Payable / Claims
- Personnel / Payroll
- Operating System Support
- Application System Support
- Voice / Centrex Administration
- Telephone Moves, Adds & Changes
- Hardware & Software Purchasing
- Hardware Troubleshooting & Repair
- Network & Telco Wiring

### Systems Analyst II

*Thomas Huang (Since September, 2020)*

#### Areas of Responsibility

- Operating System Administration
- Network Administration
- Data Center Administration
- Tax System Support
- Financial System Support
- H.R. System Support
- Informix Data Base Administration
- 4js 4GL Programming Development
- GIS/AutoCAD Support
- Hardware Troubleshooting & Repair
- Router & Switch Configuration
- Network Wiring

### Programmer Analyst

*Lorrie D. Bennett (Since 1986)*

#### Areas of Responsibility

- Web Page Administration & Training
- E-Mail System Administration
- Active Directory - Group Policy Administration
- Building/Planning System Maintenance
- Streaming Media Admin & Training
- Dog License System Maintenance
- Health Information System Maintenance
- End User Training & Support
- VOIP phone system support

### Office Automation Specialist

*Jeremiah Bridges (Since 2016)*

#### Areas of Responsibility

- Help Desk Support
- Computer Setup & Configuration
- Virus Removal & Reconfiguration
- Hardware & Software Upgrades
- Hardware & Software Inventory
- Computer Room Operations
- End User Support
- Data Center Backup & Offsite Storage
- End User Backup & Restoration
- County Web Page Training
- Email System Support
- Voicemail System Support



TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

# Office of the Sheriff

## Office of Emergency Services


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

4B

## Memorandum

**DATE:** December 30, 2020

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns 

**RE:** Agenda Item for the meeting of January 12, 2021

### RECOMMENDATION:

Authorize the Sheriff to recruit and hire an Extra Help Animal Shelter Attendant position.

Authorize an extension for the current temporary position up to 60 days to allow for recruitment time.

### BACKGROUND & DISCUSSION:

The Plumas County Sheriff's Office requests authorization to recruit and fill the Extra Help Animal Shelter Attendant position. The previous person resigned.

This is an Extra Help position necessary to assist with cleaning kennels and caring for animals at the Animal Shelter. This position is utilized mostly after hours, on weekends and holidays or under other special circumstances. The average number of hours working is twenty-one hours per week but can fluctuate as needed. This position helps to alleviate the need for full time staff to work overtime on the weekends and holidays.

The cost for this position is budgeted in Other Wages for Animal Control and are sufficient to cover this request.

## STAFFING REQUEST FORM

Department Animal Control Add ☐ Delete ☐

FTE \_\_\_\_\_

Position Title Animal Shelter Attendant (EXTRA HELP)

Describe, in some detail, the need for this position (Use additional sheets if necessary.)

This Extra Help position is necessary to assist with cleaning the kennels & caring for the  
animals at the Animal Shelter. The Animal Shelter is open M-F but the animals must be  
cared for seven days a week. An Extra Help position is utilized after hours, on weekends &  
holidays to alleviate overtime for the full time staff.

☐ See attachment

If the position is approved, what other expenses do you anticipate?

Recurring: \$ ☐ Office/Operation Supplies  
\$ ☐ Purchased Services  
\$ ☐ Other

One Time \$ ☐ Furn/Fix  
\$ ☐ Vehicle  
\$ ☐ Office Space

Describe:

Describe:

Calculate anticipated Salary and Benefit costs for each of the *next four* years using anticipated increases:

\_\_\_\_\_ yr. 1 \_\_\_\_\_ yr. 2 \_\_\_\_\_ yr. 3 \_\_\_\_\_ yr. 4

If the position is NOT approved, what are the consequences? Attach sheet

Are any *new revenues* expected to cover the cost of the requested position? Yes ☐ No ☒

If yes, are the revenues certain? Yes ☐ No ☐ and if certain, the revenues are certain for  
how many years? \_\_\_\_\_ Years. Attach supporting material.

Other Wages were budgeted & are sufficient to cover the cost of this Extra Help position  
because this position has been staffed by Extra Help for the past several years

☐ See Attached

☐ Reviewed and supporting by Critical Staffing Committee

If General Fund Position and recommended by Critical Staffing Committee, indicate rank of this  
position to other recommended GF positions. \_\_\_\_\_ out of \_\_\_\_\_ positions recommended.

Committee Comments:



## **ANIMAL SHELTER ATTENDANT**

### **DEFINITION**

Under supervision, to perform all necessary work in maintaining the County Animal Shelter facility in a clean and sanitary condition; to monitor the physical condition of all animals being held at the shelter; to assist with the care, feeding and placement of animals at the shelter; and to perform related duties as required.

### **EXAMPLES OF DUTIES**

- Cleans kennels and runs; feeds and waters impounded animals.
- Assists with euthanizing of animals.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Proper care and feeding of domestic animals
- Diseases and symptoms common to animals.

