



### **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 MAY 4, 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](#)

### **ZOOM Participation**

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

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

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

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

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** – Dr. Satterfield

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) **CLERK OF THE BOARD**

Approve Board minutes for April 2021

#### B) **ENVIRONMENTAL HEALTH**

Approve and authorize the Chair to sign agreement between Plumas County and the California Association of Environmental Health Administrators (CAEHA) to supply temporary inspection and staff training services; not to exceed \$13,500.00; effective May 4, 2021; approved as to form by County Counsel [View Item](#)

#### C) **FACILITY SERVICES/ AIRPORTS**

Approve and authorize the Chair to sign agreement between Plumas County Facility Services and Airports and Nevada Chiller & Boiler, Inc. for maintenance, inspection, and repair of the County's boiler systems; not to exceed \$10,000.00; approved as to form by County Counsel [View Item](#)

#### D) **PUBLIC WORKS**

Adopt **Resolution** establishing the 2020 Plumas County Maintained Road Data; approved as to form by County Counsel [View Item](#)

#### E) **SHERIFF**

- 1) Approve and authorize Chair to sign agreement, between Plumas County and A&P Helicopters, Inc., not to exceed \$75,000.00; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign the annual amendment to the Cooperative Law Enforcement Agreement between Plumas County Sheriff's Department and the USDA Forest Service in the amount of \$5,000.00; approved as to form by County Counsel [View Item](#)

### 3. **PRESENTATION**

#### A) **Northern California EMS, Inc.** – Kevin Goss

Updates concerning the activities and changes of the Northern California EMS, service area demographics, and funding challenges; Nor-Cal EMS Board seeking each Member County consider making a one-time, \$5,000.00 supplemental payment to assist the organization, due to the impact of COVID – 19 Pandemic; Discussion and possible action [View Item](#)

#### B) **FARM ADVISOR** – David Lile

Receive the 2020 Annual Report on Farm Advisor/UC Cooperative and update of workshops and research from 2020 and plans for the remainder of 2021 [View Item](#)

#### 4. **DEPARTMENTAL MATTERS**

A) **BEHAVIORAL HEALTH** - Tony Hobson

- 1) Adopt **Resolution** amending the 2020 – 2021 personnel allocation for Budget Unit 70571 by adding 1.0 FTE Behavioral Health Site Coordinator and removing 1.0 FTE Behavioral Health Supervising Site Coordinator; Discussion and possible action; **Roll call vote** [View Item](#)
- 2) Authorize Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Site Coordinator; Discussion and possible action [View Item](#)
- 3) Authorize Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Therapist I/II Senior Position; Discussion and possible action [View Item](#)

B) **LIBRARY** – Lindsay Fuchs

Authorize Librarian to recruit and fill vacant, Extra Help Library Aid position, created by resignation; Discussion and possible action [View Item](#)

C) **PLANNING DEPARTMENT** – Tracy Ferguson

Planning Commission Recommendations Concerning 2035 Plumas County General Plan; Economics Element Priority Implementation Measures; discussion and possible action [View Item](#)

D) **PUBLIC HEALTH** - Tony Hobson

Approve and authorize Chair to sign agreement, between Plumas County and Mark Satterfield, M.D., not to exceed \$90,000.00, to act as County Health Officer/Medical Director FY 2021-2022; approved as to form by County Counsel; Discussion and possible action; **Roll call vote** [View Item](#)

E) **PUBLIC WORKS** – John Mannle

Authorize Public Works/Road Department to recruit and fill, funded and allocated, 1.0 FTE Public Works Lead Worker for the LaPorte Maintenance Yard, created by resignation; Discussion and possible action [View Item](#)

F) **PROBATION DEPARTMENT** – Keevin Allred

Authorize Probation Department to recruit and fill, funded and allocated, 1.0 FTE Legal Services Assistant; created by resignation; Discussion and possible action [View Item](#)

G) **SHERIFF** – Todd Johns

- 1) Adopt **Resolution** to authorize the Sheriff to sign the 2021 – 2022 Boating Safety and Enforcement Financial Aid Program Contract; The program requires a county contribution of the estimated county boat tax revenue in the amount of \$31,177.20; Discussion and possible action; **Roll call vote** [View Item](#)
- 2) Authorize Sheriff to recruit and fill, funded and allocated, 1.0 FTE Public Safety Dispatcher I/II and establish a Hiring Pool; Discussion and possible action [View Item](#)

H) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

- 1) Updates regarding County Administrator, County Counsel and Auditor's work together regarding legal and financial feasibility of advancing Feather River Tourism Association the requested \$50,000.00 for start-up fees; Discussion and possible action
- 2) Update regarding RFP for Redistricting and Demographic Services and recommendation on successful bidder; and authorize County Administrator to sign agreement with successful bidder, not to exceed \$55,000.00, subject to approval by County Counsel; Discussion and possible action [View Item](#)

- 3) Update on status of CDBG CV 2 & 3 grant applications; Discussion and possible action
- 4) Approve and authorize the County Administrator to release the Request for Proposal (RFP) for Franchise Fee Audit and Consultant Services; approved as to form by County Counsel; Discussion and possible action [View Item](#)

5. **BOARD OF SUPERVISORS**

- A) Approve and authorize Plumas County to be added to a letter with a growing list of supporters of COVID Relief Funding for Special Districts; Discussion and possible action [View Item](#)
- B) Correspondence
- C) Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D) Appointments
  1. Appoint John Forno to the Plumas County Solid Waste Task Force, representing District 3; Discussion and possible action
  2. Appoint Marsha Roby to the Plumas County Solid Waste Task Force as an Alternate representing District 2; Discussion and possible action

6. **CLOSED SESSION**

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

- A) Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy
- B) Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9
- C) Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

**ADJOURNMENT**

Adjourn meeting to Tuesday, May 11, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



# Plumas County Environmental Health

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

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

2B

**Date:** May 4, 2021

**To:** Honorable Board of Supervisors

**From:** Rob Robinette, Interim Director

**Agenda:** Agenda Item for May 4, 2021

**Recommendation:** Authorize the Board Chair to sign an Agreement for temporary Environmental Health inspection and staff training services with the California Association of Environmental Health Administrators and authorize a budget transfer from regular wages to professional services in the amount of \$13,500 to cover the cost of this Agreement in Fiscal Year 2020-21.

**Background and Discussion:** As the Board is aware, Environmental Health has 4 field staff positions allocated as either Environmental Health Specialists or Hazardous Materials Specialists depending on need. These four positions, along with the Environmental Health Director, provide the full range of environmental health field services and programs throughout the County.

Until recently, two of the four Environmental Health field staff were trained and certified to provide Unified Hazardous Materials Program (CUPA program) services. One of these individuals resigned in early April to pursue other interests, and the other has submitted a letter of resignation effective the end of April. These 2 vacancies, along with the vacancy created by the retirement of the previous Environmental Health Director last October have left the Department extremely short-handed heading into our busiest spring and summer seasons. Furthermore, none of the remaining staff have the training or certifications required to provide services in the CUPA program. All of this is in addition to the recent turnover of administrative staff and ongoing admin vacancy.

As an interim solution, Environmental Health recommends entering into an Agreement for temporary employee services with the California Association of Environmental Health Administrators (CAEHA), a 501(c)4 corporation. Services would be provided by trained, certified employees of CAEHA and services would be provided only as request by the Environmental Health Director or designee. Approximately 60 hours of work per month is needed to ensure the core hazardous materials program responsibilities of this state-mandated program can be completed. The Agreement would be terminated once Environmental Health is able to recruit, train, and certify local staff to perform these duties. However, it could also be terminated at any time by either party in accordance with the terms of the Agreement.

Environmental Health - Agenda Item for May 4, 2021

The Agreement would be paid for from salary savings from staff vacancies. Considering 60 hours of contract staff time per month is needed, and considering travel and per diem reimbursement as specified in the Agreement, Environmental Health estimates that \$6,750 per month should be budgeted for this work. For Fiscal Year 2020-21, this mean a transfer of \$13,500 from regular wages to professional services will be required, and for FY 21-22 an additional \$81,000 needs to be budgeted.

At this time, the Board is asked to:

1. Authorize the Board Chair to sign the Agreement with CAEHA for temporary Environmental Health inspection and staff training services; and
2. Authorize the transfer of \$13,500 from Environmental Health Regular Wages (Account 51000) to Professional Services (Account 521900) in FY 2020-21.

The Agreement for Professional Services has been reviewed and approved as to form by County Counsel and is attached along with the required budget transfer request for FY 20-21. If you have any questions, please do not hesitate to contact me at 283-6593.

Thank you.

enclosures

**AGREEMENT FOR PROFESSIONAL SERVICES**  
**BETWEEN THE COUNTY OF PLUMAS AND CALIFORNIA ASSOCIATION OF**  
**ENVIRONMENTAL HEALTH ADMINISTRATORS**

THIS AGREEMENT is made this 12th day of April 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California (hereinafter called "County") and California Association of Environmental Health Administrators (CAEHA), (hereinafter called "Contractor") pursuant to the following terms and conditions:

1. **TERM**

The term of this Agreement shall commence on May 4, 2021, and shall terminate June 30, 2022.

2. **PROJECT**

County requests Contractor to work on a Flex schedule to perform duties as a *Registered Environmental Health Specialist* with duties and responsibilities as outlined in Appendix A Scope of Work. Unless otherwise approved by the County, Contractor shall provide part time services through its employee, Jerry Sipe and/or REHS to be determined.

3. **DUTIES**

Contractor shall demonstrate the following: an ability to work at a high level of independence, an ability to meet additional specialized knowledge requirements within the field of environmental health, an ability to manage by assignment projects which are highly complex and difficult in nature.

4. **COMPENSATION**

- A. Contractor shall be paid \$106.09 per hour for Jerry Sipe and/or REHS to be determined. Staff will work on a flexible schedule approved by the County in advance. If overtime is required, and has been approved by the County for the contractor in advance, the hourly rate is \$159.14. CAEHA shall invoice County for work performed by the 15th of each month with summary of time worked.
- B. If travel is requested, Hotel reimbursement at cost (not to exceed \$160 per night and state rate will be requested). If hotels are hard to find under \$160 per night, County will pre-approve the higher hotel costs. Receipts will be provided.
- C. If County requests travel then mileage will be reimbursed by County at current IRS rate (currently at .56 per mile).

- D. Per diem rates of \$7.00 for breakfast, \$11.00 for Lunch, \$26.00 for dinner if travel by County is requested.
- E. If postage or shipping costs are required to accomplish scope of work services, the County will reimburse with receipts.
- F. Invoices will be sent monthly to the County and payment to be made directly to CAEHA - Tax ID#94-1675492 a 501(c)(4):

**California Association of Environmental Health Administrators**  
**Attn: Sheryl Baldwin, Contract Manager**  
**P.O. Box 2017**  
**Cameron Park, CA 95682-2017**  
Telephone: (530) 676-0715 or cell (530)-363-0027  
Email: [Sheryl@ccdeh.com](mailto:Sheryl@ccdeh.com)

- G. All payment requests must be reviewed and approved by the County. Total compensation for the services rendered (including any travel, per diem or other expenses) under this **Agreement shall not exceed Ninety-Four Thousand Five Hundred Dollars (\$94,500).**
- H. Compensation provided herein shall constitute complete and full payment to Contractor for the services provided hereunder to be paid within 30 days of a proper invoice. Interest will be added at 5% per month for invoices paid after 90 days.
- I. CAEHA has to comply with new COVID-19 Safe Families Act sick time if an employee is required to take 14-day quarantine, this sick time would be invoiced.

5. **INSURANCE REQUIREMENTS**

Contractor shall provide at its own expenses and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the County by registered mail, return receipt requested, for all of the following state insurance policies.

- A. **Workers' Compensation Coverage:** To the extent that Contractor has any employees, Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly



maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by City at least thirty (30) days prior to such change.

- B. **Professional Liability Insurance:** Contractor shall maintain Professional Liability Insurance for malpractice coverage with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000). The insurance coverage provided by Contractor shall contain language providing coverage for up to three (3) years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.
- C. **Automobile liability coverage:** Contractor shall maintain Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- D. **Proof of Coverage:** At the time of execution of this contract, Contractor shall furnish County with copies of its insurance policies affecting coverage required by this Contract.

6. **HOLD HARMLESS**

The Contractor shall hold the County, its elected and appointed officials, officers, employees, agents, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of Contractor, its agents, officers, employees, or volunteers, during the performance of its obligations under this Agreement, and out of any assertion by any employee of Contractor that they are individually entitled to compensation of benefits of any kind directly from the County as a result of their work performed for the County under this Agreement. If such indemnification becomes necessary, the County Counsel for the County shall have the absolute right to approve any and all counsel employed to defend it.

The County shall hold the Contractor, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including

reasonable attorney fees, arising directly or indirectly out of any act or omission of County, its agents, officers, employees, or volunteers, during the performance of its obligations under this Agreement.

7. **TERMINATION**

A. This Agreement may be terminated by County at County's option:

- (1) Upon Contractor's failure, refusal or neglect to perform the duties hereunder other than for reasons of illness. Such a termination shall be effective immediately upon notice to Contractor.
- (2) For any reason satisfactory to County (without cause) provided, however, Contractor shall be given fourteen (14) days written notice of such termination.

B. This Agreement may be terminated by Contractor:

- (1) Upon County's failure, neglect or refusal to make any payment as required hereunder.
- (2) Upon County's failure to cooperate with the Contractor in the performance of its work under this Agreement.
- (3) Upon fourteen (14) days written notice to County.

8. **STATUS**

Contractor and County agree that Contractor is an independent contractor and in no event shall Contractor or any of its employees be considered an employee of the County.

9. **ASSIGNMENT**

This Agreement is for the professional services of Contractor and in particular for the services of Contractor's employee Jerry Sipe and/or other REHS staff to be determined, and Contractor shall not assign, subcontract, or sublet any part of this Agreement without the express written consent of County.

10. **NOTICE**

Any and all notices, invoices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following address:

County: Plumas County Department of Environmental Health  
Robert Robinette, Environmental Health Interim Director  
270 County Hospital Road  
Courthouse Annex Room 127  
Quincy, CA 95971  
Email: [rob Robinette@countyofplumas.com](mailto:rob Robinette@countyofplumas.com)  
530-283-6593

Contractor: California Association of Environmental Health Administrators  
Justin Malan, Executive Director  
910 K Street, Suite 300  
Sacramento, CA 95814  
Telephone: (916) 448-1015  
Email: [Justin@ccdeh.com](mailto:Justin@ccdeh.com)

**IN WITNESS WHEREOF**, the parties have hereunder set their hands the day and year first herein above written.

**COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Jeff Engel  
Chair, Board of Supervisors

\_\_\_\_\_  
April Meneghetti, President CAEHA  
Tax ID#94-1675492

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

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

\_\_\_\_\_  
Steve Van Stockum,  
Secretary/Treasurer CAEHA

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

**ATTEST:**

\_\_\_\_\_  
Heidi Putnam, Clerk of the Board

Approved as to form:



\_\_\_\_\_  
Gretchen Stuhr  
Plumas County Counsel

4/21/2021

## APPENDIX A

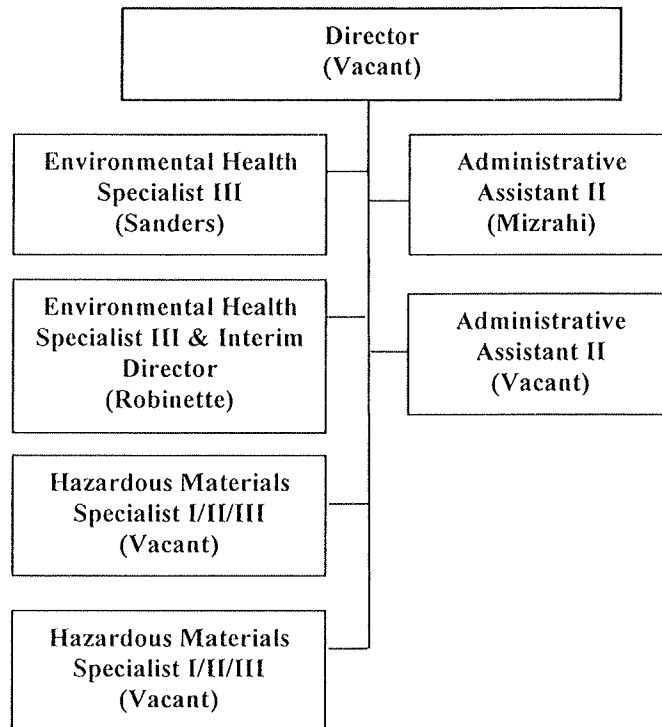
### Scope of Work Registered Environmental Health Services

Plumas County Environmental Health Department seeks an Registered Environmental Health Specialist (REHS) to address a backlog of inspections at the Director's discretion.

Consultant shall provide Environmental Health inspection services to Plumas County as requested by the Director of Environmental Health or his/her designee. Said services shall include, but not limited to, the following:

- A. Consultant shall conduct routine inspections, investigations and permitting of regulated environmental health facilities, which include, but are not limited to, the following: Certified Unified Program Agency (CUPA) facilities, and general environmental health services.
- B. Consultant shall prepare, on behalf of the County, written inspection reports of each facility inspection or investigation. Consultant shall provide written documentation of all inspections, investigations, site visits or complaints for each activity performed.
- C. Consultant shall review facility permits, business plans, reports, California Environmental Reporting System (CERS), correspondence, and facility files for completeness and prepare necessary reports or correspondence
- D. Consultant shall assist County with preparation of State reports, State evaluations, and meetings that are conducted in the County as recognized within the scope and practice of environmental health.
- E. Consultant shall assist the County with environmental health program planning and evaluation.
- F. Aboveground Petroleum Storage Act (APSA) and Hazardous Waste Operations Certifications are necessary.
- G. Other REHS work as directed by the Director of Environmental health.

# ENVIRONMENTAL HEALTH



TRANSFER NUMBER  
(Auditor's Use Only)

The reason for this request is (check one):		Approval Required
A.	<input type="checkbox"/> Transfer to/from Contingencies OR between Departments	Board
B.	<input type="checkbox"/> Supplemental Budgets (including budget reductions)	Board
C.	<input checked="" type="checkbox"/> Transfers to/from or new Fixed Asset, within a 51XXX	Board
D.	<input type="checkbox"/> Transfer within Department, except fixed assets	Auditor
E.	<input type="checkbox"/> Establish any new account except fixed assets	Auditor

Fund #	Dept #	Acct #	Account Name	\$ Amount
	20550	51000	Regular Wages	13,500.00
Total (must equal transfer to total)				13,500.00

Fund #	Dept #	Acct #	Account Name	\$ Amount
	20550	521900	Professional Services	13,500.00
Total (must equal transfer to total)				13,500.00

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Temporary contract for professional services to cover shortfall in staffing

B) Resignations and retirements of staff and management

C) Temporary staffing required to fulfill critical hazardous materials tasks.