#### **Ability to:**

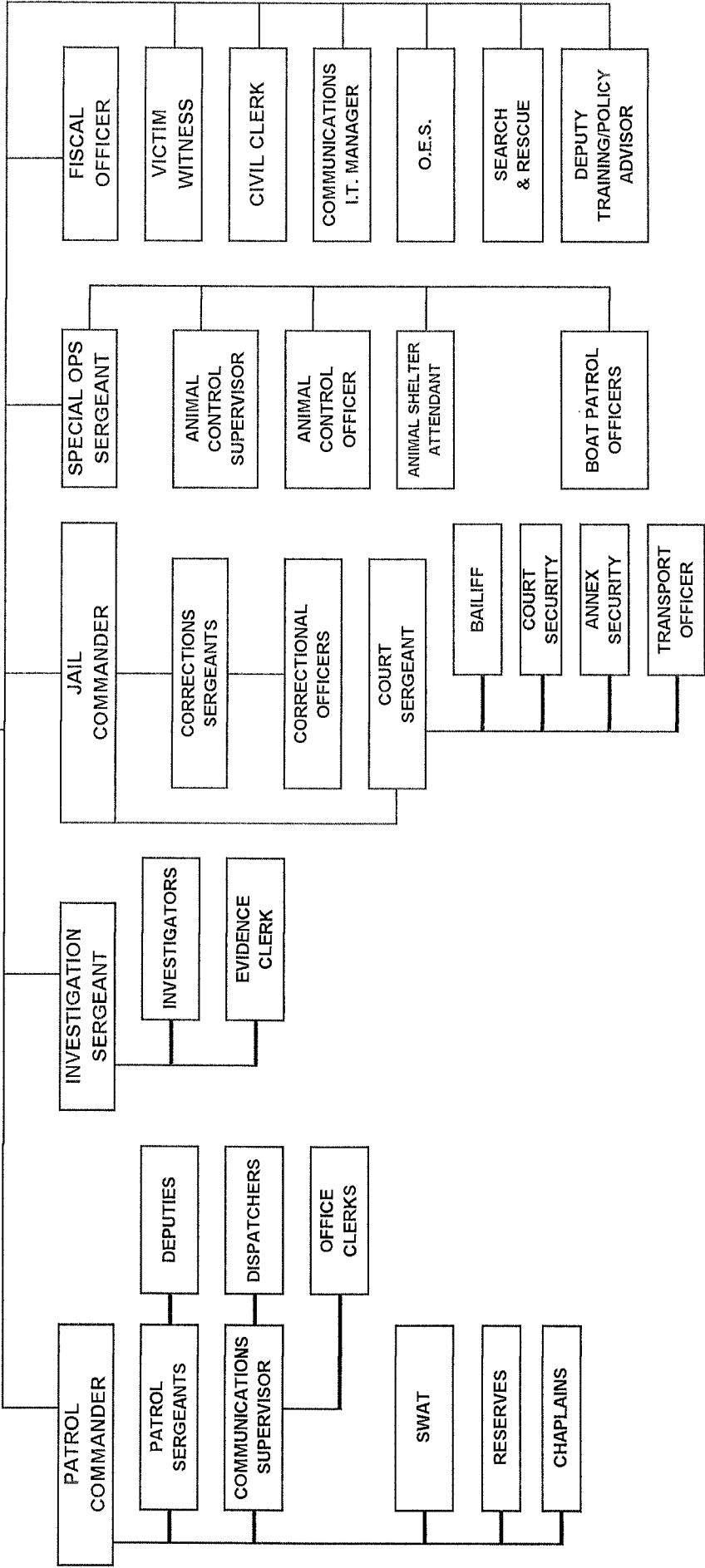
- Recognize abnormal animal behavior.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with staff and the general public.
- Lift heavy animals and/or equipment.

### **License or Certificate:**

Possession of a valid California Drivers License.

SHERIFF

UNDERSHERIFF





# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

4c

**Date:** December 31, 2020  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff, Director  
**CC:** Nancy Selvage, Human Resources  
**Agenda:** Item for January 12, 2020

**Recommendation:** Approve a Resolution to Amend the FY 2020-2021 Position Allocation in Budget Unit 70560 by adding a .20 FTE in the Management Analyst/DFO/Administrative Services Officer category effective January 12, 2020. Also authorize Human Resources to recruit to fill the 1.0 FTE funded and allocated position.

**Background:** As the Board is aware, Plumas County Public Health Agency manages multiple grants in various budget units. Plumas County Public Health Agency staff is often funded by a variety of state categorical funds, which this position is. Due to a resignation in this position, we are requesting to fill this vacancy. Current staff is a .80 FTE. Additional work duties will be assigned to create a 1.00 FTE position.

**Fiscal Impact:** There is no fiscal impact to the general fund as this position is funded through various Public Health programs.

A copy of the Resolution Amending the 2020-2021 County Personnel Allocation for Public Health Budget Unit 70560 along with the Critical Staffing Request is attached for your review.

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

RESOLUTION NO: \_\_\_\_\_

**RESOLUTION AMENDING THE 2020-2021 COUNTY PERSONNEL ALLOCATION  
FOR PUBLIC HEALTH BUDGET UNIT 70560, EFFECTIVE JANUARY 12, 2021**

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

**WHEREAS**, these positions are necessary in the daily operational needs of the Public Health Agency; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560 in Fiscal Year 2020-2021 to reflect the following:

<b><u>Budget Unit 70560</u></b>	<b><u>Current FTE</u></b>	<b><u>Change</u></b>	<b><u>New FTE</u></b>
Administrative Service Officer or MA I, II or DFO I, II or Grants Compliance Officer	3.43	.20	3.63

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 12<sup>th</sup> day of January 2021 by the following vote:

<b>AYES:</b>	Supervisors:
<b>NOES:</b>	Supervisors:
<b>ABSENT:</b>	Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors

## 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: 1.12.2021

DEPARTMENT TITLE: Public Health AgencyBUDGET CODE AND BREAKDOWN FOR REQUESTED POSITION: 70560/70559POSITION TITLES: 1.00 FTE Management Analyst I/II

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO ☐

**For Committee use only**

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

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

Comments:

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

Board Action:                     Approved                                         Denied                    

Date returned to Department:

Date submitted to HR Technician for recruitment:

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

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

1.0 Management Analyst I/II – Due to resignation this position will become vacant on January 22, 2021. This position is responsible for development, maintenance, contract preparation and tracking, and tracking of a Department's fiscal information and provides a variety of administrative, staff, and office management duties.

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

No. All positions are budgeted and funded in the current fiscal year. There are many technical aspects to public health vacant positions that require extensive training. We are not in a position to expend resources to train non-permanent staff on an ongoing basis. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also presents safety and



liability concerns. The strain on all staff to balance their regular required duties with additional assignments can result in an atmosphere of tension and anxiety if they go unfilled.

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

N/A

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

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

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

Not filling the MA I/II position will result in 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?**

Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

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

No.

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

No.

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

N/A. All positions requested are fully funded by contract for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

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

FY 17/18	Total Cash Reserves	\$575,661
FY 18/19	Total Cash Reserves	\$582,102
FY 19/20	Total Cash Reserves	\$1,410,132

# COUNTY ADMINISTRATOR

Gabriel Hydrick



4D.1.

## AGENDA REQUEST AND STAFF REPORT

For the January 12, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** Use of the Old Probation Building- establish a Permit Center or relocate existing County offices into old Probation building

**To:** Honorable Board of S, Clerk of the Board, County Counsel

**From:** Gabriel Hydrick, County Administrator

**Date:** 12/31/2020

### Background/Introduction:

The School District leased the 'Old Probation Building' (1446 E Main St.) until August of 2019 with the lease beginning around 2014. Since then, the building has sat vacant, but is in good condition and the zoning is conducive to office space. The building has a handful of offices, restrooms, a front counter, controlled access, a couple smaller conference rooms, a large common space in the middle, and a break room. The building was constructed by Mike Beatty originally for lease to the State of California as office space and contains approximately 5,000 square feet.

Earlier this year the charter school asked for the ability to lease the building to manage their response to COVID, but ultimately decided to pass on the opportunity in August. This opened up opportunities for the County to meet spatial needs for office space.

Some spatial needs and opportunities include:

- Human Resources' current space is too small and needs more room for testing, interviewing, confidential conversations, and conferencing as well as filing systems. Relocation to the old Probation building will greatly enhance Human Resources work environment.
- County Counsel has sufficient staff space, but filing space is limited. Relocation to the old Probation building will facilitate increased filing space.
- Risk Management needs an office space where confidential meetings and interviews can take place as well as a more appropriate day-to-day workspace and environment. County Administrative and Risk Management offices can remain in the current location.
- Alternative Sentencing (fourth floor) may be able to use the current Human Resources office space. Additionally, Probation and Behavioral Health office hours can be held in this office to serve as a temporary Day Reporting Center to a degree. With the location on the first floor and near court offices, services will be more accessible for the public we serve. Additionally, clients seeking services would not have to enter the office that is prosecuting them and they can comfortably and confidently seek needed services.
- • Part of the District Attorney's office could be closer to the courtrooms by occupying County Counsel's current location if County Counsel relocated to the old Probation building. On the other hand, the District Attorney office can occupy the entire old Probation building with

controlled access and located next door to the Sheriff office. The front counter was built with safety features and one modification will have to be made to it.

- If Planning and Building relocated to the old Probation building, the current Permit Center could be occupied by the District Attorney's office and possibly house a Day Reporting Center given the size of the facility until the new jail is built whereby the Day Reporting Center will relocate there.

Though more costly, a good alternative is to relocate the Permit Center to the old Probation building. The proximity to Public Works lends itself to a more functional location for a one-stop shop Permit Center, which has been a desire over time for County Supervisors. Department Heads of Planning and Building have reviewed plans and toured the facility to determine if this building will meet their needs. Notwithstanding minor improvements, the facility will meet their needs in the short term, but improvements will need to be made. Improvements and concerns for both short and long-term include:

- Enlarge the front counter opening
- Construct partition walls in the two large offices
- Add one office
- Modify restroom sink heights
- Is the financial and political timing correct?
- It could be detrimental to move Building and Planning to the old Probation building with temporary or short term improvements that last for years down the road due to economic stresses
- Building and Planning are adequately housed where they are now (though Environmental Health and Public Works are not there) and the current facility likely will not house another department well with wasted awkward space in the middle.

#### **Finding Analysis:**

The most likely expensive option will be to create a one-stop permit center in the old Probation building. Modifications will need to be made not only to this facility, but likely to the current Permit Center to accommodate offices to relocate there. In particular, the large common space of the current Permit Center will be awkward, not functional and wasted space if not modified. Currently, it successfully serves as a public counter space for plan and document review with Building and Planning staff.

The least expensive option given present conditions is to relocate Human Resources and County Counsel or the District Attorney offices to the old Probation building.

Staff recognizes the Board would like costs for options, but as can be seen, the combinations of opportunities are many and varied and to be efficient with staff time, staff respectfully requests the Board provide direction on at least the top two or three options for staff to pursue associated costs.

#### **Recommended Actions:**

Staff respectfully requests direction from the Board for the top two or three options to pursue associated costs and then bring back to the Board for further direction