D) N/A

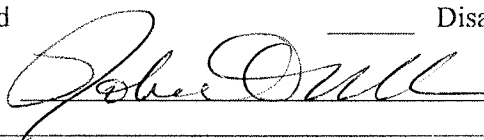
Approved by Department Signing Authority:

 (Rob Robinson/TVE)

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:



4/26/21

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

### INSTRUCTIONS:

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

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

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

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

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



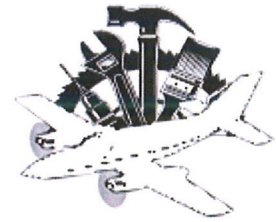


Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



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

DATE: May 4, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign agreement between Facility Services & Airports and Nevada Chiller & Boiler, Inc. for maintenance, inspection, and repair of county's boiler systems.

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### **Recommendation**

Approve and authorize Board Chair to sign agreement between Facility Services & Airports and Nevada Chiller & Boiler, Inc. for maintenance, inspection, and repair of county's boiler systems

### **Background and Discussion**

Nevada Chiller & Boiler, Inc. provides semi-annual maintenance and inspections of the county's boiler systems (mid-Spring & mid-Fall) to help ensure proper operation of the systems. They also provide repair and emergency repair services for the same systems. The county operates three boiler systems in the county: Plumas County Courthouse, Permit Center, and Plumas County Jail.

Contract not to exceed \$10,000.00

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

### Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Dept. of Facility Services & Airports** (hereinafter referred to as "County"), and **Nevada Chiller & Boiler, Inc.**, a Nevada corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Ten Thousand dollars and 00/100 (\$10,000)**.
3. Term. The term of this agreement shall be from **July 1, 2021** through **June 30, 2022**, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_

terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

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

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

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

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

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

obligations under this Agreement. In particular, Contractor represents that it holds a current and active licenses as a **C20 – warm-air heating, ventilating and air-conditioning** and **C-4 – boiler, hot water heating and steam fitting contractor**, issued by the State of CA, No. 1014257.

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

16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Facility Services & Airports  
County of Plumas  
198 Andy's Way  
Quincy CA 95971  
Attention: Kevin Correira, Director

Contractor:

Nevada Chiller & Boiler  
10 Hardy St.  
Sparks NV 89431  
Attention: Rodney Leavitt, Owner

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
26. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.



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

**CONTRACTOR:**

Nevada Chiller & Boiler, a NV corporation

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

Name: Rodney Leavitt

Title: CEO/CFO

Date signed:

**COUNTY:**

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

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

Name: Jeff Engel

Title: Board Chair

Date signed:

**ATTEST:**


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

Name: Heidi Putnam

Title: Clerk of the Board

Date signed:

Approved as to form:

  
\_\_\_\_\_  
Joshua Brechtel  
Deputy County Counsel I

4/22/2021

## EXHIBIT A

### Scope of Work

- Preventative Maintenance Program – 2 annual inspections of boiler systems at:
  - Courthouse
  - Permit Center
  - Plumas County Jail
- Repair
- Emergency repair

## **EXHIBIT B**

### **Fee Schedule**

- \$3,106.00/inspection to total \$6,212.00 annually for Preventative Maintenance Program
- Repairs:
  - \$130/hr
  - \$195/hr – emergency repairs
  - \$260/hr – holiday rate
- Parts – cost plus 20%
- Invoices to be paid Net 30



## Preventative Maintenance Program

Agreement Start Date \_\_\_\_\_

April 15, 2021

By and Between:

Contractor

and

Customer

Nevada Chiller & Boiler  
10 Hardy Dr.  
Sparks NV. 89431

Plumas County Facilities  
198 Plumas Ave  
Quincy, CA 95971

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Contractor will provide the services in accordance with the schedules, scopes, terms and conditions on the pages, which are attached and listed below. These services will be provided as described in the scopes of work and according to the frequency listed on schedule.

---

Location of Service

Preventative Maintenance Program

**County Assessor, Superior  
Court, Sheriff/Jail Buildings**

**Semi-Annual Service**

---

Agreement coverage will begin on date of acceptance. **The agreement price is (\$6,212.00) per year, to be paid (\$3,106.00) semi-annual** in advance beginning on the effective date.

---

The coverage included in this agreement, including terms, conditions and schedules attached, will constitute the entire agreement between us. This agreement is the property of the Contractor and is provided for the Customer's use only. This agreement is subject to management approval by Contractor. No waiver, change, or modification of any terms or condition shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

This agreement shall continue in effect from year to year, unless either party gives a (30) day written notice to the other of intent to cancel as stated in the Terms & Conditions of the agreement.

---

**CONTRACTOR**  
Nevada Chiller and Boiler

**CUSTOMER**  
Plumas County Facilities

By: \_\_\_\_\_  
Rodney Leavitt

By: \_\_\_\_\_  
Authorized Representative

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

\_\_\_\_\_  
Date



## Preventative Maintenance Program

The Maintenance Program Concepts described below has been designed to provide you, the customer, with a continuing maintenance program. This will be planned, scheduled, managed, monitored and enhanced by Nevada Chiller & Boiler throughout the term of this agreement.

### **Test and Inspection**

This Agreement includes all labor to visually inspect and search for worn, failed, and/or doubtful parts. Nevada Chiller & Boiler will visually check coil surfaces, fan blades, fan belts, couplings, equipment housings, motor mounts, dampers, valves, fluid levels, heat exchangers, etc. Nevada Chiller & Boiler will make recommendations to the Customer of any necessary repairs, replacements, and/or adjustments.

### **Preventative Maintenance and Predictive Maintenance**

This agreement includes labor to preform preventative maintenance on the equipment included in the attached schedules. Maintenance intervals for systems and equipment are determined by run time, system use, application, location and manufacturer's recommendations. This information, along with our years of practical experience with HVAC product lines assures that the Customer receives the industry's most cost-effective maintenance program.

### **Consumable Materials**

This agreement includes normal consumable materials and supplies; such as lubricants, grease, towels/rags, wire nuts, cleaning solutions, and clean up materials.

### **Air Filter Media and Service**

As defined in Schedule 2 "Air Filter Service", this agreement does not include regular air filter changing. If Schedule 2 is not included in this agreement, then the customer has assumed responsibility for the labor and materials to change air filters.

Nevada Chiller & Boiler will monitor the air filter conditions and notify the Customer of any recommended adjustments to this maintenance program. If applicable.

### **Coil Service**

This agreement includes inspection and cleaning of the condenser, as defined in Schedule 1 "Inventory of Equipment". If applicable.

### **Belt Service**

This agreement includes belt inspection for the equipment listed, as defined in Schedule 1 "Inventory of Equipment". Should belt changes be required, Nevada Chiller & Boiler will notify the Customer and provide pricing. If applicable.

### **Repair and Replacement**

Should repair or replacement of additional parts or equipment be necessary, Nevada Chiller & Boiler will perform such repairs with Customer approval and all labor and materials will be billed separately.

### **Emergency Service**

Emergency service is available – 24 hours a day – 7 days a week – to reduce the risk of down time and inconvenience for the Customer. Should emergency service be required, such service will be billed separately.



## Preventative Maintenance Program

### Annual and Seasonal Inspections

NCB will perform routine inspections of equipment for normal wear and tear and other common issues that may occur with the equipment. Testing will then be performed to confirm the equipment is functioning optimally.

Maintenance of the equipment will include:

1. Compressor performance verification.
2. Refrigeration component integrity.
3. Safety controls functionality.
4. Air / Water regulation accuracy and dependability.
5. Relief valves, float chambers, and expansion valves accuracy.
6. Verify temperature / pressure controller operating thresholds.
7. Annually open and inspect fire side refractory and burn face plate.
8. Annually chemically clean air-cooled condensers and surrounding area.
9. Annually inspect associated pumps and pump motor control center.

### Scheduling and Emergency Services

Maintenance service will be outlined in the attached schedule. Notification will be given one week in advance before annual and quarterly visits. Visits will be performed during normal business hours. Service is available 7 days a week, 24 hours a day. After hours' emergency service will be charged accordingly and a work order will be sent for your records.

### Summary

Thank you for considering Nevada Chiller and Boiler for your building systems servicing needs. The following schedule and Planned Service Agreement detail a customized plan including pricing, payment terms, included equipment, a schedule of visits and services to be performed within the agreement.

Preventative Maintenance delivered by NCB ensures your equipment and facility perform ideally, providing dependable function to maximize occupant comfort, reduce energy costs, maximize the life of your equipment and reduce repair costs. We look forward to providing proper maintenance and repair services for your facility and optimizing your building's facility performance.

### Facility Covered Under Preventative Maintenance Program

Plumas County Assessor	1 Crescent St. Quincy, CA 95971	Annual / Semi Annual
Plumas County Superior Court	520 Main St. Quincy, CA 95971	Annual / Semi Annual
Plumas County Sheriff-Jail	50 Abernathy Ln. Quincy CA 95971	Annual / Semi Annual



## Preventative Maintenance Program

### Schedule 1 – Inventory of Equipment

Plumas County Assessor	Burner / Boiler	Beckett CF800 / Boiler
Plumas County Superior Court	Burner / Boiler	Beckett CF1400/Burnham FD24 / Trane RTAA
Plumas County Sheriff- Jail	Burner / Boiler	Gordon Platt R6GO03/Rite13675

### Semi Annual Inspection

1. Observe combustion air openings and vent system for integrity. Openings must be clean and free of obstructions.
2. Check oil lines and fittings to verify there are no leaks.
3. Observe burner ignition and performance to verify smooth operation.
4. Record the service performance and the combustion test results.

### Annual Operating Season Inspection

1. Replace the oil supply line filter. The line filter cartridge must be replaced to avoid contamination of the fuel unit and nozzle.
2. Inspect the oil supply system. All fittings should be leak-tight. The supply lines should be free of water, sludge and other restrictions.
3. Remove and clean the pump strainer if applicable.
4. Replace the used nozzle with a new nozzle that conforms to the appliance manufacturer's specifications.
5. Clean and inspect the electrodes for damage, replacing any that are cracked or chipped.
6. Check electrode tip settings. Replace electrodes if tips are rounded.
7. Inspect the igniter spring contacts.
8. Clean the cad cell lens surface, if necessary.
9. Inspect the combustion head and air tube. Remove any carbon or foreign matter.
10. Clean the blower wheel, air inlet, air guide, burner housing and static plate of any lint or foreign material.
11. If motor is not permanently lubricated, oil motor with a few drops of SAE 20 nondetergent oil at each oil hole. DO NOT over oil motor.
12. Check motor current. The amperage draw should not exceed the nameplate rating.
13. Check all wiring for secure connections or insulation
14. Check the pump pressure and cutoff function.
15. Check primary control safety lockout timing.
16. Check ignition system for proper operation.
17. Inspect the vent system and chimney for soot accumulation or other restriction.
18. Clean the appliance thoroughly according to the manufacturer's recommendations. □  
Check the burner performance. Refer to 'Set High-fire Air' section and set combustion with test instruments.
19. It is good practice to make a record of the service performed and the combustion test results





## Preventative Maintenance Program

### **Terms and Conditions**

Unless Otherwise advised in writing to the contrary within seven days of the execution of this agreement, the following terms and conditions as written are hereby accepted between Customer and Nevada Chiller and Boiler, hereafter referred to as NCB. By execution of this agreement, the Customer represents that he has the authority to enter such agreement.

1. Acceptance of this agreement by NCB assures that all systems and equipment covered are in maintainable condition. If repairs are found necessary during the new agreement start up inspection or the initial seasonal start up, a repair proposal will be submitted for approval. If the repair proposal is declined, the non-maintainable items will be eliminated from the maintenance agreement price adjusted accordingly or the agreement may be canceled or otherwise revised.
2. The Customer will provide access to all areas and equipment and will allow NCB to stop and start equipment as maybe necessary to fulfill the term of the agreement. All maintenance, repair or replacement tasks will be performed during normal working hours, 7:30 AM to 4:30 PM, Monday through Friday, Holidays excepted. Customer agrees to pay maintenance and work requested to be performed outside said normal working hours.
3. If any emergency call is made at the Customer's request and inspection does not reveal any defect, Customer will be liable for such services, including but not limited to; investigative labor, travel time, and overtime. Customer acknowledges that there is a minimum charge of two hours for emergency calls, if no defect is found.
4. NCB reserves the right to adjust and or terminate this agreement, should the systems and/or equipment covered under this agreement be altered, modified, changed or moved, including but not limited to any direct changes in application or architectural modifications resulting in changes to the mechanical systems and/or equipment performance. If persons other than representatives of NCB performs maintenance or repair of equipment covered under this agreement, and as a result further repair by NCB is required, such repairs will be made and charges Billed to the Customer at NCB applicable labor and material rates then in effect.
5. In addition to any price specified on the face hereof, the Customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated to the price, sale or delivery of any products, services or the work furnished hereunder or for their use by NCB on behalf of the Customer whether such tax shall be local, state, or federal in nature. This includes, but is not limited to the recovery, recycling, reclamation, handling and disposal of all refrigerants and the additional costs incurred for refrigerant tax and/or increased costs due to shortages.
6. Maintenance service charges will be invoiced in advance of the period during which the service is provided. Extra work performed will be invoiced upon completion of work. Payment for services performed under this agreement is due within 30 days of invoice date. Finance charges will apply to balances over 30 days, and NCB reserves the right to stop all work until such balances are made current.
7. NCB reserves the right to adjust this agreement should the customer request a material change in the scope of services, as determined by NCB in its sole discretion. When NCB determines a change is material, NCB will reduce the change to writing and provide the completed written change to Customer. Both NCB and Customer will have to provide written approval of the change as detailed in the written description of the change, including the impact of the schedule, resources, and the price of the service, before NCB will make the change. When Customer accepts the change, Customer will modify its forms for payment as requested by NCB. If Customer does not accept the change (including the impact on the schedule, resources, or price), the parties will complete their obligations as set forth in this agreement.
8. This annual agreement shall continue in effect from year to year, unless either party gives 30 days written notice of intent to cancel. The annual agreement price is subject to adjustment on each renewal anniversary date to reflect increases in labor, materials and other industry related costs.
9. Either party may terminate this agreement if the other party commits a material breach of such Agreement, including but not limited to non-payment of any amount when due, and the breach is not cured within 30 days of receipt of written notice from the injured party. If NCB terminates this agreement for cause, Customer shall be responsible for NCB's costs incurred and reasonable profit up through the date of termination.



## Preventative Maintenance Program

10. Either party may at its option cancel or terminate this agreement and all Supplemental Agreements in their entirety, or cancel or terminate merely one or more of the Supplemental Agreements without cause upon 30 days prior written notice to the other party. NCB shall advise Customer of the extent to which performance has been completed through the date of the notice of termination. Customer shall be responsible for NCB's costs incurred and reasonable profit up through the date of cancellation.

### Exclusions

11. Repair, replacement and emergency service provisions apply only to the systems and equipment covered by this agreement. Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, duct work, piping, coils, shell and tube (for boilers, evaporators, condensers, and chillers), unit cabinets, boiler refractory material, heat exchangers, insulating material, electrical wiring, tubing, tanks, fixtures, and finishes, structural supports and other non-moving parts, are not included in this agreement.

12. NCB is not responsible for (a) the design of the mechanical and/or plumbing system (b) obsolescence (c) water supply and drainage (d) damage caused by freezing (e) additional work required by government regulated codes (f) additional work required to meet insurance requirements (g) any air/water balancing (h) safety tests (i) electrical service or service requirements due to power failure (j) misuse and/or abuse of system(s) (k) negligence of Customer or others (l) vandalism (m) and all other causes that are beyond NCB control.

13. This agreement does not include the identification, removal, handling or disposal of asbestos or other hazardous substances. In the event such substances or materials are discovered, NCB responsibility is limited to notifying the Customer of the possibility of the existence of such materials.

### Limitations of Liability

14. NCB will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond NCB's reasonable control.

15. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall NCB or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damages including, but not limited to loss of profit or revenues, loss of use of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, attorney fees, lost profits or claims of such damages by the Customer or against the Customer or against the Customer by any other party.

16. NCB warrants materials only to the extent and for the time period said warranted to NCB by the manufacture(s) of the same. NCB liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by NCB.

18. NCB and Customer agree to seek to avoid litigation of any disputes. However, should either party commence legal action against the other, the prevailing party shall be entitled to recover from the other party all court costs, disbursements and reasonable attorney's fees. NCB and the Customer agree to indemnify and hold each other, including their officer, agents, directory and employees, harmless from all liabilities, costs, claims, demands, or suits of any kind, including but not limited to reasonable attorney's fees, resulting from the negligence or willful misconduct or breach of this agreement by the indemnifying party or its employees, contractors or agents.

Please contact me with any questions you may have.

Sincerely

*Rodney Leavitt*

Rodney Leavitt  
Account Manager  
775-432-1331



## Preventative Maintenance Program

admin@ncbservice.com

### Scheduling and Emergency Services

Maintenance service will be outlined in the attached schedule. Notification will be given one week in advance before annual and quarterly visits. Visits will be performed during normal business hours. Service is available 7 days a week, 24 hours a day. After hours' emergency service will be charged accordingly and a work order will be sent for your records.

### Summary

Thank you for considering Nevada Chiller and Boiler for your building systems servicing needs. The following schedule and Planned Service Agreement detail a customized plan including pricing, payment terms, included equipment, a schedule of visits and services to be performed within the agreement.

Preventative Maintenance delivered by NCB ensures your equipment and facility perform ideally, providing dependable function to maximize occupant comfort, reduce energy costs, maximize the life of your equipment and reduce repair costs. We look forward to providing proper maintenance and repair services for your facility and optimizing your building's facility performance.

We will make an accurate equipment list with model and S/N# on first preventative service visit.

# **Plumas County Maintenance Checklist-\*\*SEMI-ANNUAL\*\* JOB #M-1011**

County Assessor 1 Crescent St. Quincy, CA 95971

NOTES

**Beckett CF800 Boiler**

Superior Court 520 Main St. Quincy, CA 95971

**Beckett CF1400 Boiler**

Sheriff-Jail 50 Abernathy Lane Quincy, CA 95971

April

**Gordon Plant R6CO03/Rite 13675**

1. Replace the oil supply line filter. The line filter cartridge must be replaced to avoid contamination of the fuel unit and nozzle.
2. Inspect the oil supply system. All fittings should be leak-tight. The supply lines should be free of water, sludge and other restrictions.
3. Remove and clean the pump strainer if applicable.
4. Replace the used nozzle with a new nozzle that conforms to the appliance manufacturer's specifications.
5. Clean and inspect the electrodes for damage, replacing any that are cracked or chipped.
6. Check electrode tip settings. Replace electrodes if tips are rounded.
7. Inspect the igniter spring contacts.
8. Clean the cad cell lens surface, if necessary.
9. Inspect the combustion head and air tube. Remove any carbon or foreign matter.
10. Clean the blower wheel, air inlet, air guide, burner housing and static plate of any lint or foreign material.
11. If motor is not permanently lubricated, oil motor with a few drops of SAE 20 nondetergent oil at each oil hole. DO NOT over oil motor.
12. Check motor current. The amperage draw should not exceed the nameplate rating.
13. Check all wiring for secure connections or insulation
14. Check the pump pressure and cutoff function.
15. Check primary control safety lockout timing.
16. Check ignition system for proper operation.