Or

Provide staff direction without associated costs

Or

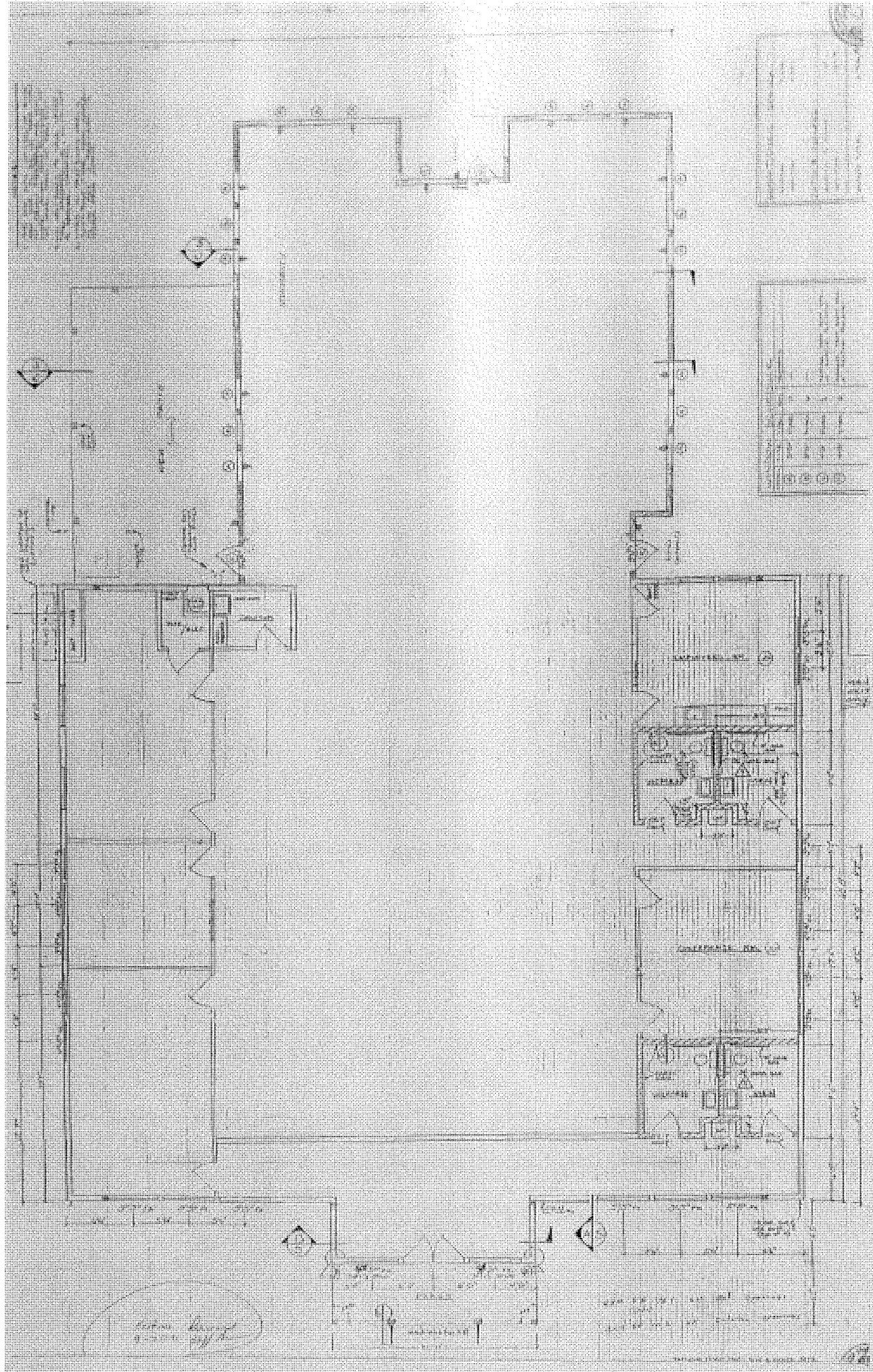
Provide different direction to staff

**Fiscal Impact:**

Yet to be determined. Likely most cost effective option is to relocate Human Resources and County Counsel or the District Attorney's office to the old Probation building. Option to likely be most expensive is to develop a 'one-stop shop' Permit Center.

**Attachments:**

Attachment 'A' - Most current Floor Plan in possession by the County



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Handwritten notes in the bottom right corner, including the phrase "See also page 100" and other illegible text.



## COUNTY ADMINISTRATOR

Gabriel Hydrick



### AGENDA REQUEST AND STAFF REPORT

For the January 12, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** Allocation of Tax Neutrality Funds- For the County, School District and Special Districts  
**To:** Honorable Board of Supervisors, Clerk of the Board, County Counsel  
**From:** Gabriel Hydrick, County Administrator  
**Date:** 12/18/2020

#### Background/Introduction:

The County and the Stewardship Council recently came to an agreement regarding the transfer of former PG&E lands to the Maidu Consortium via the Stewardship Council. These agreements include lump sum payments meant to replace future property taxes that the County, School and Special Districts receive and were based, in part on an assumed four percent (4%) discount value. The County has recently received "tax neutrality" payments for the properties that have closed to date:

Humbug - \$466,943  
Lake Almanor (Maidu Trail) - \$10,903  
Lake Almanor (Maidu Forest) - \$31,901  
Maidu Wetlands (**not yet received**) - ~\$100,298.85  
Maidu Cemetery (**not yet received**) - ~\$313,101.00  
**Grand Total - ~\$914,609.00**

Of the project total, the County will receive ~27.72% (~\$253,681.83); Plumas Unified School District will receive ~49.09% (~\$449,051.58); Feather River College will receive ~12.82% (\$117,284.71) with the remainder being split among the other property taxing entities.

#### Finding Analysis:

Again, these lump sums do not go entirely to the County, but will be split between the School District and Special Districts. First, staff seeks direction on the allocation to the School District and Special Districts.

#### School and Special Districts Distribution Options:

One option, which is preferred by staff, is to do a one-time distribution of the entire amount (principal and any interest) of the tax neutrality payment to all the property taxing entities that would have received a share of the property tax generated by these parcels. Such distribution would be in proportion to each taxing entity's allocation. The Auditor's Office can provide the allocation factors. After that distribution, each taxing entity can decide how it would like to handle the funds. With this option, County Counsel recommends the County obtain each special district's

written agreement to the distribution and a release of any and all claims it may have against the County in connection with the acceptance of this “tax neutrality payment.”

The other option is to hold in trust and invest and distribute future income. In other words, if this principal sum is held in an investment account generating the assumed 4% rate of return, the income earned would be equal to the amount of property tax that would have been generated had the property remained in PG&E ownership. That income (but not the original principal) would be distributed as the property tax from PG&E would have been allocated among the ad valorem property taxing entities. Implementing this arrangement would involve setting up a trust fund to hold and invest the monies. If the trust fund is held by the County, the investment would be subject to the County’s Investment Policy. (This will result in significantly less than a 4% rate of return – not only because the market interest rate is at historic lows, but also due to the statutory limitations.) This would involve a Resolution to establish the trust fund. In addition, as distributions are made to the various special districts, it is recommend that the distribution be accompanied by an annual accounting and a request that each special district receiving a distribution sign a receipt and a release of all claims against the County. The release is appropriate, since only one of the Special Districts responded to the County’s letter intended to resolve this matter as proposed by the Stewardship Council.

Both options will necessitate the assistance of County Counsel’s office to provide the appropriate Acceptance Agreement and Release forms to be signed by each special district.

**Allocation of the County’s share:**

One option presented by the County Administrator and welcomed at a 2020-2021 Budget Committee meeting is to use the County’s share as a payment to PARS to contribute to a fund for the County’s future pension liability. This pension liability is the County’s single greatest liability and a topic of the 2020 Civil Grand Jury and will buy down the County’s liability and keep the County in better financial health. Additionally, PARS is one of the consistently best performing investments for the County, which would best reflect the intention of these funds to replace lost revenue (see Attachments ‘A’ and ‘B’).

**Recommended Actions:**

Direct staff to:

- Distribute lump sum amounts (principal and interest) to the School and Special Districts.
- Allocate the entirety of the County’s share to the County’s PARS investment to mitigate future pension liability.

Or

- Provide different direction to staff

**Fiscal Impact:**

Investing this one time money in to PARS pension will improve the County’s ability to fund pension liability, which is set to continue to increase over the next many years.

**Attachments:**

Attachment ‘A’- PARS Account Summary for the month of November 2020

Attachment ‘B’- County 30-day Notice to Taxing Entities



**County of Plumas**

**November 30, 2020**

**Presented by  
Randall Yurchak, CFA**

# **Selected Period Performance** **County of Plumas OPEB** **Period Ending: 11/30/2020**

	3 Months	Year to Date (11 Months)	1 Year	3 Years	5 Years	Inception to Date 06/01/2014
<b>Cash Equivalents</b>						
<i>Lipper Money Market Funds Index</i>	.01 .00	.36 .40	.48 .49	1.41 1.36	1.03 .96	.80 .74
<b>Total Fixed Income</b>						
<i>BBG Barclays US Aggregate Bd Index</i>	1.13 .48	6.68 7.36	6.73 7.28	4.97 5.45	4.29 4.34	3.53 3.78
<b>Total Equities</b>	7.80	11.90	15.56	10.11	11.71	9.76
<b>Large Cap Funds</b>						
<i>S&amp;P 500 Composite Index</i>	5.01 3.89	15.86 14.02	19.34 17.46	12.89 13.17	13.56 13.99	12.13 12.47
<b>Mid Cap Funds</b>						
<i>Russell Midcap Index</i>	12.23 12.32	11.39 11.86	13.82 14.43	9.96 10.26	11.55 11.75	9.46 10.20
<b>Small Cap Funds</b>						
<i>Russell 2000 Index</i>	19.56 16.87	12.13 10.41	16.10 13.59	10.72 7.09	12.61 10.25	11.58 9.04
<b>International Equities</b>						
<i>MSCI EAFE Index</i>	9.01 8.01	6.60 3.03	11.95 6.37	4.55 3.26	7.85 6.19	4.60 3.41
<i>MSCI EM Free Index</i>	9.71	10.20	18.43	4.92	10.72	4.96
<b>REIT Funds</b>						
<i>Wilshire REIT Index</i>	3.52 4.00	-7.97 -10.99	-7.30 -10.99	3.51 2.31	5.24 4.08	5.40
<b>Total Managed Portfolio</b>	4.52	9.47	11.28	7.62	7.94	6.66

## **Performance Inception : 06/01/2014**

The plan was invested in account 6746019205, PARS/PRHCP HIGHMARK PLUS MODERATE, from June 1, 2014 to May 31, 2018. It was subsequently invested in account 6746050106, PARS/PRSP MODERATE HIGHMARK PLUS, from June 2018 and onwards. Returns are gross of account level investment advisory fees and net of any fees, including fees to manage mutual fund or exchange traded fund holdings. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

# Asset Allocation – County of Plumas OPEB (6746050106) As of November 30, 2020

Current Asset Allocation		Investment Vehicle	
<b>Equity</b>	<b>Range: 40%-60%</b>		<b>51.14%</b>
Large Cap Core	COFYX	Columbia Contrarian Core Inst3	5.65%
	VGIAX	Vanguard Growth & Income Adm	12.73%
Large Cap Value	DODGX	Dodge & Cox Stock Fund	4.26%
	IVE	iShares S&P 500 Value ETF	1.68%
Large Cap Growth	HNACX	Harbor Capital Appreciation Retirement	3.07%
	PRUFX	T. Rowe Price Growth Stock Fund I	2.99%
Mid Cap Core	IWR	iShares Russell Mid-Cap ETF	3.44%
Small Cap Value	UBVFX	Undiscovered Managers Behavioral Val R6	3.00%
Small Cap Growth	RSEJX	Victory RS Small Cap Growth R6	2.80%
International Core	DFALX	DFA Large Cap International I	2.71%
International Value	DODFX	Dodge & Cox International Stock Fund	1.84%
International Growth	MGRDX	MFS® International Growth R6	1.69%
Emerging Markets	HHHFX	Hartford Schroders Emerging Mkts Eq F	4.33%
Real Estate	VNQ	Vanguard Real Estate ETF	0.95%
<b>Fixed Income</b>	<b>Range: 40%-60%</b>		<b>48.03%</b>
Short-Term	VFSUX	Vanguard Short-Term Investment-Grade Adm	9.37%
Intermediate-Term	DBLFX	DoubleLine Core Fixed Income I	12.83%
	PTRRX	PIMCO Total Return Instl Fund	12.82%
	PTRQX	Prudential Total Return Bond Q	13.01%
<b>Cash</b>	<b>Range: 0%-20%</b>		<b>0.82%</b>
	FGZXX	First American Government Oblig Z	0.82%
<b>TOTAL</b>			<b>100.00%</b>