17. Inspect the vent system and chimney for soot accumulation or other restriction.

18. Clean the appliance thoroughly according to the manufacturer's recommendations. □ Check the burner performance. Refer to 'Set High-fire Air' section and set combustion with test instruments.
19. It is good practice to make a record of the service performed and the combustion test results

Superior Court 520 Main St. Quincy, CA 95971

**Trane RTAA**

1. Chemically Pressure wash condenser, outside of equipment and surrounding area.
2. Check the condition cabinet door seals, and refrigerant piping for damage.
3. Verify that electrical wire terminal connections are tight.
4. Inspect both the main unit control panel and Starter control cabinet.
5. Complete Electrical Integrity test on all motors and note Meg Ohm readings.
6. Check the Chiller heat exchanger for any corrosion, cracks, or holes.
7. Manually rotate the condenser fans to ensure free movement. Verify that all fan mounting hardware is tight.
8. Check Control Panel Contactors, Relays, BAS Control Inter Face.
9. Check and Review Configuration Parameters, and Service Set Points.
10. Check and Verify Temperature Sensors Accuracy Calibrate if Necessary.
11. Check and Verify External Safety's Evaporator Flow Protection are Functional

## Plumas County Maintenance Checklist-**\*\*SEMI-ANNUAL\*\*** JOB #M-1011

**County Assessor 1 Crescent St. Quincy, CA 95971**

SHAW-WORTHINGTON PAPER

## Beckett CF800 Boiler

Superior Court 520 Main St. Quincy, CA 95971

STREET AND LANE NAMES

## Beckett CF1400 Boiler

Sheriff-Jail 50 Abernathy Lane Quincy, CA 95971

## SYNOPSIS

**Gordon Platt R6G003/Rite 13675**

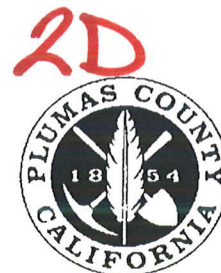
April	Oct	Gordon Platt R6G-003/Rite 13675	NOTES
		1. Observe combustion air openings and vent system for integrity. Openings must be clean and free of obstructions.	
		2. Check oil lines and fittings to verify there are no leaks.	
		3. Observe burner ignition and performance to verify smooth operation.	
		4. Record the service performance and the combustion test results	
		<b>Superior Court 520 Main St. Quincy, CA 95971</b>	
		<b>TRANE ANNUAL MAINT</b>	
		<b>Trane RTAA</b>	
		1. Check the condition cabinet door seals, and refrigerant piping for damage.	
		2. Verify that electrical wire terminal connections are tight.	
		3. Inspect both the main unit control panel and Starter control cabinet.	
		4. Check the Chiller heat exchanger for any corrosion, cracks, or holes.	
		5. Manually rotate the condenser fans to ensure free movement. Verify that all fan mounting hardware is tight.	
		6. Check Control Panel Contactors, Relays, BAS Control Inter Face.	
		7. Check and Review Configuration Parameters, and Service Set Points.	
		8. Check and Verify Temperature Sensors Accuracy Calibrate if Necessary.	
		9. Check and Verify External Safety's Evaporator Flow Protection are Functional.	

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

John Mannle, P.E., Director

Joe Blackwell, Deputy Director



## CONSENT AGENDA REQUEST

For the May 4, 2021 meeting of the Plumas County Board of Supervisors

April 26, 2021

To: The Honorable Board of Supervisors

From: John Mannle, Director of Public Works

A handwritten signature in black ink, appearing to read "John Mannle", is written over the "From:" line.

Subject: To Adopt Resolution, Establishing the 2020 Plumas County Maintained Mileage.

### Discussion:

Each year, The Public Works Department is required to submit a tabulation to the State to indicate the mileage that is maintained by the Plumas County Road Department. This mileage is used in the calculation of Gas Tax funds and other State funding sources for the Road Department.

The necessary updates have been completed and the attached resolution is ready for your approval.

Please note that this year's maintained mileage total is **681.275** miles.

A complete copy of the "2020 Plumas County Maintained Road Data" is on file with the Clerk of the Board of the Supervisors and at the Public Works Headquarters Building for public review during normal office hours.

Attached is a copy of the draft Resolution, for consideration by the Board of Supervisors.

The attached Resolution has been approved as to form by County Council

### Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors adopts the attached resolution

Attached: Draft Resolution

**RESOLUTION NO. 21-**

(Establishing Mileage of Maintained County Roads)

**WHEREAS**, Section 2121 of the Streets and Highways Code of the State of California provides that in May of each year each County shall submit to the California Department of Transportation any additions or exclusions from its mileage of maintained County roads, specifying the termini and mileage of each route added or excluded; and

**WHEREAS**, the California Department of Transportation certified to the State Controller in June 2020 that the total mileage of maintained county roads is 681.501 miles; and

**WHEREAS**, The County of Plumas now finds the total mileage of maintained County roads is **681.275** miles;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Plumas, State of California, that the mileage of maintained County roads is now **681.275** miles, as indicated on the list titled “2020 Plumas County Maintained Road Data”, which is attached hereto and hereby made, by reference, a part of this resolution.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 5th day of May, 2021, by the following vote:

**AYES:**            **SUPERVISORS:**

**NOES:**           **SUPERVISORS:**

**ABSTAIN/ABSENT:**      **SUPERVISORS:**

Supervisors

**ATTEST:**

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Chair of the Board of

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Clerk of the Board of Supervisors

2020 PLUMAS COUNTY  
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	[NUMBER AND NAME]	TO	[NUMBER AND NAME]	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	LN CONSTRUCTED	NON COUNTY
1	101		PLUNCO MINE RD	8089		LAS CO		7.940	09E	09D	09D		7940		
1	102		PATTERSON ST	102A CHILCOOT AVE		SH070		0.218	09F	05G	05G		218		
1	103		DOTTA GUIDICI RD	SH070		SH 284		3.910	09F	05F	05F		3910		
1	104		EDE ST	SH049		SH070		0.310	09F	05F	05F		310		
1	105		DOTTA LN	SH049		117 SIERRA VLY RD		1.790	09F	07G	07G		1790		
1	106		MADDALENA RD	SH070		END		2.820	09F32	03H	03H		2820		
1	107	1	DYSON LN	109 BECKWOURTH CP RD		108		3.260	09F32	10C	10C		3260		
1	107	3	DYSON LN	108		SH049		6.930	09F32	09H	09H		6930		
1	108		BECKWORTH LYL TN RD	107 DYSON LN		SH070		4.320	09F32	08H	08H		4320		
1	109		BECKWOURTH CALP RD	SH070		SIE CO		8.630	09F32	02A	02A		8630		
1	110		RENFRO LN	SH070		END		0.006	09F	05G	05G		6		
1	111		BECKWORTH GENESE RD	SH070		PLU NF		2.500	09F32	02C	02C		2500		
1	113	4	GRIZZLY RD	111 BECKWORTH GEN RD		8076		20.075	08E	10E	10E		20075		
1	113	6	GRIZZLY RD	126 LAKE DAVIS RD		PLU NF		4.160	09F1	01B	01B		4160		
1	113	7	GRIZZLY RD	PLU NF		SH070		2.200	09F31	04B	04B		2200		
1	114	10	PORTOLA MCLEARNS RD	IN PLU NF SH089 TO		PRTL		0.750	08F45	02E	02E		750		
1	114		PRTL MCLEARNS RD	SH089		PRTL		6.360	08F45	02E	02E		6360		
1	117		SIERRA VALLEY RD	SIE CO		107 DYSON LN		3.750	09F	08E	08E		3750		
1	118		HARRIET LN	107 DYSON LN		SIE CO		3.000	09F32	10K	10K		3000		
1	119		VINTON TR STA RD	SH070		END		0.038	09F	05G	05G		38		
1	120			SH070		END		0.040	09F31	03A	03A		40		
1	121		RAMELLI GREIG RD	SH49		END		1.250	09F	06F	06F		1250		
1	122		MEADOW WAY	PRTL		END		1.051	09F31	02E	02E		1051		
1	123		CEMETERY RD	112		END		0.140	09F31	01H	01H		140		
1	124		ROCKY POINT RD	SH070 (west)		SH070 (east)		2.273	09F31	03E	03E		2273		
1	125			SH070 (west)		SH070 (east)		0.966	09F31	01J	01J		966		
1	126	10	LAKE DAVIS RD	IN PLU NF PRTL TO		112		2.500	09F31	02C	02C		2500		
1	126		LAKE DAVIS RD	PRTL		112 GRIZZLY RD		4.695	09F31	02C	02C		4695		
1	127		PLUMAS AVE	PRTL		END		0.265	09F31	03C	03C		265		
1	128		OLD GRIZZLY RD	112 GRIZZLY RD (north)		112 GRIZZLY RD (south)		0.668	09F	04B	04B		668		
1	131		SOUTH DELLEKER RD	SH070		132 INDUSTRIAL WY		0.266	09F31	04A	04A		266		
1	132		INDUSTRIAL WY	SH070		END		0.260	09F32	02D	02D		260		
1	133		PORTOLA PARK RD	126 LAKE DAVIS RD		END		0.155	09F31	02C	02C		155		
1	134		TOMMYS' LN	SH070		END		0.200	08F35	04J	04J		200		
1	135		PARK AVE	SH070		END		0.019	09F	06H	06H		19		
1	136		NORTH INDUSTRIAL WAY	SH070		END		0.553	09F32	0D2	0D2		553		
1	137		NERVINO RD	136 NORTH INDUSTRIAL WAY		END		0.167	09F32	0D2	0D2		167		
1	138		INDUSTRIAL WAY	END		END		0.133	09F31	04A	04A		133		
1	518		PARKERS RD	SH070		END		0.540	08F34	04E	04E		540		
1	102A		CHILCOOT AVE	END (west)		END (east)		0.526	09F	05G	05G		526		
1	102B		MCKISSIK ST	102A CHILCOOT AVE		END		0.072	09F	05G	05G		72		
1	108A		HAWLEY ST	SH070		END		0.460	09F32	02E	02E		460		
1	109B		FRANCE RD	109 BECKWOURTH CP RD		END		0.190	09F	07C	07C		190		
1	117A		SIERRA VLY MCN LN	117 SIERRA VLY RD		END		3.230	09F	07E	07E		3230		
1	124A			124		END		0.161	09F31	03E	03E		161		
1	124B		PARKSIDE LN	124 ROCKY PT RD		END		0.239	09F31	03E	03E		239		
1	125A			125		END		0.114	09F32	02A	02A		114		
1	AA01		MAGNOLIA AVE	PRTL		END		0.280	09F31	02D	02D		280		
1	BW02		MYRTLE ST	BW08 INDIAN ST		BW06 BECKWOURTH ST		0.070	09F32	02C	02C		70		
1	BW03		NORTH ST	BW03 GREELEY ST		111		0.190	09F32	02C	02C		190		
1	BW04		MAIN ST	111		END		0.300	09F32	02C	02C		300		
1	BW05		GREELEY ST	BW04 MAIN ST		END		0.180	09F32	02C	02C		180		
1	BW06		BECKWOURTH ST	BW02 MYRTLE ST		BW04 MAIN ST		0.120	09F32	02C	02C		120		
1	BW08		INDIAN ST	BW04 MAIN ST		BW02 MYRTLE ST		0.130	09F32	02C	02C		130		
1	BW09		NEW ST	BW04 MAIN ST		SH070		0.070	09F32	02C	02C		70		



2020 PLUMAS COUNTY  
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	[NUMBER AND NAME]	TO	[NUMBER AND NAME]	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	UN CONSTRUCTED	NON COUNTY
1	CE01		CROCKER COURT	WE10 VALLEY VIEW DR	END	END	END	0.230	09F1	03D	03D		230		
1	CE02		CULL COURT	WE10 VALLEY VIEW DR	END	END	END	0.120	09F1	03D	03D		120		
1	CE03		PINE CT	END	END	END	END	0.050	09F1	03C	03C		50		
1	DE01	10	DELLEKER RD	PLU NF	END	END	END	0.100	09F31	03A	03A		100		
1	DE02		DELLEKER RD	SH070	END	END	END	0.450	09F31	03A	03A		450		
1	DE03		ESCONDIDO WAY	DE01 DELLEKER RD	END	END	END	0.200	09F31	03A	03A		200		
1	DE04		MONTANA CT	DE02 ESCONDIDO WY	END	END	END	0.080	09F31	03A	03A		80		
1	DE05		ARRIBA AVE	DE01 DELLEKER RD	END	END	END	0.260	09F31	03A	03A		260		
1	DE06		BELLA VISTA DR	DE01 DELLEKER RD	END	END	END	0.620	08F35	03K	03K		620		
1	DE07		LADERA LN	DE01 DELLEKER RD	END	END	END	0.220	09F31	03A	03A		220		
1	DE08		HUERTA WY	DE05 BELLA VISTA DR	END	END	END	0.110	08F35	03K	03K		110		
1	DE09		CUESTA WY	DE05 BELLA VISTA DR	END	END	END	0.170	08F35	03K	03K		170		
1	DE10		COLINA CT	DE05 BELLA VISTA DR	END	END	END	0.080	09F31	03A	03A		80		
1	DE11		DELLEKER PARK DR	SH070	END	END	END	0.096	08F35	04K	04K		96		
1	DE12		HORSESHOE TRAIL	DE10 DELLEKER PK DR	END	END	END	0.098	08F35	04K	04K		98		
1	FL01		HIDDEN VALLEY RD	SH284	END	END	END	0.067	08F35	04K	04K		67		
1	FL02		MEADOW VIEW LN	FL01 HIDDEN VLY RD	END	END	END	0.107	09F	05G	05G		107		
1	PH01		WOLF AVE	127 PLUMAS AVE	END	END	END	0.251	09F	05G	05G		251		
1	PH02		COUGAR WAY	127 PLUMAS AVE	END	END	END	0.208	09F31	03C	03C		208		
1	PH03		BEAR WAY	127 PLUMAS AVE	END	END	END	0.038	09F31	03C	03C		38		
1	PH04		GRIZZLY WAY	127 PLUMAS AVE	END	END	END	0.049	09F31	03C	03C		49		
1	PH05		OTTER WAY	127 PLUMAS AVE	END	END	END	0.192	09F31	03C	03C		192		
1	WE01		FAWN LN	PH01 WOLF AVE	END	END	END	0.120	09F31	03C	03C		120		
1	WE02		CHIPMUNK LN	112	END	END	END	0.410	09F	04B	04B		410		
1	WE10		VALLEY VIEW DR	112	END	END	END	0.060	09F	04B	04B		60		
1	WE11		SIERRA CT	112	END	END	END	0.720	09F1	03D	03D		720		
2	111	1	BCKWRTH GENESE RD	PLU NF	END	END	END	0.050	09F1	03D	03D		50		
2	112	3	GENESEE RD	111A GEN IND CR RD	111	111A GEN IND CR RD	111	28.380	09F	04C	04C		28380		
2	112	3	GENESEE RD	207 ARLINGTON RD	113	113	113	4.150	09F	09F	09F		4150		
2	112	1	MAIN ST	SH089	112 NORTH VALLEY RD	112	112	6.450	08E52	01G	01G		6450		
2	112	2	NORTH VALLEY RD	SH089	207 ARLINGTON RD	112	112	0.900	08E41	03E	03E		900		
2	113	5	GRIZZLY RD	8076	126 LAKE DAVIS RD	126	126	10.480	08E41	02F	02F		10480		
2	201	10	OLD HAUN RD	PLU NF	SH089	SH089	SH089	5.855	09F1	01B	01B		5855		
2	201	10	OLD HAUN RD	SH147	PLU NF	PLU NF	PLU NF	4.600	07E35	07C	07C		4600		
2	202	1	GRNVL WOLF CR RD	SH089	202B PINEBROOK WY	202B	202B	2.800	07E35	07C	07C		2800		
2	202	2	GRNVL WOLF CR RD	202B PINEBROOK WY	202A SETZER CP RD	202A	202A	2.180	08E41	04E	04E		2180		
2	202	3	GRNVL WOLF CR RD	202A SETZER CP RD	SH089	SH089	SH089	0.400	08E1	05C	05C		400		
2	203	10	GRNVL RND VLY RD	PLU NF	204	204	204	1.110	08E1	02C	02C		1110		
2	203	10	GRNVL RND VLY RD	PLU NF	204	204	204	2.490	08E41	04E	04E		2490		
2	204		DX CYN RND LING RD	202 GRNVL WOLF CR RD	PLU NF	PLU NF	PLU NF	0.300	08E41	04E	04E		300		
2	205		INDIAN FLS PXTN RD	8047	END	END	END	7.020	07E	08J	08J		7020		
2	206		STAMPFLI LANE RD	112	END	END	END	1.490	08E51	06A	06A		1490		
2	207	1	ARLINGTON RD	SH089	TV1 ANNIE ST	SH089	SH089	3.040	08E	08C	08C		3040		
2	207	3	ARLINGTON RD	207	112 BECKWORTH GRN	112	112	4.460	08E41	10H	10H		4460		
2	207	2	MAIN ST	TV1 ANNIE ST	207	207	207	0.290	08E52	01F	01F		430		
2	208		CHINA GRADE RD	403 MT HOUGH CR LK	END	END	END	5.240	08E52	07D	07D		5240		
2	209		TAYLRVL TR STA RD	112 NORTH VALLEY RD	END	END	END	0.180	08E	08C	08C		180		
2	211			112	207	207	207	1.070	08E	08C	08C		1070		
2	213	1	DIAMOND MT RD	214 NO ARM RD	214	214	214	5.290	08E	08C	08C		5290		
2	213	3	DIAMOND MT RD	214 NO ARM RD	LAS CO	LAS CO	LAS CO	15.770	08E	07D	07D		15770		
2	214		NO ARM RD	213 DIAMOND MT RD	END	END	END	6.560	08E	08D	08D		6560		
2	215		HIDEAWAY RD	SH089	203	203	203	1.009	08E41	04F	04F		1009		
2	216		FORGAY RD	SH089	216 PIONEER RD	SH089	SH089	3.003	08E41	04H	04H		3003		
2	216	5	PIONEER RD	SH089	216 FORGAY RD	SH089	SH089	0.497	08E41	06J	06J		497		