**Selected Period Performance**  
**PARS/PRSP CONSERVATIVE HM PLUS**  
 Account 6746050102  
 Period Ending: 11/30/2020

	3 Months	Year to Date (11 Months)	1 Year	Since Inception (21 Months)
<b>Cash Equivalents</b>				
<i>Lipper Money Market Funds Index</i>	.01	.36	.49	1.18
	.00	.40	.49	1.15
<b>Total Fixed Income</b>				
<i>BBG Barclays US Aggregate Bd Index</i>	1.13	6.64	6.69	7.61
	.48	7.36	7.28	8.61
<b>Total Equities</b>				
	8.13	12.06	15.65	14.69
<b>Large Cap Funds</b>				
<i>S&amp;P 500 Composite Index</i>	5.01	15.58	19.09	18.17
	3.89	14.02	17.46	18.44
<b>Mid Cap Funds</b>				
<i>Russell Midcap Index</i>	12.24	11.64	14.08	14.07
	12.32	11.86	14.43	14.31
<b>Small Cap Funds</b>				
<i>Russell 2000 Index</i>	19.73	12.82	16.81	12.65
	16.87	10.41	13.59	10.14
<b>International Equities</b>				
<i>MSCI EAFE Index</i>	9.09	7.14	12.28	11.18
<i>MSCI EM Free Index</i>	8.01	3.03	6.37	8.33
	9.71	10.20	18.43	10.84
<b>REIT Funds</b>				
<i>Wilshire REIT Index</i>	3.51	-7.50	-6.81	3.09
	4.00	-10.39	-10.99	.14
<b>Total Managed Portfolio</b>				
	2.25	7.62	8.19	8.39

Performance Inception : 03/01/2019

Returns are gross of account level investment advisory fees and net of any fees, including fees to manage mutual fund or exchange traded fund holdings. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.



**PARS: County of Plumas**

# Asset Allocation – County of Plumas Pension (6746050102) As of November 30, 2020

Current Asset Allocation		Investment Vehicle	
<b>Equity</b>		<b>Range: 5%-20%</b>	<b>16.46%</b>
Large Cap Core	COFYX	Columbia Contrarian Core Inst3	1.89%
	VGIAX	Vanguard Growth & Income Adm	3.90%
Large Cap Value	DODGX	Dodge & Cox Stock Fund	1.35%
	IVE	iShares S&P 500 Value ETF	0.54%
Large Cap Growth	HNACX	Harbor Capital Appreciation Retirement	0.88%
	PRUFX	T. Rowe Price Growth Stock Fund I	0.88%
Mid Cap Core	IWR	iShares Russell Mid-Cap ETF	1.12%
Small Cap Value	UBVFX	Undiscovered Managers Behavioral Val R6	1.21%
Small Cap Growth	RSEJX	Victory RS Sm Cap Growth #279	1.05%
International Core	DFALX	DFA Large Cap International I	0.92%
International Value	DODFX	Dodge & Cox International Stock Fund	0.59%
International Growth	MGRDX	MFS® International Growth R6	0.53%
Emerging Markets	HHHFX	Hartford Schroders Emerging Mkts Eq	1.34%
Real Estate	VNQ	Vanguard Real Estate ETF	0.25%
<b>Fixed Income</b>		<b>Range: 60%-95%</b>	<b>82.85%</b>
Short-Term	VFSUX	Vanguard Short-Term Investment-Grade Adm	17.23%
Intermediate-Term	DBLFX	DoubleLine Core Fixed Income I	21.79%
	PTTRX	PIMCO Total Return Instl Fund	21.78%
	PTRQX	Prudential Total Return Bond Q	22.05%
Cash	FGZXX	First American Government Oblig Z	0.69%
<b>TOTAL</b>			<b>100.00%</b>

# COUNTY OF PLUMAS

## For Period Ending November 30, 2020

LARGE CAP EQUITY FUNDS							
Fund Name	1-Month Return	3-Month Return	Year-to- Date	1-Year Return	3-Year Return	5-Year Return	10-Year Return
Columbia Contrarian Core Inst3	12.94	4.99	17.39	21.68	13.22	13.31	14.25
Vanguard Growth & Income Adm	10.86	3.58	13.33	16.65	12.34	13.31	14.18
Dodge & Cox Stock	18.31	12.32	2.89	6.38	6.93	10.77	12.35
iShares S&P 500 Value ETF	12.87	7.92	-2.16	0.87	5.99	9.22	11.05
Harbor Capital Appreciation Retirement	12.55	1.54	47.48	51.28	25.17	21.01	18.26
T. Rowe Price Growth Stock I	10.49	2.82	31.73	34.84	19.47	18.29	16.99
S&P 500 TR USD	10.95	3.89	14.02	17.46	13.17	13.99	14.19
MID CAP EQUITY FUNDS							
iShares Russell Mid-Cap ETF	13.80	12.24	11.70	14.25	10.11	11.58	12.48
SMALL CAP EQUITY FUNDS							
Undiscovered Managers Behavioral Val R6	22.52	25.98	-4.16	-0.92	0.38	5.53	10.65
Victory RS Small Cap Growth R6	13.58	13.03	29.20	33.90	18.00	16.51	15.84
Russell 2000 TR USD	18.43	16.87	10.41	13.59	7.09	10.25	11.13
REAL ESTATE FUNDS							
Vanguard Real Estate ETF	9.68	3.48	-7.29	-6.55	3.90	5.44	8.87
INTERNATIONAL EQUITY FUNDS							
Dodge & Cox International Stock	21.20	12.08	-2.96	1.89	-0.10	4.52	4.90
DFA Large Cap International I	14.40	7.78	2.80	5.99	3.05	6.36	5.62
MFS International Growth R6	10.43	4.77	10.16	13.85	9.24	11.27	8.16
MSCI EAFE NR USD	15.50	8.01	3.03	6.37	3.26	6.19	5.85
Hartford Schroders Emerging Mkts Eq F	8.93	10.28	13.27	21.62	6.47	12.23	4.90
MSCI EM NR USD	9.25	9.71	10.20	18.43	4.92	10.72	3.61

Source: SEI Investments, Morningstar Investments

Returns less than one year are not annualized. Past performance is no indication of future results. The information presented has been obtained from sources believed to be accurate and reliable. Securities are not FDIC insured, have no bank guarantee and may lose value.