2020 PLUMAS COUNTY  
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	[NUMBER AND NAME]	TO	[NUMBER AND NAME]	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	UN CONSTRUCTED	NON COUNTY
2	217		PECK VLY RD	112		END		0.640		08E41	02G		640		
2	218		ALTA CAMP RD	SH089 (north)		SH089 (south)		0.230		08E41	02E		230		
2	219		WILLIAMS VALLEY RD	112 MAIN ST		END		1.598		08E41	02F		1598		
2	220		LO WILLIAMS VLY RD	219 WILLIAMS VLY RD		END		0.100		08E	07A		100		
2	221		WARD CREEK RD	112 BECKWITH TAY RD		END		0.429		08E	10E		429		
2	111A		GENESE INDN CR RD	111 BECKWITH GEN RD		8106		0.680		08E	09F		680		
2	111B	5	ANTELOPE RD	PLU NF BDRY		END		0.131		08E	09F		131		
2	111B		ANTELOPE ROAD	111A GEN INDN CR RD		PLU NF BDRY		0.308		08E	09F		308		
2	112A		WALKER MINE RD	112		112		1.12		08E	02F		2070		
2	112C		GREENVILLE RES RD	112		END		0.370		08E	07B		370		
2	201A		GREENVILLE DUMP RD	SH089		END		0.450		08E41	02E		450		
2	201B		WILLOW WY	SH089 (north)		SH089 (south)		1.000		08E41	02E		1000		
2	202A		SETZER CAMP RD	202 GRNVL WOLF CR RD		SH089		0.110		08E	07E		110		
2	202B		PINEBROOK WAY	202 GRNVL WOLF CR RD		END		0.180		08E	07A		180		
2	207A		JOHNSON RANCH RD	207 (west)		207 (east)		0.490		08E52	01E		490		
2	207C		OLD ARLINGTON RD	207		END		0.300		08E41	10J		300		
2	214A		LIGHTS CREEK LN	213 DIAMOND MT RD		214 NO ARM RD		0.220		08E	07D		220		
2	306A		LITTLE SENECA RD	306 SENECA RD		END		0.300		07E	08H		300		
2	AR01		OPENSHAW RD	207		AR02 MARIE DR		0.100		08E52	01B		100		
2	AR02		MARIE DR	END (west)		END (east)		0.270		08E52	01B		270		
2	CM01		SCHOOL ST	CM04 CARTER ST		CM11		0.213		08E41	09J		213		
2	CM02		CRESCENT ST	CM11		CM04 CARTER ST		0.140		08E41	09J		140		
2	CM03		MAIN ST	SH089 (south)		SH089 (north)		0.600		08E41	09J		600		
2	CM04		CARTER ST	SH083		END		0.310		08E41	09J		310		
2	CM05		WILLOW ST	CM04 CARTER ST (west)		CM04 CARTER ST (east)		0.160		08E41	09J		160		
2	CM06		OLD GREEN MTN RD	CM04 CARTER ST		END		0.330		08E41	09J		330		
2	CM07		ALDER ST	CM05 WILLOW ST		CM04 CARTER ST		0.100		08E41	09J		100		
2	CM08		OLD WAGON RD	SH089		END		0.189		08E41	09J		189		
2	CM09		SOBRERO WY	CM04 CARTER ST		CM10		0.097		08E41	09J		97		
2	CM10		BACHER ST	CM01 SCHOOL ST		CM02 CRESCENT ST		0.035		08E41	09J		35		
2	CM11		AYOUB ALLEY	CM01 SCHOOL ST		CM03 MAIN ST		0.037		08E41	09J		37		
2	GV01		CHURCH ST	SH089 (west)		SH089 (east)		0.228		08E41	04E		228		
2	GV02		HAMBLIN AVE	GV04 BUSH ST		GV07 PINE ST		0.130		08E41	04E		130		
2	GV03		BUSH ST	GV06 JESSIE ST		GV05 GRAND ST		0.100		08E41	03F		100		
2	GV04		GRAND ST	GV05 GRAND ST		112 MAIN ST		0.160		08E41	03F		160		
2	GV05		JESSIE ST	SH089		GV04 BUSH ST		0.130		08E41	03F		130		
2	GV06		PINE ST	SH089		GV04 BUSH ST		0.130		08E41	03F		130		
2	GV07		BIDWELL ST	112		SH089		0.100		08E41	04E		100		
2	GV08		MILL ST	SH089		202		0.100		08E41	03E		100		
2	GV09		HILL SIDE DR	SH089		END		0.130		08E41	03E		130		
2	GV10		LANDON AVE	202		GV18 KINDER AVE		0.350		08E41	03E		350		
2	GV11		FORCAY AVE	GV16 SECOND ST		202		0.100		08E41	03D		100		
2	GV12		HUDSON AVE	202		GV14 HIGBIE AVE		0.120		08E41	03D		120		
2	GV13		HIGBIE AVE	202		GV18 KINDER AVE		0.200		08E41	03D		200		
2	GV14		FIRST ST	GV14 HIGBIE AVE		GV11 LONDON AVE		0.190		08E41	03D		190		
2	GV15		SECOND ST	GV18 KINDER AVE		GV11 LONDON AVE		0.200		08E41	03D		200		
2	GV16		WILLIAMS WY	GV18 KINDER AVE		GV14 HIGBIE AVE		0.114		08E41	03D		114		
2	GV17		KINDER AVE	202		GV11 LONDON AVE		0.187		08E41	03D		187		
2	GV18		HOT SPRINGS RD	SH089		GV14 HIGBIE AVE		0.415		08E41	03E		415		
2	GV19		STANDART MINE RD	SH089		END		0.460		08E41	04F		460		
2	GV20		HUMPHREY CIR	SH089 (west)		SH089 (east)		1.180		08E41	04G		1180		
2	GV21		FRANKLIN ALLEY	SH089		GV09 MILL ST		0.180		08E41	04G		180		
2	GV22		LANDON ALLEY	SH089		GV14 HIGBIE AVE		0.040		08E41	03E		40		
2	GV23		THIRD ST	GV13 HUDSON AVE		GV18 KINDER AVE		0.148		08E41	03D		148		
2	GV24							0.043		08E41	03D		43		

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DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	[NUMBER AND NAME]	TO	AND NAME]	[NUMBER	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	UN CONSTRUCTED	NON COUNTY
2	GV25		JUSTICE LN	SH089 CRESCENT		END			0.053		08E41	04E		53		
2	GV26		HIDEAWAY LN	GV19 HOT SPRINGS RD (west)		END			0.100		08E41	04F		100		
2	GV27			215 HIDEAWAY RD		END			0.104		08E41	04F		104		
2	GV28		CEDAR DR	215 HIDEAWAY RD		END			0.100		08E41	04F		100		
2	GV29		GREEN MEADOWS LN	GV19 HOT SPRINGS RD		END			0.320		08E41	03F		320		
2	GV30		GREENVILLE PARK RD	GV19 HOT SPRINGS RD		END			0.400		08E41	04G		400		
2	IF01		THIRD ST	IF03 CARROL AVE		END			0.170		08E51	04D		170		
2	IF02		FOURTH ST	IF03 CARROL AVE		END			0.230		08E51	04D		230		
2	IF03		CARROL AVE	IF01 THIRD ST		END			0.180		08E51	04D		180		
2	IF04		INDIAN FALLS RD	SH089		END			0.370		08E51	04D		370		
2	IF05		HANNON AVE	END		END			0.280		08E51	04D		280		
2	IF06		ROEDER AVENUE	END		END			0.300		08E51	04D		300		
2	IF07		THOMPSON AVE	IF02 FOURTH ST		END			0.130		08E51	04D		130		
2	IF08		FIFTH ST	IF04 INDIAN FALLS RD		END			0.040		08E51	04D		40		
2	IF09		FIFTH ST	IF07 THOMPSON AVE		END			0.100		08E51	04D		100		
2	MH01		HIGHLAND RD	216 PIONEER RD		END			0.170		08E41	06J		170		
2	MH02		MT HOUGH CIR	216 PIONEER RD		END			0.050		08E41	06J		50		
2	MH03		MOUNTAIN VIEW RD	216 PIONEER RD		END			0.380		08E41	06J		380		
2	MH04		VALLEY VIEW RD	MH03 MTN VIEW RD		END			0.070		08E41	06J		70		
2	MR01		WAGON RD	CH02 FEATHER RIVER		END			0.615		07E23	03G		615		
2	MR02		MEADOW RD	MR01 WAGON RD		END			0.228		07E23	03G		228		
2	MR03		SETTLERS RD	MR03 MEADOW RD		END			0.358		07E23	03G		358		
2	TV01		ANNE ST	207		TV07 HODGKINS ST			0.160		08E52	01F		160		
2	TV02		NELSON ST	207		END			0.210		08E52	01F		210		
2	TV03		THOMPSON ST	TV04 WARREN ST		END			0.390		08E52	01F		390		
2	TV04		WARREN ST	TV01 ANNE ST		TV08 CEMETERY ST			0.230		08E52	01F		230		
2	TV05		CARRIE ST	TV03 THOMPSON ST		211			0.090		08E52	01F		90		
2	TV06		PORTSMOUTH ST	TV01 ANNE ST		TV08 CEMETERY ST			0.230		08E52	01F		230		
2	TV07		HODGKINS ST	TV01 ANNE ST		TV02 NELSON ST			0.070		8E52	01F		70		
2	TV08		CEMETERY ST	TV04 WARREN ST		207			0.120		08E52	01F		120		
2	TV09		FISHER ALLEY	211		TV03 THOMPSON ST			0.063		08E52	01F		63		
3	305	3	PRIVL BUT RSVR RD	8045		PLU NF BDRY			7.230		07E	08G		7230		
3	305	15	PRIVL BUT RSVR RD	SH089		SH089			2.300		07E34	09B		2300		
3	305	30	PRIVL BUT RSVR RD	PLU NF BDRY		LAS NF BDRY			0.400		06C	06C		400		
3	305	35	PRIVL BUT RSVR RD	LAS NF BDRY		310 ALMANOR DR W			0.185		07E34	05D		185		
3	306		SENECA RD	SH089		305			10.130		07E35	10B		10130		
3	307	10	HUMBUG RD	IN LAS NF BUT CO TO		309 HMBG HUM CROSS			11.340		07E33	06J		11340		
3	307		HUMBUG RD	BUT CO		309 HMBG HUM CR RD			4.000		07E	08C		4000		
3	308	10	HUMBOLDT RD	IN LAS NF SH089 TO		BUT CO			12.590		07E33	06C		12590		
3	308		HUMBOLDT RD	SH089		BUT CO			4.000		07E33	03J		4000		
3	309	10	HMBG HUM CROSS RD	IN LAS NF 305 TO		308 HUMBOLDT RD			2.330		07E34	06C		2330		
3	309		HMBG HUM CROSS RD	305		308 HUMBOLDT RD			1.000		07E34	06C		1000		
3	310	5	ALMANOR DR WEST	SH089 (east)		LAS NF BDRY			1.700		07E34	04B		1700		
3	310	10	ALMANOR DR WEST	LAS NF BDRY		305 PRIVL BUT RSVR R			0.550		07E34	04C		550		
3	310	15	ALMANOR DR WEST	305 PRIVL BUT RSVR R		LAS NF BDRY			0.600		07E34	05D		600		
3	310	20	ALMANOR DR WEST	LAS NF BDRY		SH089 (west)			1.200		07E34	06E		1200		
3	311	1	SECTION OLD RBL RD	312		TEH CO			7.800		07E	02D		7800		
3	312	10	CHESTER WAR VLY RD	LAS NF		8140			10.889		07E23	02B		10889		
3	312		CHESTER WAR VLY RD	CH02 FEATHER RIV DR		LAS NF			2.800		07E23	03F		2800		
3	313		A13	SH036		SH147			3.790		07E24	04F		3790		
3	314		BIG SPRGS CO RD	313 A 13		LAS CO			3.440		07E24	07K		3440		
3	318	10	CHESTER JUN LK RD	LAS NF		8142			5.470		07E	02E		5470		
3	318		CHESTER JUN LK RD	312		LAS NF			3.500		07E23	03F		3500		
3	320		CATFISH BEACH RD	SH036		END			0.540		07E24	03B		540		
3	321		BIG SPRINGS RD	313 A 13 (west)		313 A 13 (east)			2.000		07E24	07J		2000		

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3	322		CLIFFORD DR	SH036	END	END	END	2.310	07E24	04F	06F		2310		
3	323			SH036	313 A13	END	END	2.517	07E24	06F	06F		2517		
3	324			SH036	END	END	END	0.409	07E23	08E	08E		409		
3	325		ROCKY PT CAMP GR R	SH089	END	END	END	1.000	07E34	07H	07H		1000		
3	327			SH147	END	END	END	0.218	07E35	05C	05C		218		
3	328		INDIAN HILLS RD	SH147 (north)	SH147 (south)	END	END	0.422	07E25	09B	09B		422		
3	329		RIVER BEND WY	SH147	END	END	END	0.140	07E25	08B	08B		140		
3	330		ROSEBURG CIR	322	END	END	END	0.180	07E24	3F	3F		180		
3	306B		OLD STATE HWY	SH089	END	END	END	0.290	07E35	10B	10B		290		
3	312A		WARNER CREEK RD	312 (north)	312 (south)	END	END	0.640	07E	02D	02D		640		
3	312B		HARKNESS DR	312 CHESTER WAR VIL (north)	312 CHESTER WAR VIL (south)	END	END	0.307	07E	02D	02D		307		
3	313A		PENINSULA DR	313 A 13	313C FIREHOUSE RD	END	END	2.000	07E24	06J	06J		2000		
3	313B		LAKE ALMANOR DR	313 A 13	321	END	END	0.740	07E24	08A	08A		740		
3	313C		FIREHOUSE RD	313A PENINSULA DR	END	END	END	0.066	07E24	08G	08G		66		
3	315A			SH147	END	END	END	0.100	07E35	02C	02C		100		
3	315B		DYER DR	SH147	END	END	END	0.190	07E25	10C	10C		190		
3	316A	10	STOVER MOUNTAIN RD	LAS NF	END	END	END	1.250	07E23	06B	06B		1250		
3	316A		STOVER MOUNTAIN RD	SH036	LAS NF	END	END	2.000	07E23	07E	07E		2000		
3	322A			322	END	END	END	1.050	07E24	04F	04F		1050		
3	322B		NEW CHESTER DMP RD	322	81 50	END	END	1.200	07E24	03G	03G		1200		
3	323A		BIG COVE RD	323 CLIFFORD DR	313A PENINSULA DR	END	END	0.902	07E24	06G	06G		902		
3	AL01		POLE LINE RD	310 ALMANOR DR WEST (west)	310 ALMANOR DR WEST (east)	END	END	0.310	07E34	04C	04C		310		
3	AL02		DUSTY RD	AL01	END	END	END	0.130	07E34	04C	04C		130		
3	AP01		PONDEROSA DR	323A BIG COVE RD	END	END	END	0.802	07E24	07G	07G		802		
3	AP02		MANZANITA WAY	AP01 PONDEROSA DR (north)	AP01 PONDEROSA DR (south)	END	END	0.430	07E24	07G	07G		430		
3	AP03		FIRLAND WAY	AP01 PONDEROSA DR	END	END	END	0.100	07E24	07G	07G		100		
3	AP04		CEDAR CIR	AP01 PONDEROSA DR	END	END	END	0.030	07E24	07G	07G		30		
3	AP05		PONDEROSA CIR	AP01 PONDEROSA DR	END	END	END	0.030	07E24	07G	07G		30		
3	AP06		ARBUTUS DR	AP01 PONDEROSA DR	END	END	END	0.130	07E24	07G	07G		130		
3	AP07		PONDEROSA WY	AP01 PONDEROSA DR	AP02 MANZANITA WY	END	END	0.100	07E24	08G	08G		100		
3	AP08		REDWOOD CIR	AP01 PONDEROSA DR	END	END	END	0.030	07E24	08G	08G		30		
3	AP09		PINE CIR	AP01 PONDEROSA DR	END	END	END	0.030	07E24	08G	08G		30		
3	AP10		SPRUCE CIR	AP01 PONDEROSA DR	END	END	END	0.020	07E24	08G	08G		20		
3	AW01		LAKE ALMANOR W DR	SH089	AW06 OSPREY LOOP	END	END	2.732	07E33	02H	02H		2732		
3	AW02		KOKANEE TR	AW01 LK ALMANOR W	END	END	END	0.242	07E33	01H	01H		242		
3	AW03		SLIM DR	AW01 LK ALMANOR W	AW04 LONG IRON	END	END	0.828	07E33	01H	01H		828		
3	AW04		LONG IRON DR	AW01 LK ALMANOR W	AW06 OSPREY LOOP	END	END	0.502	07E33	02J	02J		502		
3	AW05		MARION TRL	AW01 LK ALMANOR W	AW03 SLIM	END	END	0.339	07E33	01H	01H		339		
3	AW06		OSPREY LOOP	AW01 L ALMANOR W DR (west)	AW01 L ALMANOR W DR (east)	END	END	1.480	07E33	02J	02J		1480		
3	AW07		MAIDU DR	AW04 LONG IRON DR	AW06 OSPREY LOOP	END	END	0.574	07E33	02K	02K		574		
3	AW08		MANZANITA DR	AW04 LONG IRON DR	AW06 OSPREY LOOP	END	END	0.314	07E33	02K	02K		314		
3	AW09		RACCOON TR	AW04 LONG IRON DR	AW06 OSPREY LOOP	END	END	0.236	07E33	02J	02J		236		
3	AW10		TOP OF THE WEST DR	AW06 OSPREY LOOP (west)	AW06 OSPREY LOOP (east)	END	END	0.817	07E33	02J	02J		817		
3	AW11		GOOSE BAY VIEW TRAIL	AW06 OSPREY LOOP	END	END	END	0.414	07E33	02H	02H		414		
3	AW12		EAGLE CREST DR	AW10 TOP OF THE WEST DR	END	END	END	0.250	07E33	01J	01J		250		
3	AW13		MORNINGSIDE CT	AW10 TOP OF THE WEST DR	END	END	END	0.081	07E33	01J	01J		81		
3	BC01		RED RIVER DR	BC01 BAILEY CREEK DR	END	END	END	1.026	07E23	05G	05G		1026		
3	BC02		DURKIN DR	323 CLIFFORD DR	END	END	END	0.636	07E24	05G	05G		636		
3	BC03		GATEWAY DR	BC02 DURKIN DR	BC08 BAILEY CREEK RD	END	END	0.403	07E23	05G	05G		403		
3	BC04		MANOR DR	BC03 GATEWAY DR	END	END	END	0.236	07E23	05G	05G		236		
3	BC05		HIGHWOOD CIR	BC03 GATEWAY DR	BC04 MANOR DR	END	END	0.299	07E23	05G	05G		299		
3	BC06		BYRD CT	BC01 RED RIVER DR	END	END	END	0.034	08F11	05G	05G		34		
3	BC07		FLINT WY	BC02 DURKIN DR (west)	BC02 DURKIN DR (east)	END	END	0.430	07E24	06F	06F		430		
3	BC08		BAILEY CREEK DR	BC12 DINSMORE DR	END	END	END	0.873	07E24	0F5	0F5		873		
3	BC09		IDYLBERRY CR	BC02 DURKIN DR	BC03 GATEWAY DR	END	END	0.288	07E24	0F5	0F5		288		

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3	BC10	CREEKHAVEN DR	BC08 BAILEY CREEK DR	BC15	END	BC15	END	0.346	07E24	07E24	0F6		346		
3	BC11	WALSH CT	BC10 CREEKHAVEN DR	END	END	END	END	0.500	07E24	07E24	F6		500		
3	BC12	DINSMORE DR	BC10 CREEKHAVEN DR	END	END	END	END	0.634	07E24	07E24	0F6		634		
3	BC13	MARINA DR	323 CLIFFORD DR	END	END	END	END	0.571	07E24	07E24	0F7		571		
3	BC14	VILLAGE DR	BC13 MARINA DR	BC15	END (north)	BC15	END (south)	0.447	07E24	07E24	0F7		447		
3	BC15	FROSTWOOD AVE	END (north)	END	END	END	END	0.188	07E24	07E24	0G6		188		
3	CH01	LASSEN ST	CH02 FEATHER RIV DR	SH 36	312 CHESTER WARNER	END	END	0.640	07E23	07E23	0G3		640		
3	CH02	FEATHER RIVER DR	CH02 FEATHER RIV DR	SH 36	312 CHESTER WARNER	END	END	0.521	07E23	07E23	0G3		521		
3	CH03	STOVER RD	CH02 FEATHER RIV DR	SH 36	312 CHESTER WARNER	END	END	0.120	07E23	07E23	0G3		120		
3	CH04	OLSEN ST	SH036	CH01 LASSEN ST	CH01 LASSEN ST	CH01 LASSEN ST	CH01 LASSEN ST	0.090	07E23	07E23	0G3		90		
3	CH05	GAY ST	CH13 FIRST AVE	CH11 MELISSA AVE	CH11 MELISSA AVE	CH11 MELISSA AVE	CH11 MELISSA AVE	0.220	07E23	07E23	0G3		220		
3	CH06	BRIDGE ST	CH11 MELISSA AVE	CH08 FROST AVE	CH08 FROST AVE	CH08 FROST AVE	CH08 FROST AVE	0.190	07E23	07E23	0G3		190		
3	CH07	PLUMAS ST	CH11 MELISSA AVE (west)	CH06 BRIDGE ST	CH06 BRIDGE ST	CH06 BRIDGE ST	CH06 BRIDGE ST	0.138	07E23	07E23	0G3		138		
3	CH08	FROST AVE	CH06 BRIDGE ST	SH036	CH07 PLUMAS ST	CH07 PLUMAS ST	CH07 PLUMAS ST	0.050	07E23	07E23	0G3		50		
3	CH10	STONE AVE	SH036	CH06 BRIDGE	CH06 BRIDGE	CH06 BRIDGE	CH06 BRIDGE	0.133	07E23	07E23	0G3		133		
3	CH11	MELISSA AVE	SH036	CH26 MOODY MEADOW RD	SH036	CH26 MOODY MEADOW RD	SH036	0.518	07E23	07E23	0G3		518		
3	CH13	FIRST AVE	CH26 MOODY MEADOW RD	END	END	CH26 MOODY MEADOW RD	END	0.570	07E23	07E23	0G3		570		
3	CH14	FIRST AVE	CH21 RIVERSIDE AVE	END	END	CH21 RIVERSIDE AVE	END	1.900	07E23	07E23	0G6		1900		
3	CH15	THIRD AVE	CH17 FIRST ST	CH21 RIVERSIDE AVE	CH21 RIVERSIDE AVE	CH21 RIVERSIDE AVE	CH21 RIVERSIDE AVE	0.458	07E23	07E23	0G3		458		
3	CH16	FOURTH AVE	CH19 THIRD ST	CH18 SECOND ST	CH18 SECOND ST	CH18 SECOND ST	CH18 SECOND ST	0.230	07E23	07E23	0G3		230		
3	CH17	FIRST ST	CH13 FIRST AVE	CH15 THIRD AVE	CH15 THIRD AVE	CH15 THIRD AVE	CH15 THIRD AVE	0.120	07E23	07E23	0G3		120		
3	CH18	SECOND ST	CH16 FOURTH AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	0.170	07E23	07E23	0G3		170		
3	CH19	THIRD ST	CH13 FIRST AVE	CH16 FOURTH AVE	CH16 FOURTH AVE	CH16 FOURTH AVE	CH16 FOURTH AVE	0.210	07E23	07E23	0G3		210		
3	CH20	FOURTH ST	CH21 RIVERSIDE AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	0.072	07E23	07E23	0G3		72		
3	CH21	RIVERSIDE AVE	CH20 FOURTH ST	CH16 FOURTH AVE	CH16 FOURTH AVE	CH16 FOURTH AVE	CH16 FOURTH AVE	0.220	07E23	07E23	0G3		220		
3	CH22	WILLOW ST	CH13 FIRST AVE	SH036	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	0.130	07E23	07E23	0G3		130		
3	CH23	MYRTLE ST	SH036	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	0.190	07E23	07E23	0G3		190		
3	CH24	ASPEN ST	SH036	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	0.260	07E23	07E23	0G3		260		
3	CH25	CEDAR ST	SH036	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	CH13 FIRST AVE	0.320	07E23	07E23	0G3		320		
3	CH26	MOODY MEADOW RD	CH13 FIRST AVE	CH35 MARTIN WY	CH35 MARTIN WY	CH35 MARTIN WY	CH35 MARTIN WY	0.250	07E23	07E23	0G3		250		
3	CH27	FIR ST	CH35 MARTIN WY	END	END	CH35 MARTIN WY	END	0.050	07E23	07E23	0G3		50		
3	CH28	CROSS ST	CH26 MOODY MEADOW RD	CH24 ASPEN ST	CH24 ASPEN ST	CH24 ASPEN ST	CH24 ASPEN ST	0.220	07E23	07E23	0G3		220		
3	CH29	FIRST ST	SH036	CH28 CROSS ST	CH28 CROSS ST	CH28 CROSS ST	CH28 CROSS ST	0.382	07E23	07E23	0G3		382		
3	CH30	FARRAR DR	SH036	CH31 RICHARDSON WY	CH31 RICHARDSON WY	CH31 RICHARDSON WY	CH31 RICHARDSON WY	0.310	07E23	07E23	0G3		310		
3	CH31	RICHARDSON WY	CH29 FIRST ST	CH30 FARRAR DR	CH30 FARRAR DR	CH30 FARRAR DR	CH30 FARRAR DR	0.400	07E23	07E23	0G3		400		
3	CH33	PINE WY	CH31 RICHARDSON WY	CH25 CEDAR ST	CH25 CEDAR ST	CH25 CEDAR ST	CH25 CEDAR ST	0.350	07E23	07E23	0G3		350		
3	CH34	IRWIN WY	CH35 MARTIN WY	SH036	SH036	SH036	SH036	0.130	07E23	07E23	0G3		130		
3	CH35	MARTIN WY	SH036	CH29 FIRST ST	CH29 FIRST ST	CH29 FIRST ST	CH29 FIRST ST	0.280	07E23	07E23	0G3		280		
3	CH36	GLENWOOD DR	SH036	CH38 EDGEWOOD DR	CH38 EDGEWOOD DR	CH38 EDGEWOOD DR	CH38 EDGEWOOD DR	0.080	07E23	07E23	0G3		80		
3	CH37	BRENTWOOD DR	CH38 EDGEWOOD DR	END	END	CH38 EDGEWOOD DR	END	0.210	07E23	07E23	0G3		210		
3	CH38	EDGEWOOD DR	CH36 GLENWOOD DR	CH46 MAYWOOD DR	CH46 MAYWOOD DR	CH46 MAYWOOD DR	CH46 MAYWOOD DR	0.250	07E23	07E23	0G3		250		
3	CH39	INGLEWOOD DR	CH40 RIVERWOOD DR	CH38 EDGEWOOD DR	CH38 EDGEWOOD DR	CH38 EDGEWOOD DR	CH38 EDGEWOOD DR	0.130	07E23	07E23	0G3		130		
3	CH40	RIVERWOOD DR	CH38 EDGEWOOD DR	SH036	SH036	SH036	SH036	0.300	07E23	07E23	0G3		300		
3	CH41	WILLOW WY	SH036 (north)	CH036 (south)	CH036 (south)	CH036 (south)	CH036 (south)	0.180	07E23	07E23	0G3		180		
3	CH42	LAUREL LN	CH13 FIRST AVE	CH22 WILLOW ST	CH22 WILLOW ST	CH22 WILLOW ST	CH22 WILLOW ST	0.118	07E23	07E23	0G3		118		
3	CH43	REYNOLDS RD	SH036	CH28 CROSS ST	CH28 CROSS ST	CH28 CROSS ST	CH28 CROSS ST	0.150	07E23	07E23	0G3		150		
3	CH44	SCHOOL ST	CH28 CROSS ST	END	END	CH28 CROSS ST	END	0.070	07E23	07E23	0G3		70		
3	CH45	MAYWOOD DR	CH01 LASSEN ST	END	END	CH01 LASSEN ST	END	0.040	07E23	07E23	0G3		40		
3	CH46	MAYWOOD DR	CH38 EDGEWOOD DR	END	END	CH38 EDGEWOOD DR	END	0.180	07E23	07E23	0G3		180		
3	CH47	JENSEN RD	SH036	END	END	SH036	END	0.180	07E23	07E23	0G3		180		
3	CH48	CAROL AVE	CH47 JENSEN RD	SH036	SH036	SH036	SH036	0.197	07E23	07E23	0G3		197		
3	CH49	NANCY AVE	CH48 CAROL AVE	SH036	SH036	SH036	SH036	0.137	07E23	07E23	0G3		137		
3	CH50		CH05 GAY ST	CH06 BRIDGE ST	CH06 BRIDGE ST	CH06 BRIDGE ST	CH06 BRIDGE ST	0.047	07E23	07E23	0G3		47		
3	CH51	WILLHOITE RD	CH13 FIRST AVE	CH54 WATSON RD	CH54 WATSON RD	CH54 WATSON RD	CH54 WATSON RD	0.746	07E23	07E23	0G3		746		

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DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	[NUMBER AND NAME]	TO	[NUMBER AND NAME]	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	UN CONSTRUCTED	NON COUNTY
3	CH52		PURDY RD	CH13 FIRST AVE		CH54 WATSON RD		0.551	07E23	05G			551		
3	CH53		PEHAR RD	CH13 FIRST AVE		CH52 PURDY RD		0.409	07E23	05G			409		
3	CH54		WATSON RD	CH13 FIRST AVE		SH036		0.771	07E23	05G			771		
3	CH55		ANDREWS RD	CH13 FIRST AVE		CH57 SHERMAN RD		0.379	07E23	05G			379		
3	CH56		LORRAINE DR	SHERMAN RD		CH13 FIRST AVE		0.237	07E23	05G			237		
3	CH57		SHERMAN RD	CH56 LORRAINE DR		CH54 WATSON RD		0.404	07E23	05G			404		
3	CH58		PEARL RD	CH56 LORRAINE DR		END		0.186	07E23	05G			186		
3	CH59		MARIE RD	CH56 LORRAINE DR		END		0.087	07E23	05G			87		
3	CH60		RED CEDAR WY	CH54 WATSON RD		END		0.117	07E23	05F			117		
3	CH61		RED CEDAR CT	CH60 RED CEDAR WY		END		0.047	07E23	05F			47		
3	CH62		BLACK OAK DR	CH51 WILLHOITE RD		END		0.496	07E23	05F			496		
3	CH63		GREY BIRCH WY	CH51 WILLHOITE RD		CH62 BLACK OAK DR		0.072	07E23	05F			72		
3	CH64		ALDON DR	SH036		END		0.190	07E23	05F			190		
3	CH65		CH37 BRENTWOOD DR	CH37 BRENTWOOD DR		CH65		0.172	07E23	05F			172		
3	CH67		N SIERRA MDWS LN	CH11 MELLISSA AVE		END		0.073	07E23	03G			73		
3	CH68		S SIERRA MDWS LN	CH11 MELLISSA AVE		END		0.054	07E23	03G			54		
3	CH69		CHESTER AIRPORT RD	SH36		CH13 FIRST AVE		0.904	07E23	05J			904		
3	CH70		MEADOW BROOK LOOP	SH036		CH41 WILLOW WY		0.240	07E23	03G			240		
3	CH71		MASSON RD	CH69 CHESTER AIRPORT RD		CH69 CHESTER AIRPORT RD		0.183	07E23	06F			183		
3	CH72		WILDWOOD LN	CH70 MEADOWBROOK LOOP		END		0.134	07E23	03G			134		
3	HB01		MARY ANN LN	313 A-13		END		0.440	07E25	08B			440		
3	HB02		HILL CREST DR	HB01 MARY ANN LN		END		0.640	07E25	07A			640		
3	HB03		LAKE VIEW WAY	313 A-13		END		0.118	07E25	07A			118		
3	HB04		WOODLAKE DR	HB01 MARY ANN LN (north)		HB01 MARY ANN LN (south)		0.759	07E25	08B			759		
3	HB05		EVERGREEN CIR	HB04 WOODLAKE DR		END		0.111	07E25	07A			111		
3	HB06		CEDAR LN	321		313 A-13		0.429	07E25	08A			429		
3	HB07		PARK HILL DR	HB04 WOODLAKE DR (west)		HB04 WOODLAKE DR (east)		0.381	07E25	07A			381		
3	HB08		FIR LANE	HB07 MARY ANN LANE		HB07 PARK HILL DR		0.080	07E25	07A			80		
3	HB09		PARKSIDE WY	313 A-13		HB04 WOODLAKE DR		0.045	07E25	08A			45		
3	HB10		CHER MAR LN	321 BIG SPRINGS DR		END		0.134	07E25	08A			134		
3	HB11		SPRINGWOOD CIR	HB06 CEDAR LN		END		0.108	07E25	07A			108		
3	PV01		TERRACE DR	PV04 WEST ST		PV05 SCOTT DR		0.170	07E34	05D			170		
3	PV03		CENTER ST	PV01 TERRACE DR		310 ALMANOR DR WEST		0.070	07E34	05E			70		
3	PV04		WEST ST	305		PV05 SCOTT DR		0.160	07E34	05D			160		
3	PV05		SCOTT DRIVE	PV04 WEST ST		PV06 EAST ST		0.250	07E34	05D			250		
3	PV06		EAST ST	PV05 SCOTT DR		310 ALMANOR DR WEST		0.040	07E34	05E			40		
3	PV07		ASHLEY AVE	310 ALMANOR DR WEST		END		0.040	07E34	05E			40		
4	301		HIGHLANDS RD	423 BIG CREEK RD		8027		1.414	07F1	02C			1414		
4	303		BELDEN TOWN RD	SH070		END		0.470	07F1	02B			470		
4	304		RICHBAR RD	SH070		END		0.450	07F1	02G			450		
4	317		RUSH CREEK RD	SH070		END		1.320	07E	10G			1320		
4	319		DIGGER RAVINE RD	SH070		8047		0.620	07E1	04B			620		
4	326		TWAIN STORE RD	SH070		417 BUTTERFLY VLY		0.250	07E1	04B			250		
4	401		SQUIRREL CREEK RD	SH070		END		2.260	08F	03D			2260		
4	402		MASSACK RD	8006		SH070		0.410	08F12	09G			410		
4	403		MT HOUGH CR LK RD	406 QUINCY JCT RD		END		10.133	08F11	05K			10133		
4	404	10	CHANDLER RD	IN PLU NF SH070 TO SH070		SH070		4.100	08F12	05A			4100		
4	404		CHANDLER RD	SH070 (west)		SH070 (east)		2.000	08F11	03F			2000		
4	405		LEE RD	SH070		406 QUINCY JCT RD		2.160	08F12	08A			2160		
4	406	10	QUINCY JCT RD	404 CHANDLER RD		END		0.510	08F11	05K			510		
4	406		QUINCY JCT RD	SH070		404 CHANDLER RD		2.600	08F11	08F			2600		
4	408		WEST'S RANCH RD	SH070 (north)		SH070 (south)		0.810	08F11	06E			810		
4	409		BESKEEN LN	SH070		END		1.050	08F11	07E			1050		
4	411	3	BUCKS LAKE RD	411 MAIN ST		PLU NF		1.930	08F11	08F			1930		
4	411	9	BUCKS LAKE RD	PLU NF		414 BUCKS LAKE RD		4.530	08F11	07A			4530		