# COUNTY OF PLUMAS

## For Period Ending November 30, 2020

BOND FUNDS							
Fund Name	1-Month Return	3-Month Return	Year-to- Date	1-Year Return	3-Year Return	5-Year Return	10-Year Return
DoubleLine Core Fixed Income I	1.49	1.18	4.97	5.21	4.38	4.14	4.64
PGIM Total Return Bond R6	2.49	1.76	7.48	7.56	6.18	5.69	5.27
PIMCO Total Return Instl	1.19	0.84	8.55	8.28	5.64	4.77	4.10
Vanguard Short-Term Investment-Grade Adm	0.54	0.61	4.87	5.13	3.87	3.24	2.70
BBgBarc US Agg Bond TR USD	0.98	0.48	7.36	7.28	5.45	4.34	3.71

Source: SEI Investments, Morningstar Investments

Returns less than one year are not annualized. Past performance is no indication of future results. The information presented has been obtained from sources believed to be accurate and reliable. Securities are not FDIC insured, have no bank guarantee and may lose value.



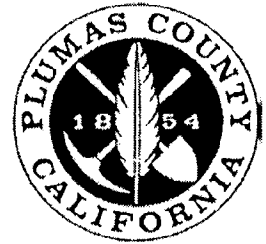
# HIGHMARK CAPITAL MANAGEMENT

As of November 30, 2020

## ACTIVE PORTFOLIO RETURNS

Strategy	Equity (%)	1 Year	3 Years	5 Years	10 Years
Capital Appreciation	65-85%	12.92%	8.80%	9.65%	9.26%
Balanced	50-70%	12.61%	8.36%	8.81%	8.33%
Moderate	40-60%	11.62%	7.79%	8.04%	7.55%
Moderately Conservative	20-40%	9.75%	6.66%	6.48%	5.99%
Conservative	5-20%	8.35%	5.89%	5.41%	4.72%

\* Past performance does not guarantee future results.



## COUNTY ADMINISTRATOR

Gabriel Hydrick

March 10, 2020

To: All Property Taxing Entities

Re: Pacific Forest & Watershed Lands Stewardship Council's Proposed "Tax Neutrality" Payment to Replace Property Tax Revenue Lost as Result of the Transfer of Former Pacific Gas and Electric Company (PG&E) Lands in the Humbug Valley to the Property Tax Exempt Maidu Summit Consortium.

Honorable Members of the Above-Referenced Governing Boards:

This letter is being sent to you because your agency receives a share of *ad valorem* property taxes generated by certain lands<sup>1</sup> located in the Humbug Valley area of Plumas County that were formerly owned by PG&E and were recently transferred to the Maidu Summit Consortium on September 19, 2019. Because of certain recorded conservation easement restrictions placed on that transfer, and because the Maidu Summit Consortium is exempt from the payment of property taxes, such lands will no longer generate property tax revenue for your agency.

The subject lands were transferred pursuant to the requirements of the 2002 and 2003 Settlement Agreement<sup>2</sup> and Stipulation<sup>3</sup> arising out previous PG&E bankruptcy reorganization proceedings. The Pacific Forest & Watershed Lands Stewardship Council was created pursuant to the Settlement Agreement and Stipulation to develop and implement a "Land Conservation Plan" for certain PG&E owned watershed lands. Recognizing that the transfer of such lands to property tax exempt recipients together with conservation easements would remove the lands from the property tax rolls, the Settlement Agreement and Stipulation provided that the disposition of the land will be "tax neutral" by providing an equivalent revenue source, or a lump sum payment. (See Stipulation, at page 8.)

Since early 2012, Plumas County has been in intermittent discussions with the Stewardship Council regarding the amount of a proposed lump-sum payment to Plumas County intended to make the transfer of lands in the Humbug Valley area "tax neutral." Attached is a copy of a letter from Plumas County Assessor Charles Leonhardt to the Stewardship Council dated March 20, 2012, questioning the

<sup>1</sup> Plumas County Assessor's parcel numbers: 001-220-041-000, 001-390-003-000, 002-030-030-000, 002-050-019-000, 002-050-020-000, 002-060-018-000, 002-060-019-000, 108-010-007-000

<sup>2</sup> Opinion Modifying Proposed Settlement Agreement found here:

<http://www.stewardshipcouncil.org/documents/background%20documents/Settlement%20Agreement.pdf>

<sup>3</sup> Stipulation found here:

<http://www.stewardshipcouncil.org/documents/background%20documents/Stipulation%20Signed.pdf>

Stewardship Council's proposed Property Tax Neutrality Methodology<sup>4</sup> and pointing out the need for outreach to the other special districts sharing in property tax revenue. The Stewardship Council declined to consider or make any changes in its methodology in response to the County's comments. And, as you are likely aware, has apparently made no outreach effort to involve your agencies in this process.

Attached is the Stewardship Council's proposal for a lump-sum payment for the Humbug Valley Lands transferred to the Maidu Consortium. It can be summarized as follows:

THE STEWARDSHIP COUNCIL -

LAKE ALMANOR AND HUMBUG VALLEY PLANNING UNITS

**Summary Page**

**Approved Donee: Maidu Summit Consortium**

**Plumas County**

<b>Planning Unit</b>	<b>Description</b>	<b>Tax Neutrality Amount (\$)</b>
Lake Almanor	Maidu Cemetery	313,101
Lake Almanor	Maidu Forest	26,363
Lake Almanor	Maidu Wetlands	100,299
Lake Almanor	Maidu Trail	10,903
Humbug Valley	Humbug Valley	463,943
<b>Total TN Payment</b>		<b>\$914,609.00</b>

Currently, each agency's share of the *ad valorem* property tax is allocated as found in Exhibit A.