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4	411	1	MAIN ST	SH070 CRESCENT ST		411 BUCKS LAKE RD		0.270		08F11	08F		270		
4	412		SILVER CREEK RD	414 BUCKS LAKE RD		END		1.000		07F15	09D		1000		
4	413		RANCH RD	413 BUCKS LAKE RD		413 SPANISH RANCH RD		0.409		07F15	07E	NEW	409		
4	413		SPANISH RANCH RD	413 SPANISH RANCH RD		411 BUCKS LAKE RD		0.365		07F15	07E	LIMIT CHANGE	365		
4	414		BUCKS LAKE RD	BUT CO		433		13.000		07F	06D		13000		
4	414	5	BUCKS LAKE RD 433	433		411 BUCKS LAKE RD		11.940		07F	04F		11940		
4	415		KEDDIE RESORT RD	SH070		END		0.450		08E51	09D		450		
4	416		OLD HWY RD	SH070 (north)		SH070 (south)		1.690		08E51	10E		1690		
4	417		BTFLY VLY TWAIN RD	SH070		326 TWAIN ST. RD		8.340		08E51	10D		8340		
4	418		OLD MEADOW VLY RD	411 BUCKS LAKE RD (west)		411 BUCKS LAKE RD (east)		0.270		08F11	08E		270		
4	419	5	GOLDEN EAGLE AVE	SH070		END		0.568		08F11	06E		568		
4	420		BLACKHAWK RD	SH070		8019		1.212		08F11	03F		1212		
4	422		GOPHER HILL LAND R	435 SNAKE LAKE RD		END		0.542		07F15	06G		542		
4	423		BIG CREEK RD	414 BUCKS LAKE RD (west)		414 BUCKS LAKE RD (east)		9.537		07F1	02B		9537		
4	424		KELSEY LN	406 QCY JCT RD		END		0.222		08F11	07G		222		
4	425		COUNTRYMAN DR	423 BIG CREEK RD		429 GRIZZLY LOOP		0.502		07F1	02C		502		
4	426		GANSNER PARK DR	409 BESKEEN LANE		END		0.242		08F11	07E		242		
4	427		RUTHERFORD AVE	419 GOLDEN EAGLE AVE		END		0.250		08F11	06C		250		
4	428		SCHNEIDER CRK RD	414 BUCKS LAKE RD		8022 SCHNEIDER CRK		0.284		07F15	09D		284		
4	429		GRIZZLY LOOP	423 BIG CREEK ROAD (west)		423 BIG CREEK ROAD (east)		0.586		07F1	02D		586		
4	430		JOYCE COURT	429 GRIZZLY LOOP		END		0.140		07F1	02D		140		
4	431		SPANISH CREEK RD	SH070		END		0.817		08F11	07E		817		
4	432		AMERICAN WAY	406 QUINCY JCT RD		404 CHANDLER RD		0.558		08F11	05K		558		
4	433		BUCKLIN RD	414 BUCKS LAKE RD		8024		2.293		07F	04F		2293		
4	434		SOUTH PADRE LN	411 BUCKS LAKE RD		END		0.058		07F15	07E		58		
4	435		SNAKE LAKE RD	411 BUCKS LAKE RD		END		2.350		07F15	06G		2350		
4	436		MEADOW VLY CEM RD	414 BUCKS LAKE RD		END		0.114		07F15	09D		114		
4	437		PURDY LN	SH070		END		0.300		08F11	06D		300		
4	438		DARBY LN	414 BUCKS LAKE RD		END		0.032		07F	0E4		32		
4	508		GREENHORN RANCH RD	8057		SH070		2.052		08F23	03D		2052		
4	510		RADIO HILL RD	SH070		END		0.490		08F11	08H		490		
4	511	1	QUINCY LA PORTE RD	SH070		PLU NF		2.100		08F12	08B		2100		
4	523		REDKEY WY	404 CHANDLER RD		END		0.018		08F12	06B		18		
4	532	2	HARRISON RD	508A		PLU NF		2.200		08F23	05G		2200		
4	532	4	HARRISON RD	PLU NF		508 GREENHORN RANCH RD		0.750		08F23	03F		750		
4	532	1	HARRISON RD	SH070		508A		0.350		08F23	05G		350		
4	303A		HOWELL'S RD	303 BELDEN TOWN RD		END		1.400		07E1	02B		1400		
4	317A		VIRGILIA DEPOT RD	SH070		END		0.050		07E	10G		50		
4	402A		OLD STATE HWY	SH070		END		0.650		08F12	10H		650		
4	403A		OAKLAND CAMP RD	403 MT HOUGH CR LK R		END		0.256		08F12	03C		256		
4	404A		BELL LN	404 CHANDLER RD		END		1.670		08F11	04H		1670		
4	405A		BARLOW	406 QUINCY JCT RD		405 LEE RD		0.950		08F11	06H		950		
4	408A		COUNTY HOSPITAL RD	SH070		404 CHANDLER RD		0.120		08F11	03G		120		
4	415A		SPANISH OAKS LN	419 GOLDEN EAGLE DR (west)		419 GOLDEN EAGLE DR (east)		0.440		08F11	06E		440		
4	416A		ROUNDHOUSE RD	415 KEDDIE RESORT RD		END		0.200		08E51	09D		200		
4	416B		RAIL ROAD ST	SH070		END		0.360		08E51	10D		360		
4	508B		VALLEY VIEW DR	416 OLD HWY RD		END		0.150		08E51	10E		150		
4	508C		EDGEWOOD DR	SH070		END		0.410		08F23	03B		410		
4	BE01		VALLEY VIEW DR	BE07 BELLAMY LN		8056		0.100		08F23	04B		100		
4	BE02		DAISY LANE	BE05 MEADOW WY		8008		0.470		08F11	08D		470		
4	BE03		WILLOW WY	BE01 VALLEY VIEW DR		BE06 WILDWOOD CT		0.080		08F11	08D		80		
4	BE04		MEADOW WAY	BE01 VALLEY VIEW DR		END		0.040		08F11	08D		40		
4	BE05		WILLOW WAY	BE01 VALLEY VIEW DR		END		0.030		08F11	08D		30		
4	BE06		WILLOW WAY	411		BE01 VALLEY VIEW DR		0.090		08F11	08D		90		
4	BE06		WILLOW WAY	BE01 VALLEY VIEW DR		END		0.050		08F11	08D		50		



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4	BE07		BELLAMY LN	411	BE01 VALLEY VIEW DR	END	0.100	0.080	0.080	08F11	8E		100		
4	BE08		GANSNER CREEK CT		EQ04 MILL CR RD	END	0.160	0.160	0.160	08F11	08K		80		
4	EQ01		CLAREMONT WAY		403 LEE RD	END	0.120	0.120	0.120	08F12	08A		120		
4	EQ02		ELM ST		403 LEE RD	SH070	0.100	0.100	0.100	08F11	08K		100		
4	EQ03		ALTA AVE		403 LEE RD	END	0.670	0.670	0.670	08F11	08J		670		
4	EQ04		MILL CREEK RD		END (west)	END (east)	0.495	0.495	0.495	08F11	08H		495		
4	EQ05	20	PIONEER RD		403 LEE RD	EW29 WEST ST	0.150	0.150	0.150	08F11	08J		150		
4	EQ06		ROGERS AVE		403 LEE RD	EQ05 PIONEER RD	0.090	0.090	0.090	08F11	08J		90		
4	EQ07		REDBERG AVE		SH070	EQ05 PIONEER RD	0.192	0.192	0.192	08F11	08J		192		
4	EQ08		MANZANITA WY		EQ29 WEST ST	EQ07 REDBERG AVE	0.070	0.070	0.070	08F11	08J		70		
4	EQ09		PLU FAIRGROUND RD		SH070	EQ33	0.250	0.250	0.250	08F11	08J		250		
4	EQ10		CEDAR ST		EQ16 THIRD ST	EQ21 KATHERINE ST	0.170	0.170	0.170	08F12	09A		170		
4	EQ11		FIRST ST		SH070	END	0.651	0.651	0.651	08F12	09A		651		
4	EQ12	1	PINE ST		END (west)	EQ11 FIRST ST	0.070	0.070	0.070	08F12	08A		70		
4	EQ12	3	PINE ST		EQ11 FIRST ST	EQ19 REESE AVE	0.220	0.220	0.220	08F12	08A		220		
4	EQ12	5	PINE ST		EQ19 REESE AVE	END (east)	0.070	0.070	0.070	08F12	08A		70		
4	EQ13		CENTER ST		EQ18 FIFTH ST	EQ04 MILL CREEK RD	0.602	0.602	0.602	08F12	09A		602		
4	EQ14		MANSELL ST		EQ11 FIRST ST	EQ18 FIFTH ST	0.250	0.250	0.250	08F12	09A		250		
4	EQ15		SECOND ST		EQ14 MANSELL ST	EQ10 CEDAR ST	0.210	0.210	0.210	08F12	09A		210		
4	EQ16		THIRD ST		EQ12 PINE ST	END	0.300	0.300	0.300	08F12	09A		300		
4	EQ17		FOURTH ST		EQ14 MANSELL ST	EQ12 PINE ST	0.260	0.260	0.260	08F12	09A		260		
4	EQ18		FIFTH ST		EQ14 MANSELL ST	EQ12 PINE ST	0.260	0.260	0.260	08F12	09A		260		
4	EQ19		REESE AVE		EQ12 PINE ST	SH070	0.080	0.080	0.080	08F12	08A		80		
4	EQ20		OLD HWY		SH070	END	0.300	0.300	0.300	08F12	08B		300		
4	EQ21		KATHERINE ST		EQ10 CEDAR ST	EQ26 CRAWFORD ST	0.250	0.250	0.250	08F12	09A		250		
4	EQ22		KAREN ST		EQ10 CEDAR ST	EQ26 CRAWFORD ST	0.250	0.250	0.250	08F12	09A		250		
4	EQ23		SYLVAN WAY		403A BELL LN	END	0.150	0.150	0.150	08F11	06J		150		
4	EQ24		MEADOW LN		403 LEE RD	END	0.120	0.120	0.120	08F12	08A		120		
4	EQ25		CLOUGH ST		SH070	END	0.237	0.237	0.237	08F12	08A		237		
4	EQ26		CRAWFORD ST		EQ11 FIRST ST	EQ37 SIERRA WAY	0.181	0.181	0.181	08F12	09A		181		
4	EQ27		ABERNETHY LN		SH070	END	0.114	0.114	0.114	08F11	09J		114		
4	EQ28		SOUTH REDBERG AVE		SH070	END	0.204	0.204	0.204	08F11	09J		204		
4	EQ29		WEST ST		EQ08 MANZANITA WAY	EQ05 PIONEER RD	0.035	0.035	0.035	08F11	08J		35		
4	EQ30		WELDON AVE		EQ06 ROGERS AVE	EQ05 PIONEER RD	0.046	0.046	0.046	08F11	08J		46		
4	EQ31		MAC LN		EQ11 FIRST ST	END	0.058	0.058	0.058	08F12	09A		58		
4	EQ32		PONDEROSA ST		EQ18 FIFTH ST	EQ25 CLOUGH ST	0.077	0.077	0.077	08F12	09A		77		
4	EQ33				EQ09 PLU FAIRGRND RD	EQ33	0.472	0.472	0.472	08F11	08J		472		
4	EQ34				EQ33	EQ33	0.123	0.123	0.123	08F11	08J		123		
4	EQ35		BRESCIANI CIR		405 LEE RD (west)	405 LEE RD (east)	0.379	0.379	0.379	08F11	07H		379		
4	EQ36		BRESCIANI LN		403A BELL LN	END	0.131	0.131	0.131	08F11	07J		131		
4	EQ37		SIERRA WY		END (north)	END (south)	0.252	0.252	0.252	08F11	09K		252		
4	EQ38		PEPPARD FLAT RD		SH070	END	0.172	0.172	0.172	08F11	08J		172		
4	EQ39		BLUE ROSE CT		403A BELL LN	END	0.024	0.024	0.024	08F11	06H		24		
4	EQ40				EQ27 ABERNETHY LN	END	0.038	0.038	0.038	08F11	08J		38		
4	EQ41		DOGWOOD CT		EQ11 FIRST ST	END	0.150	0.150	0.150	08F12	09A		150		
4	EQ42		FOREST VIEW DR		EQ04 MILL CREEK RD	END	0.273	0.273	0.273	08F11	09J		273		
4	EQ43		SUNRISE LN		SH070	END	0.090	0.090	0.090	08F11	08J		90		
4	EQ44		NORTH MILL CR RD		405 LEE RD	END	0.340	0.340	0.340	08F11	08J		340		
4	EQ45		DANNY CT		EQ44 NO MILL CR RD	END	0.060	0.060	0.060	08F11	08J		60		
4	EQ46				SH070	EQ43 SUNRISE IN	0.063	0.063	0.063	08F11	08J		63		
4	EQ47		TRILOGY LN		EQ44 N MILL CREEK RD	END	0.110	0.110	0.110	08F11	08J		110		
4	EQ48		SOUTH REDBERG CIR		EQ28 S REDBERG AVE	END	0.076	0.076	0.076	08F11	09J		76		
4	EQ49		SHELLY LN		EQ13 CENTER ST	END	0.053	0.053	0.053	08F11	09J		53		
4	EQ50		CANINE CT		EQ44 NO MILL CR RD (north)	EQ44 NO MILL CR RD (south)	0.049	0.049	0.049	08F11	08K		49		



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DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	[NUMBER AND NAME]	TO	[NUMBER AND NAME]	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	UN CONSTRUCTED	NON COUNTY
4	MV01		SUNSET DR	BE07 BELLAMY LN	END	END	0.109	0.109	0.046	08F11	07D		109		
4	MV02		COTTONWOOD CT	BE01 VALLEY VIEW DR	END	END	0.046	0.046	0.046	08F11	07D		46		
4	PLO1		PINELEAF DR	414 BUCKS LAKE RD	END	END	0.693	0.693	0.693	07F15	07E		693		
4	PLO2		SPANISH VIEW DR	PLO1 PINELEAF DR	414 BUCKS LAKE RD	END	0.506	0.506	0.506	07F15	07D		506		
4	PLO3		ADA LN	PLO2 SPANISH VIEW DR	412 SILVER CREEK RD	END	0.190	0.190	0.190	07F15	08D		190		
4	PLO4		SPANISH VIEW CIR	PLO2 SPANISH VIEW DR	END	END	0.040	0.040	0.040	07F15	08D		40		
4	PLO5		ADA CIR	PLO3 ADA LN	END	END	0.040	0.040	0.040	07F15	08D		40		
4	PLO6		ABBETT LN	PLO1 PINELEAF DR	END	END	0.381	0.381	0.381	07F15	07D		381		
4	PLO7		SILVER CIRCLE	PLO6 ABBETT LN	END	END	0.015	0.015	0.015	07F15	07D		15		
4	PRO1		CAROL LANE WEST	403A BELL LN	END	END	0.520	0.520	0.520	08F11	07J		520		
4	QU01		BRADLEY ST	SH070 LAWRENCE ST	QU03 JACKSON ST	END	0.128	0.128	0.128	08F11	08E		128		
4	QU03	1	JACKSON ST	QU34 CLAREMONT DR	QU14 ROCHE AVE	END	0.293	0.293	0.293	08F11	08G		293		
4	QU03	2	JACKSON ST	QU14 ROCHE AVE	QU08 COURT ST	END	0.450	0.450	0.450	08F11	08F		450		
4	QU03	3	JACKSON ST	QU08 COURT ST	418	END	0.448	0.448	0.448	08F11	08E		448		
4	QU04		EAST HIGH ST	QU13 EAST ST	QU10 HARBISON AVE	END	0.220	0.220	0.220	08F11	08F		220		
4	QU05		DAVIS ST	QU03 JACKSON ST	411	END	0.060	0.060	0.060	08F11	08E		60		
4	QU06		MYERS ST	411	QU03 JACKSON ST	END	0.070	0.070	0.070	08F11	08E		70		
4	QU07		BUCHANAN ST	411	QU21 EDWARDS AVE	END	0.200	0.200	0.200	08F11	08E		200		
4	QU08		COURT ST	QU03 JACKSON ST	SH070 MAIN ST	END	0.070	0.070	0.070	08F11	08E		70		
4	QU09		ODDIE WAY	QU04 EAST HIGH ST	END	END	0.120	0.120	0.120	08F11	08F		120		
4	QU10		HARBISON AVE	QU04 EAST HIGH ST	SH070 MAIN ST	END	0.100	0.100	0.100	08F11	08F		100		
4	QU11		FILLMORE ST	SH070 MAIN ST	QU04 EAST HIGH ST	END	0.100	0.100	0.100	08F11	08F		100		
4	QU12		CHURCH ST	QU04 EAST HIGH ST	SH070 LAWRENCE ST	END	0.160	0.160	0.160	08F11	08F		160		
4	QU13		EAST ST	SH070 MAIN ST	END	END	0.230	0.230	0.230	08F11	08F		230		
4	QU14	1	ROCHE AVE	SH070	QU03 JACKSON ST	END	0.100	0.100	0.100	08F11	08F		100		
4	QU14	3	ROCHE AVE	QU03 JACKSON ST	QU31 LOUISIANA AVE	END	0.040	0.040	0.040	08F11	08F		40		
4	QU15		PLUMAS AVE	QU16 LEONARD AVE	SH070 LAWRENCE ST	END	0.090	0.090	0.090	08F11	08F		90		
4	QU16		LEONARD AVE	SH070 LAWRENCE ST	QU15 PLUMAS AVE	END	0.130	0.130	0.130	08F11	08F		130		
4	QU17		RAILWAY AVE	SH070 MAIN ST	END	END	0.170	0.170	0.170	08F11	08F		170		
4	QU18		GOODWIN AVE	QU07 BUCHANAN ST	END	END	0.100	0.100	0.100	08F11	08E		100		
4	QU19		WEST HIGH ST	QU29 LEE AVE	END	END	0.150	0.150	0.150	08F11	08E		150		
4	QU20		MONTEVISTA AVE	QU25 COBURN ST	END	END	0.287	0.287	0.287	08F11	08E		287		
4	QU21		EDWARDS AVE	END (west)	END (east)	END	0.162	0.162	0.162	08F11	08E		162		
4	QU22		SPRING ST	QU20 MONTEVISTA AVE	END	END	0.040	0.040	0.040	08F11	08E		40		
4	QU23		BOYLE ST	QU24 FOOTHILL WY	QU26 ALDER ST	END	0.100	0.100	0.100	08F11	08F		100		
4	QU24		FOOTHILL WY	QU20 MONTEVISTA AVE	QU23 BOYLE ST	END	0.100	0.100	0.100	08F11	08F		100		
4	QU25		COBURN ST	QU03 JACKSON ST	END	END	0.300	0.300	0.300	08F11	08F		300		
4	QU26		ALDER ST	QU04 EAST HIGH ST	END	END	0.310	0.310	0.310	08F11	08F		310		
4	QU27		OAK ST	QU26 ALDER ST	END	END	0.060	0.060	0.060	08F11	08F		60		
4	QU28		CATE ST	QU13 EAST ST	END	END	0.050	0.050	0.050	08F11	08F		50		
4	QU29		LEE AVE	QU03 JACKSON ST	END	END	0.120	0.120	0.120	08F11	08E		120		
4	QU30		LINDAN AVE	SH070	END	END	0.100	0.100	0.100	08F11	08F		100		
4	QU31		LOUISIANA AVE	QU14 ROCHE AVE	END	END	0.130	0.130	0.130	08F11	08F		130		
4	QU32		ALDER CT	QU26 ALDER ST	END	END	0.050	0.050	0.050	08F11	08F		50		
4	QU33		STEPHAN WAY	QU26 ALDER ST	END	END	0.080	0.080	0.080	08F11	08F		80		
4	QU34		CLAREMONT DR	SH070	QU46 NUGGET LN	END	0.298	0.298	0.298	08F11	08G		298		
4	QU35		CREST VIEW DR	QU34 CLAREMONT DR	QU44 LINDAN LN	END	0.140	0.140	0.140	08F11	08G		140		
4	QU36		CLOWAN AVE	SH070 MAIN ST	SH070 LAWRENCE ST	END	0.070	0.070	0.070	08F11	08F		70		
4	QU37		SOUTH LINDAN AVE	SH070	QU03 JACKSON ST	END	0.133	0.133	0.133	08F11	08F		133		
4	QU38		CENTRAL AVE	QU37 S LINDAN AVE	QU04 CLAREMONT DR	END	0.208	0.208	0.208	08F11	08F		208		
4	QU39		ORION WAY	SH070	END	END	0.066	0.066	0.066	08F11	07E		66		
4	QU40		GROVER ALLEY	QU01 BRADLEY ST	QU10 HARBISON AVE	END	0.029	0.029	0.029	08F11	08F		29		
4	QU41		BAKER WAY	QU03 JACKSON ST	QU12 CHURCH ST	END	0.062	0.062	0.062	08F11	08F		62		
4	QU42		LEE CIRCLE	QU29 LEE AVE (north)	QU29 LEE AVE (south)	END	0.059	0.059	0.059	08F11	08E		59		
4	QU43		PLUMIE WY	SH070 LAWRENCE ST	END	END	0.193	0.193	0.193	08F11	08E		193		