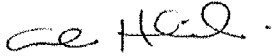
It is the County's opinion that this payment is unlikely to provide full "tax neutrality" because: 1) the assumed "Cap Rate" of four percent (4%) is insufficient; 2) public agency restrictions on investments will not generate a comparable rate of return; and 3) it fails to account for future inflation growth or development. However, the County has decided to accept its share of the lump sum payment since it is unlikely to be cost effective to pursue a legal challenge. The Stewardship Council has represented that all other counties have accepted lump-sum payments based on the Stewardship Council's methodology. Representatives of the Stewardship Council have also stated that the Stewardship Council is wrapping up business and is preparing to dissolve in the very near future.

The County proposes to accept the lump sum payment (\$914,609.00) on behalf of all the agencies receiving a share of the property tax. The County further proposes to allocate each district's portion in the year the County receives the lump sum payment rather than spreading agency payments over a number of years.

Following this 30-day notice, as required, the Board of Supervisors will consider adoption of a Resolution to accept the \$914,609 from the Stewardship Council. Since time is limited, we respectfully request that you respond within 30 days from the date of this notification letter with any questions or concerns.

<sup>4</sup> The Stewardship Council's "Property Tax Neutrality Methodology" is found here:  
<http://www.stewardshipcouncil.org/Users/rwhite/Desktop/Property%20Tax%20Neutrality%20Methodology%20-%202017%20Amendment.pdf>

Sincerely,

A handwritten signature in black ink, appearing to read "G. Hydrick", followed by a period.

Gabriel Hydrick  
Plumas County Administrator

Enclosures:

- Property Taxing Entities (Distribution List)
- Unitary Allocation Factors
- Plumas County Assessor 2012 Letter
- Lump Sum Payments (Maidu Consortium)

**JUVENILE JUSTICE COORDINATING COUNCIL** – Resolution No. 19-8425

One member from each of the following agencies

District Attorney's Office	Public Defender
Board of Supervisors	Social Services
Behavioral Health	County Office of Education
Alcohol & Drug Program	Sheriff's Department
Nonprofit Org. Providing Services to Minors	At-Large Community Representative

**LOCAL AGENCY FORMATION COMMISSION-LAFCo**

**TERM EXPIRES** (4 Year Term)

**Govt. Code 56325**

Supervisor Thrall	County Supervisor
Supervisor Goss	County Supervisor
Bill Powers	Portola City Government
Tom Cooley	Portola City Government
Matthew Haesche	Public Member (LAFCo appointment)

**Alternates**

Terry Swofford	Public Member
Pat Morton	Portola City Government
Supervisor Engel	County Supervisor

**LOCAL SOLID WASTE ENFORCEMENT APPEALS BOARD (PRC §44305)**

Board of Supervisors Representative – Kevin Goss

Technical Expert – Jim Perez

Public Representative – Terry Swofford

**NORCAL-EMS BOARD OF DIRECTORS**

Supervisor Goss appointed August 6, 2019

**NORTH CAL-NEVA RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL**

Pierce Flournoy, Chair	Ron Sharpless, Treasurer	Supervisor Engel
Central Modoc RCD	Modoc Fire Safe Council	Plumas County

Sandy Higa	Jerry Shea, Secretary
Vya Conservation District	City of Alturas

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

Formed in 1986, required by State law

Ed Schofield	Nevada County	Peter Huebner	Sierra County
Richard Anderson	Nevada County	Paul Roen	Sierra County
Supervisor Thrall	Plumas County		
Supervisor Simpson	Plumas County		

**Alternates**

Lee Adams	Sierra County
Hank Weston	Nevada County
Jeff Engel	Plumas County

### PLANNING COMMISSION

Established on March 29, 2005 pursuant to Ordinance No. 05-1026 – Govt. Code 65101

Term of Office: Members shall serve for a term which shall expire the date the appointing Supervisor leaves office.

District No. 1	VACANT
District No. 2	Moorea Hoffman Stout
District No. 3	Thomas McGowan
District No. 4	Larry Williams
District No. 5	Harvey West

### STATE COUNCIL ON DEVELOPMENTAL DISABILITIES (AREA 2)

### TRANSPORTATION COMMISSION

Govt. Code §29535

Susan Scarlett	Phil Oels
City of Portola Appointment	City of Portola Appointment
Bill Powers	Supervisor Jeff Engel
City of Portola Appointment	Board of Supervisors Appointment
Supervisor Sharon Thrall	Supervisor Lori Simpson
Board of Supervisors Appointment	Board of Supervisors Appointment



DaForno, Nancy

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**From:** Joshua Hart <joshuahart@baymoon.com>  
**Sent:** Monday, January 4, 2021 11:12 AM  
**To:** DaForno, Nancy  
**Cc:** Stuhr, Gretchen; Goss, Kevin  
**Subject:** Re: access to board meetings  
**Attachments:** Josh Hart letter.pdf

On Jan 4, 2021, at 10:47 AM, DaForno, Nancy <[PCBS@countyofplumas.com](mailto:PCBS@countyofplumas.com)> wrote:

Hi Josh,

- We have provided you with options to listen to the Board meeting via livestream at [www.countyofplumas.com](http://www.countyofplumas.com)

We cannot access this. This is not an option for us, due to the lack of high speed internet available at our location.

- The Board has not designated a public telephone line at this time

This should be a priority for you, as members of the public are not able to safely access meetings during COVID-19, and this should be of serious concern. If it's not, that's a major problem.

- All e-mails received at [public@countyofplumas.com](mailto:public@countyofplumas.com) become part of the public record

**I asked whether you would read an e-mail received into the record out loud during public comment. I am requesting this as an ADA accommodation (see attached letter from my doctor).**

**If the county is not willing to accommodate safe public access to board meetings, here are a few options for you:**

1. reimburse me for all county taxes we have paid during the period of the pandemic when basic phone access to meetings is not provided for.
2. Make out a check for \$5000 from the county to Josh Hart POB 682 Portola CA 96122 for the amount of one year of AT&T fiber optic access which is required for me to safely access and be heard at county meetings.
3. Provide basic telephone access using a low cost service such as zoom which provides for this.
4. Resolve the matter in court