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4	QU44		LINDAN LN	QU03 JACKSON ST	QU03 JACKSON ST	QU35 CRESTVIEW DR	AND NAME]	0.059		08F11	08F		59		
4	QU45			END (west)	END (west)	END (east)		0.170		08F11	08F		170		
4	QU46		NUGGET LN	QU34 CLAREMONT DR	QU34 CLAREMONT DR	END		0.299		08F11	08G		299		
4	QU47		SUMMERFIELD LN	QU17 RAILWAY AVE	QU17 RAILWAY AVE	END		0.089		08F11	08F		89		
4	QU48		CIRCLE DR	QU03 JACKSON ST	QU03 JACKSON ST	QU37 SO LINDAN AVE		0.168		08F11	08F		168		
4	QU49		DAME SHIRLEY LN	QU08 COURT ST	QU08 COURT ST	QU10 HARBISON AVE		0.088		08F11	08E		88		
5	115	10	CLIO STATE 40A RD	IN PLU NF SH070 TO	IN PLU NF SH070 TO	SH089		2.000		08F44	01C		2000		
5	115		CLIO STATE 40A RD	SH070	SH070	SH089		3.380		08F35	05G		3380		
5	129		FEATHER RIVER INN	SH070	SH070	END		0.265		08F34	06G		265		
5	130		LONG VALLEY WAY	SH070	SH070	END		0.011		08F23	06K		11		
5	501	1	GOLD LAKE RD	GE46 YONKALLA TRL	GE46 YONKALLA TRL	519 GOLD LAKE FH		0.539		08F44	01H		539		
5	501	3	GOLD LAKE RD	519 GOLD LAKE FH	519 GOLD LAKE FH	SIE CO		4.280		08F44	01H		4280		
5	502	10	POPLAR VALLEY RD	PLU NF	PLU NF	8060		0.500		08F34	06E		500		
5	502		POPLAR VALLEY RD	506 GRAEAGLE JOHN R	506 GRAEAGLE JOHN R	PLU NF		0.250		08F34	07E		250		
5	503		OLD CROMBERG RD	509 SLOAT RD	509 SLOAT RD	SH070		0.670		08F24	08A		670		
5	505		GRAEAGLE TR STA RD	521 BLSDEN GRA RD	521 BLSDEN GRA RD	END		0.025		08F34	08J		25		
5	506	10	GRAEAGLE JHNSVL RD	PLU NF	PLU NF	JV02 CHURCH ST		4.390		08F34	07F		4390		
5	506		GRAEAGLE JHNSVL RD	SH089	SH089	PLU NF		1.300		08F34	08H		1300		
5	507		JHNSVL MCCREA RD	506	506	SIE CO		13.320		08F34	10A		13320		
5	509	10	SLOAT RD	PLU NF	PLU NF	PLU NF		0.100		08F23	06H		100		
5	509	20	SLOAT RD	PLU NF	PLU NF	503 OLD CROMBERG RD		2.400		08F23	06H		2400		
5	509		SLOAT RD	SH070	SH070	PLU NF		0.900		08F23	06J		900		
5	515		CAMP LAYMAN RD	SH070	SH070	END		0.590		08F24	10C		590		
5	516	10	MOHAWK VISTA DR	PLU NF	PLU NF	PLU NF		1.100		08F35	08B		1100		
5	516	20	MOHAWK VISTA DR	PLU NF	PLU NF	SH070 (east)		0.200		08F35	07C		200		
5	516		MOHAWK VISTA DR	SH070 (west)	SH070 (west)	PLU NF		1.240		08F34	07J		1240		
5	517	10	MT TOMBA RD	PLU NF	PLU NF	END		0.200		08F24	08B		200		
5	517		MT TOMBA RD	SH070	SH070	PLU NF		0.400		08F24	08B		400		
5	519		GOLD LAKE FOR HWY	SH 89	SH 89	SIE CO		7.565		08F34	10A		7565		
5	520		LITTLE BEAR RD	SH070	SH070	SH089		1.240		08F34	05F		1240		
5	521		BLAIRSDEN GRAEAGLE	SH089	SH089	521 BONITA ST		1.000		08F34	08H		1000		
5	521	10	BONITA ST	521 BLIRSDEN GRAEAGLE	521 BLIRSDEN GRAEAGLE	SH089		0.500		08F34	07J		500		
5	522		OLD MILL POND RD	SH070	SH070	END		0.227		08F24	08B		227		
5	524		GOLD RIDGE DR	506 GRAEAGLE JHNSVL R	506 GRAEAGLE JHNSVL R	END		0.490		08F34	07G		490		
5	525		HILLSIDE DR	404 CHANDLER DR	404 CHANDLER DR	END		0.360		08P12	07D		360		
5	526		JAMISON RD	506 GRA JHNSVL RR	506 GRA JHNSVL RR	524 GOLD RIDGE DR		0.469		08F34	07G		469		
5	527		MINERS LN	526 JAMISON RD	526 JAMISON RD (west)	528 PENMAN LN		0.122		08F34	07G		122		
5	528		PENMAN LN	526 JAMISON RD (west)	526 JAMISON RD (west)	526 JAMISON RD (south)		0.210		08F34	07G		210		
5	529		GILL RANCH RD	SH070	SH070	END		0.700		08F23	06J		700		
5	530		GOLD NUGGET LN	531 SMITH CREEK RD	531 SMITH CREEK RD	END		0.260		08F34	08G		260		
5	531		SMITH CREEK RD	524 GOLD RIDGE DR	524 GOLD RIDGE DR	END		0.190		08F34	08G		190		
5	533		C-ROAD	115 CLIO STATE 40A RD	115 CLIO STATE 40A RD	END		0.285		08F54	01C		285		
5	534		SIERRA ESTATES DR	SH089	SH089	END		0.472		08F45	02G		472		
5	503A		CROMBERG CEMTRY RD	503 OLD CROMBERG RD	503 OLD CROMBERG RD	END		0.165		08F24	08A		165		
5	506B		MOHAWK HWY 40A RD	506	506	SH070		0.640		08F34	07G		640		
5	506C		JHNSVL EURKA LK RD	JV02 CHURCH ST	JV02 CHURCH ST	END		1.020		08F34	09A		1020		
5	508A		OLD RD	508 HARRISON RD	508 HARRISON RD	PLU NF		0.079		08F23	05G		79		
5	509A	10	OLD RD	PLU NF	PLU NF	PLU NF		0.250		08F23	05G		250		
5	509A	20	OLD RD	PLU NF	PLU NF	509 SLOAT RD		0.350		08F23	06G		350		
5	509A		OLD RD	SH070	SH070	PLU NF		0.380		08F23	05G		380		
5	509B		SLOAT POPLR VLY RD	509 SLOAT RD	509 SLOAT RD	8060		0.340		08F23	07G		340		
5	BL01			521 BONITA	521 BONITA	END		0.070		08F34	07H		70		
5	BL02			521 BONITA (west)	521 BONITA (west)	521 BONITA (east)		0.110		08F34	07H		110		
5	CL01		UPPER MAIN ST	CL04 SPRUCE ST	CL04 SPRUCE ST	END		0.130		08F44	01B		130		
5	CL02		LOWER MAIN ST	115	115	CL03 MAIN ST		0.100		08F44	01B		100		

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5	CL03		PINE ST	115		END			0.280		08F44	01B		280		
5	CL04		SPRUCE ST	115		END			0.060		08F44	01B		60		
5	GE01		IROQUOIS TRAIL	SH089		END			0.500		08F34	09H		500		
5	GE02		CHINOOK TRAIL		GE01 IROQUOIS TRL (north)				0.240		08F34	09H		240		
5	GE03		APACHE TRAIL		GE01 IROQUOIS TRL (north)				0.210		08F34	09H		210		
5	GE04		NAVAJO TRAIL		GE01 IROQUOIS TRL				0.220		08F34	09H		220		
5	GE05		O SAGE TRAIL		GE01 IROQUOIS TRL				0.140		08F34	09H		140		
5	GE06		HUPA TRAIL		GE04 NAVAJO TRL				0.230		08F34	09H		230		
5	GE07		HOPi TRAIL		GE06 HUPA TRL				0.030		08F34	09H		30		
5	GE08		SHAWNEE TRAIL		GE01 IROQUOIS TRL				0.200		08F34	09H		200		
5	GE09		SHIUX TRAIL		GE01 IROQUOIS TRL				0.270		08F34	09H		270		
5	GE10		SEMINOLE TRAIL		GE09 SHIUX TRL				0.030		08F34	09H		30		
5	GE11		TOMAHAWK TRAIL		GE01 IROQUOIS TRL (west)				0.250		08F34	09H		250		
5	GE12		LASSIK TRAIL		GE14 MAIDU TRL				0.040		08F34	09H		40		
5	GE13		WAILAKI TRAIL		GE14 MAIDU TRL				0.040		08F34	09H		40		
5	GE14		MAIDU TRAIL	SH089		GE19 PAUTE TRL			0.360		08F34	09H		360		
5	GE15		POMO TRAIL		GE14 MAIDU TRL				0.380		08F34	09H		380		
5	GE16		MIMOK TRAIL		GE15 POMO TRL (north)				0.250		08F34	09H		250		
5	GE17		SHOSHONI TRAIL		GE15 POMO TRL				0.090		08F34	09H		90		
5	GE18		MOCCASIN TRAIL		GE19 PAUTE TRL				0.240		08F34	09H		240		
5	GE19		PAUTE TRAIL		GE46 YONKALLA TRL				1.122		08F34	09J		1122		
5	GE20		WASHO TRAIL		GE19 PAUTE TRL				0.040		08F34	09J		40		
5	GE21		WINTUN TRAIL		GE19 PAUTE TRL				0.243		08F34	09J		243		
5	GE22		YUOK TRAIL		GE21 WINTUN TRL				0.060		08F34	09J		60		
5	GE23		TOLOWA TRAIL	SH070		END			1.330		08F34	09J		1330		
5	GE24		KAROK TRAIL		GE23 TOLOWA TRL				0.050		08F34	09J		50		
5	GE25		YOKUT TRAIL		GE25 YONKALLA TRL				0.220		08F34	09J		220		
5	GE26		WHILKUT TRAIL		GE25 YONKUT TRL				0.040		08F34	09J		40		
5	GE27		SHASTA TRAIL		GE46 YONKALLA TRL				0.616		08F34	09J		616		
5	GE28		KOROMINU TRAIL		GE27 SHASTA TRAIL (west)				0.529		08F34	09J		529		
5	GE29		MATTOLE TRAIL		GE27 SHASTA TRAIL				0.199		08F34	09J		199		
5	GE30		HOKAN TRAIL		GE27 SHASTA TRAIL				0.175		08F34	09J		175		
5	GE32		W CHILULA TRAIL		GE31 TOLOWA TRAIL				0.131		08F34	09J		131		
5	GE33		E CHILULA TRAIL		GE31 TOLOWA TRAIL				0.068		08F34	09J		68		
5	GE34		KATO TRAIL		GE27 SHASTA TRAIL				0.382		08F34	09J		382		
5	GE35		NOZI TRAIL		GE34 KATO TRAIL				0.105		08F34	09J		105		
5	GE36		KLAMATH TRAIL		GE23 TOLOWA TRL				0.559		08F34	09J		559		
5	GE37		NONGATI TRAIL		GE23 TOLOWA TRL				0.045		08F34	09J		45		
5	GE38		MOHAVE TRAIL		GE23 TOLOWA TRL				0.439		08F34	09J		439		
5	GE39		HUCHNOM TRAIL		GE23 TOLOWA TRL				0.138		08F34	09J		138		
5	GE40		KUSA TRAIL		GE39 HUCHNOM TRL				0.055		08F34	09J		55		
5	GE41		MODOC TRAIL		GE38 MOHAVE TRL				0.098		08F34	09J		98		
5	GE42		WISHRAM TRAIL		GE46 YONKALLA TRL				0.498		08F34	09J		498		
5	GE43		WAPPO TRAIL		GE19 PAUTE TRL				0.079		08F34	09J		79		
5	GE44		PAPOOSE TRAIL		GE42 WISHRAM TRL				0.039		08F34	09J		39		
5	GE45		YANA TRAIL		GE46 YONKALLA TRL				0.047		08F34	09J		47		
5	GE46		YONKALLA TRAIL	SH089		END			1.047		08F34	09J		1047		
5	GE47		NOMLAKI TRAIL		STATE ROUTE 89				0.828					828		
5	GE48		YUKI TRAIL		GE47 NOMLAKI TRAIL				0.033					33		
5	GE49		ISHI TRAIL		GE47 NOMLAKI TRAIL				0.496					469		
5	GE50		KONKOW TRAIL		GE47 NOMLAKI TRAIL				0.237					237		
5	GE51		YAH! TRAIL		GE47 NOMLAKI TRAIL				0.125					125		
5	GE52		WIYOT TRAIL		GE47 NOMLAKI TRAIL				0.082					82		
5	GE53		MONACHE TRAIL		519 GOLD LAKE FOREST HIGHWAY				0.147					147		
5	JV01		EUREKA ST	506		END			0.078		08F34	09A		78		

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5	JV02		CHURCH ST	S06		JV03 ARASTRA ST		0.110		08F34	09A		110		
5	JV03		ARASTRA ST	S06C		S06		0.323		08F34	09A		323		
5	JV04		SCHOOL ST	JV02 CHURCH ST		JV03 ARASTRA ST		0.066		08F34	09A		66		
5	JV05		BRIDE ST	END (north)		END (south)		0.089		08F34	09A		89		
5	JV06		PINE ST	JV02 CHURCH ST		JV03 ARASTRA ST		0.070		08F34	09A		70		
5	PE01		PINION PINE CIR	PE04 LUNDY LN		PE02 SUGAR PINE LN		0.234		08F34	06E		234		
5	PE02		SUGAR PINE DR	PE04 LUNDY LN		PE11 SUGAR PINE CT		0.321		08F34	06E		321		
5	PE03		CEDAR LN	PE04 LUNDY LN (west)		PE04 LUNDY LN (east)		0.292		08F34	06E		292		
5	PE04		LUNDY LN	S02 POPLAR VLY RD		END		0.693		08F34	06E		693		
5	PE05		EVERGREEN CIR	S02 POPLAR VLY RD (north)		S02 POPLAR VLY RD (south)		0.499		08F34	06E		499		
5	PE06		MADORA LAKE RD	S02 POPLAR VLY RD		END		0.141		08F34	06E		141		
5	PE07		TIMBER LN	PE05 EVERGREEN		PE06 MADORA LAKE		0.152		08F34	06E		152		
5	PE08		PINE TREE CT	PE05 EVERGREEN		END		0.052		08F34	06E		52		
5	PE09		COTTONWOOD DR	S02 POPLAR VLY RD		PE04 LUNDY LN		0.426		08F34	06E		426		
5	PE10		PONDEROSA DR	PE02 SUGAR PINE DR		END		0.148		08F34	05F		148		
5	PE11		SUGAR PINE CT	PE02 SUGAR PINE DR		PE10 PONDEROSA DR		0.134		08F34	05F		134		
5	PE12		TAMARACK PL	PE09 COTTONWOOD DR		END		0.088		08F34	06E		88		
5	PE13		TAMARACK CT	PE12 TAMARACK PL		END		0.079		08F34	06E		79		
5	PE14		SEQUOIA DR	PE09 COTTONWOOD DR (north)		PE09 COTTONWOOD DR (south)		0.518		08F34	06E		518		
5	PE15		ALDER CT	PE14 SEQUOIA DR		END		0.042		08F34	06E		42		
5	PE16		RED WILLOW CT	PE14 SEQUOIA DR		END		0.045		08F34	06E		45		
5	PE17		POPLAR CT	PE14 SEQUOIA DR		END		0.034		08F34	06E		34		
5	PE18		OAK CT	PE14 SEQUOIA DR		END		0.055		08F34	06E		55		
5	PE19		VANESSA CT	S02 POPULAR VALLEY DR		END		0.010		08E34	7E		10		
5	PE20		EUREKA SPRINGS DR	S02 POPULAR VALLEY DR (north)		S02 POPULAR VALLEY DR (south)		0.430		08F34	7E		430		
5	PE21		DAVID CIR	PE20 EUREKA SPRINGS DR		END		0.030		08F34	7E		30		
5	PE22		BRAIN DR	PE20 EUREKA SPRINGS DR		END		0.060		08F34	7E		60		
5	PE23		JACK'S COURT	S02 POPLAR VALLEY RD		END		0.040		08F34	06E		40		
5	VR01		VALLEY RANCH DR	SH089		VR01 VALLEY RCH RD		2.112		08F45	02D		2112		
5	VR02		CAYDEN DR	VR01 VALLEY RCH RD		END		0.290		08F45	02D		290		
5	VR03		CASSIDY DR	VR01 VALLEY RCH RD		END		0.083		08F45	02D		83		
5	VR04		SILVER SAGE TRAIL	VR01 VALLEY RCH RD		END		0.051		08F45	02D		51		
5	VR05		CODY DR	VR01 VALLEY RCH RD		VR02 CAYDEN DR		0.234		08F45	04G		234		
6	511	5	MAIN ST	LP07 GOLD ST		S11B LA PORTE PNS RD		0.722		08F41	08B		722		
6	511	4	QUINCY LA PORTE D	SIE CO		LP7 GOLD ST		4.610		08F41	03G		4610		
6	511	2	QUINCY LA PORTE RD	PLU NF		SIE CO		19.900		08F12	10E		19900		
6	511	3	QUINCY LA PORTE RD	SIE CO		SIE CO		3.470	C	08F	07C		3470		
6	511	6	QUINCY LA PORTE RD	S11B LA PORTE PNS RD		YUBA CO		9.182		08F41	08B		9182		
6	512		ST LOUIS RD	SIE CO		SIE CO		4.440		08F41	07C		4440		
6	513		CHURCH ST	S11 MAIN ST		S13 PORT WINE RD		0.190		08F41	08B		190		
6	513	5	PORT WINE RD	S13 CHURCH ST		SIE CO		1.830		08F41	09B		1830		
6	514	1	LITTLE GRASS VLY RD	S11		DAM		5.000		08F41	07D		5000		
6	511A	10	LEXINGTON HILL RD	S11 QUY LA PORTE RD		8036		1.250		07F	09J		1250		
6	511B	10	LAPORTE PINES RD	S11 MAIN ST		END		0.057		08F41	08B		57		
6	514A	5		S14 LTL GRASS VLY RD		END		0.200		08F41	05C		200		
6	LP01		ARISTOCRACY DR	S11 MAIN ST		LP07 GOLD ST		0.246		08F41	08B		246		
6	LP02		PIKE RD	S11 MAIN ST		LP4 WARREN HL RD		0.120		08F41	08B		120		
6	LP03		CHINA ALLEY	S13 CHURCH ST		LP02 PIKE RD		0.060		08F41	08B		60		
6	LP04		WARREN HILL RD	S13 CHURCH ST		END		0.090		08F41	08B		90		
6	LP05		MOOREVILLE RD	S11 MAIN ST		END		0.227		08F41	08B		227		
6	LP06		PRIMEAU DR	LP01 ARISTOCRACY DR		END		0.057		08F41	08B		57		
6	LP07		GOLD ST	S11 MAIN ST		END		0.133		08F41	08B		133		
6	LP08		GLENWOOD WY	LP05 MOOREVILLE RD		END		0.013		08F41	08B		13		
6	LP09		RABBIT CREEK RD	S11 MAIN ST		END		0.109		08F41	08B		109		
6	LP10		SCHOOL STREET	S11 MAINT ST		END		0.160		08F41	08B		160		

2020 PLUMAS COUNTY  
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH MILES	OTHER AREA	MAP NUMBER	MAP COORDINATE	REMARKS	MILEAGE FROM TABS	UN CONSTRUCTED	NON COUNTY
6	LP11		POST ST	LP10 SCHOOL ST	513 CHURCH ST	0.056	08F41	08F41	08B		56		
6	LP12		CIRCLE DR	LP13 CEDAR LN	511 MAIN ST	0.220	08F41	08F41	08B		220		
6	LP13		CEDAR LN	511 MAIN ST (west)	511 MAIN ST (east)	0.180	08F41	08F41	08B		180		
6	LT01		LAKEVIEW TERR	313A PENINSULA DR	LT02 LAKEVIEW DR	0.093	07E24	07E24	07H		93		
6	LT02		LAKEVIEW DR	LT01 LAKEVIEW TER	LT03 COVE ST	0.205	07E24	07E24	07H		205		
6	LT03		COVE ST	LT02 LAKEVIEW DR	313A PENINSULA DR	0.120	07E24	07E24	07H		120		
6	SS01		SILVERTIP SPRG DR	514	8180	0.294	08F41	08F41	06D		294		
6	SS02		TAMARACK WY	SS01 SILVERTIP SPRG	END	0.247	08F41	08F41	06D		247		
6	SS03		GOLD MTN RD	SS02 TAMARACK WY	END	0.115	08F41	08F41	06D		115		
	523	3		PLU NF	PLU NF	0.186	08F	08F	02F		186		
					COMPLETED - 03/22/21 MDC	681.275							

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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

## Memorandum

**DATE:** April 14, 2021  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns   
**RE:** Agenda Item for the meeting of May 4, 2021

### RECOMMENDATION:

Approve and sign service agreement with A & P Helicopters, Inc. (PCSO00001) in the amount of \$75,000.00.

### BACKGROUND & DISCUSSION:

The Sheriff's Office utilizes the services of many vendors. All service agreements over \$10,000.00 require Board approval.

Attached is the service agreement between the County of Plumas, Office of the Sheriff and one of the vendors that provide helicopter rentals with licensed pilots for the Sheriff's law enforcement needs - A & P Helicopters, Inc. (PCSO00001).

This agreement has been approved by County Counsel. It is now being submitted for Board approval as per County policy.

### Services Agreement

This Agreement is made this 1st day of June, 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Department (hereinafter referred to as "County"), and A & P Helicopters, Inc., a California corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed seventy thousand Dollars (\$75,000.00).
3. Term. The term of this Agreement commences June 1, 2021, and shall remain in effect through May 31, 2022, unless terminated earlier pursuant to this Agreement.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

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



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

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. All insurance policies shall be endorsed to name the County, its officers, officials, employees, representatives and agents as additional insured. Contractor's insurance shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature

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

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

County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

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

County:

Plumas County Sheriff's Office  
County of Plumas  
1400 E. Main St.  
Quincy, CA, 95971  
Attention: Steve W Peay/Investigations Sergeant

Contractor:

A & P Helicopters, Inc.  
P.O. Box 245  
Richvale, CA, 95974  
Attention: Vickie Compton

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

CONTRACTOR:

A & P Helicopters, Inc.

COUNTY:

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Vickie Compton  
Title: CEO/CFO

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeff Engel, Chair  
Board of Supervisors

Attest  
By: \_\_\_\_\_  
Heidi Putnam  
Clerk of the Board

Approved as to form:

  
\_\_\_\_\_  
Joshua Brechtel  
Deputy County Counsel I

4/14/2021

## EXHIBIT A

### Scope of Work

Contractor agrees to provide the county the following, on an as needed basis;

An appropriately licensed and insured helicopter, McDonnell Douglas Hughes 500D and/or Bell 206 B-III Jet Ranger and licensed and insured pilot for the services requested below;

- Marijuana reconnaissance
- External and internal removal of personnel
- Short Haul/Stabo transportation for certified employees, equipment, contraband and ground support staff (if needed)
- Fuel truck and appropriately licensed driver, as needed

## Exhibit B

### Fee Schedule

Contractor shall submit invoices to the county consistent with the fee schedule below. Invoices will include number, tachometer time, location, name of person that ordered service, date of flight, and cost breakdown. The County shall pay Contractor no later than 30 days after approval of the invoice by county staff.

- Marijuana reconnaissance \$1200.00 per flight hour includes aircraft; Bell 206BIII or Hughes 500D: and licensed pilot
- Short Haul/Stabo, for personnel, equipment and/or contraband, \$1,350.00 per flight hour. Includes aircraft; Bell 206BIII or Hughes 500D and licensed pilot
- Fuel truck and license driver \$650 per day, if requested
- \$200 per person overnight if requested, pilot and fuel truck driver.



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

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## Memorandum

**DATE:** April 15, 2021  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns   
**RE:** Agenda Items for the meeting of May 4, 2021

### It is recommended that the Board:

Approve and sign the annual amendment to the Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Office and the U.S. Department of Agriculture, Forest Service, Lassen National Forest, Exhibit A - FY 2021 in the amount of \$5,000.00.

### Background and Discussion:

The purpose of this agreement is to maintain a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on national forest service lands and provide for reimbursement to the Sheriff for the services provided.

Exhibit A will be in effect from October 1, 2020 through September 30, 2021. This is updated annually so that changes can be made if applicable to the funding allocation, reimbursement rates, etc. The USFS enters into an agreement with the Sheriff for law enforcement patrols on National Forest System lands. The USFS reimburses the Sheriff's Office for expenses related to law enforcement patrols performed under the agreement on National Forest System lands.

Agreement has been approved as to form by County Counsel.



FS Agreement No. 21-LE-11051360-003  
Modification No. 001

**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN**

**Between The  
PLUMAS, COUNTY OF  
And the  
USDA, FOREST SERVICE  
LASSEN NATIONAL FOREST**

**FY-2021 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Plumas, County of, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Lassen National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #21-LE-11051360-003 executed on January 12, 2021. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2020 and ending September 30, 2021.

Previous Year Carry-over: \$0.00

Current FY-2021 Year Obligation: \$5,000.00

**FY-2021 Total Annual Operating Plan: \$5,000**

**I. GENERAL:**

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Todd Johns Sheriff, Plumas County 1400 E. Main St Quincy, CA 95971 Phone: 530-283-6392 FAX: 530-283-6344 E-Mail: tjohns@pcso.net	Roni Towery Sheriff's Fiscal Officer 1400 E. Main St Quincy, CA 95971 Phone: 530-283-6396 FAX: 530-283-6344 E-Mail: roni@pcso.net



**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Adam Hill, Patrol Captain 2550 Riverside Drive Susanville, CA 96130 Phone: 530-252-6400 FAX 530-252-6420 E-Mail: <a href="mailto:adam.hill@usda.gov">adam.hill@usda.gov</a>	Margaret A Mustain, LE Program Support 2550 Riverside Drive Susanville, CA 96130 Phone: 530-252-6627 FAX 530-252-6420 E-Mail: <a href="mailto:margaret.mustain@usda.gov">margaret.mustain@usda.gov</a>
	<b>U.S. Forest Service Grants and Agreement Contact</b>
	Geraldine C. Bordash (Gerri) Grants Management Specialist Pacific Southwest Region 1323 Club Drive Vallejo, CA 94592-1110 Phone: 707-562-8782 FAX: 707-562-9144 E-Mail: <a href="mailto:geraldine.bordash@usda.gov">geraldine.bordash@usda.gov</a>

- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$.56 mile patrolled

Per diem rate is \$51/M&IE + \$93 lodging /day

Wages at the prevailing rate of \$40/hour plus fringe benefits for the individual officer at the rate of \$60/hour.

**II. PATROL DISPATCH ACTIVITIES:**

- A. Plumas County will be an unscheduled service.

**Total reimbursement for this category shall not exceed the amount of \$1,500**

**III. PATROL ACTIVITIES:**

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:



All Forest Service roads within the Cooperator's area of jurisdiction.

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

**Lake Almanor Recreation Area:** To include Almanor North, Almanor South campgrounds, Almanor Rest Area on Highway 89 (known as Almanor Overflow campground), Canyon Dam Boat Launch and Day Use Area. Patrol 1 hour during the day and 1 hour at night extending to 2200 hours or later on Holiday weekends. Patrol 1 hour every regular weekend with occasional short patrols during the week.

**High Bridge – Domingo Springs – Warner Creek campgrounds:** Patrol 1 hour on all weekends at the discretion of the patrolling Deputy, to include patrols after dark on weekends. Occasional short patrols during the week.

**Total reimbursement for this category shall not exceed the amount of: \$3,500.**

**Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: \$5,000.**

#### IV. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.
  - 1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the Patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.



2. **Fire Emergency:** During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.
3. **Group Gatherings:** This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

#### **V. BILLING FREQUENCY:**

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. Mail copies of itemized PNF/LNF Patrol billing statements to:

Adam Hill, Patrol Captain  
2550 Riverside Drive  
Susanville, CA 96130

- B. **System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) will be used for the verification of the Electronic Funds Transfer (EFT) banking information (DUNS#).**

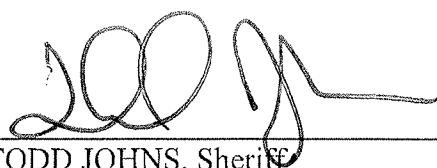
- C. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

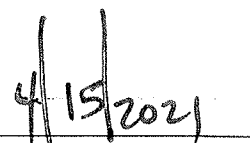
Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$3,500	N/A
Patrol Dispatch	\$1,500	N/A
<b>Total</b>	<b>\$5,000</b>	



- D. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*
- E. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

  
\_\_\_\_\_  
TODD JOHNS, Sheriff  
Plumas, County of

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
DEB BUMPUS, Forest Supervisor  
U.S. Forest Service, Lassen National Forest

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plumas  
County Board of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
DON HOANG, Special Agent in Charge  
U.S. Forest Service, Pacific Southwest Region, R-5

\_\_\_\_\_  
Date

The authority and format of this agreement have been reviewed and approved for signature.


**GERALDINE BORDASH** Digitally signed by GERALDINE BORDASH  
Date: 2021.04.13 13:00:17 -07'00'

4/13/21

\_\_\_\_\_  
GERALDINE C. BORDASH  
U.S. Forest Service, Grants Management Specialist

\_\_\_\_\_  
Date

Approved as to form:

  
\_\_\_\_\_  
Sara James  
Deputy Plumas County Counsel



## Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Law Enforcement Billing Summary  
PATROL

USDA Forest Service: Lassen NF	County: PLUMAS
--------------------------------	----------------

Law Enforcement Billing Summary	Month:	Year:
---------------------------------	--------	-------

Check appropriate block: <input checked="" type="checkbox"/> Coop Patrol <input type="checkbox"/> Controlled Substance Operations
---

A. Total Patrol/Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
E. Total of D1 - D4 (subtotal 2)	\$
F. Total Invoice Reimbursement:	\$
G. Total Reimbursement for Maximum Op Plan Amt:	\$

Certification Statement

County Sheriff		USFS Patrol Captain	
I certify the above billing/invoice is accurate and complete.		I certify services have been received as stated.	
Sheriff	Date	USFS Patrol Captain	Date



USDA  
Forest Service

LAW ENFORCEMENT ACTIVITY  
REPORT

(Ref. FSM 5300)

Agreement Number  
21-LE-11051360-003

Initial ☐ Follow Up ☐

1. Cooperator (Department Name): Plumas County Sheriff's Department				2. National Forest: Lassen					
3. Record (1)		4. Action Code (2) (FS Use Only) U-Update		5. Unit Identification (3-11)			6. Date (12-5)		
				Region	Forest	State	County	Month	Year
				05	06	CA	Plumas		
7. Patrol Units (16-18)		8. Search and Rescue Missions Hours (19-22)		9. Property Stolen (25-30) Dollars					
10. Property Recovered (31-36) Dollars				11. Controlled Substances Seized (37-45) Dollars (Street Value)					
12. Record (1)				13. Number of Crimes Occurring on National Forest System Lands					
13a. Item # (16-17)	13b. Type of Crime			13c. Coop Agreement Reimbursed Activity (18-20)			13d. Non-Coop Agreement Activities (21-23)		

PART I - FBI UNIFORM CRIME REPORTING

01	Criminal Homicide		
02	Forcible Rape		
03	Robbery		
04	Aggravated Assault		
05	Burglary - Breaking or Entering		
06	Larceny - Theft (Except Motor Vehicle)		
07	Motor Vehicle - Theft		
08	Arson		

PART II - FBI UNIFORM CRIME REPORTING

09	Other Assaults (simple)		
10	Stolen Property by Buying, Receiving, Possessing		
11	Vandalism		
12	Weapons - Carry, Possessing		
13	Narcotic Drug Law		
14	Driving Under the Influence		
15	Liquor Laws		
16	Drunkenness		
17	Disorderly Conduct		
18	All Other Offenses		

PART III - COOPERATOR ASSISTS

19	Assists to Forest Service Officers		
20	Assists to Public		

Remarks:

NOTE: This document is for OFFICIAL USE ONLY. It and its contents are not to be distributed outside your agency, nor duplicated, without prior approval of the USDA, Forest Service, Law Enforcement and Investigations.

**NORTHERN CALIFORNIA EMS, INC.**

930 Executive Way, Suite 150, Redding, CA 96002-0635  
Phone: (530) 229-3979 Fax: (530) 229-3984

March 29, 2021

Plumas County Board of Supervisors  
520 Main St, Room 309  
Quincy, CA 95971

Dear Colleagues:

We write this letter as two of your county representatives on the Nor-Cal EMS Board.

Under California law, every county must be served by a local emergency medical services agency (LEMSA) that among other things, is the licensing agency for emergency medical personnel including Emergency Medical Technicians (EMTs) and paramedics.

Five Northern California counties are served by Nor-Cal EMS. They are the five counties of Lassen, Modoc, Plumas, Trinity, and Sierra.

In the past decades, two issues have financially stymied the agency. First, was the departure of other member counties. With their departure some years ago, the demographics of the Nor-Cal service area has changed. The population of the service area is a fraction of what it once was, yet the agency continues to provide the service that we have expected, service that exceeds that required by state law, and a service that we control with each county being represented on the Nor-Cal EMS Board.

The second issue was the disallowance of some grant monies from the California Department of Public Health. None of the funding was used by the Nor-Cal EMS agency internally, but was funding dispersed to local agencies in each county that was then disallowed. Instead of demanding each agency return the disapproved funding, Nor-Cal EMS disputed the demand before a state administrative law judge who sided with the state and a ten-year repayment period began. Each of our counties at the time agreed to \$3,371 a year dues increase to assist with this repayment and as of now, six of the ten annual payments have been made.

As a result, for the past few years the agency has operated with all or most staff working less than full time. The responsibilities of the agency are carried out without complaint, but with very little contingency funds. Like most agencies, Nor-Cal EMS has been impacted by the issue of COVID 19 but has been the recipient of very little funding to assist with the COVID 19 pandemic.

We write this letter on behalf of the entire Nor-Cal EMS Board seeking each member county consider making a one-time \$5,000 supplemental payment to Nor-Cal EMS in order to assist the organization in navigating these unparalleled times, due to COVID 19 and its financial impact. While the agency is financially stable, it has little contingency and such a one-time influx to its general fund would reduce the stress on its ability to provide the excellent service that all five counties have come accustomed to.



During our last weeks Nor-Cal EMS Board meeting, we received reports that emergency medical services personnel have been a huge resource in both COVID 19 testing and vaccination programs in each of our counties. No doubt without the involvement of these selfless professionals, our COVID 19 testing and vaccination programs in each member county would be far behind the successes that we are having today.

Also, during our recent board meeting, we learned that through the implementation of the federal American Rescue Plan Act of 2021 that became law on this past Wednesday, each of our counties will receive the following funding:

Lassen County	\$5.9 million
Modoc County	\$1.7 million
Plumas County	\$3.6 million
Sierra County	\$582 thousand
Trinity County	\$2.3 million

The federal rescue plan also contains language that allows State and local governments be permitted to transfer funds to private nonprofit organizations, public benefit corporations involved in the transportation of passengers or cargo, and special-purpose units of state or local government.

Finally, the measure will provide an additional \$1.5 billion to public lands counties, with \$750 million allotted each year for fiscal years 2022 and 2023. The funding can be used for general government spending, with the exception of lobbying.

While we have not seen any information with respect to how those additional public lands appropriations will be made, each of our five counties have a significant percentage of public lands and will be the receivers of additional monies through this program to assist local governments.

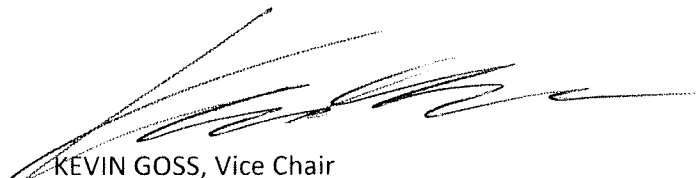
While we understand we all have any number of competing demands locally in these trying times, we hope that each member county will consider this budgetary augmentation to Nor-Cal EMS as they continue to support EMS activities throughout our five-county region.

As a final note, the Sierra County Board voted 5/0 to join its regional colleagues in this endeavor in a past board meeting. Should you have any questions or comments, please do not hesitate contact either of us, or any member of your Nor-Cal EMS Board.

Sincerely,



LEE ADAMS, Chair  
District One Supervisor, Sierra County



KEVIN GOSS, Vice Chair  
District Two Supervisor, Plumas County

# UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION

3B

PLUMAS-SIERRA COUNTIES  
208 FAIRGROUNDS ROAD  
QUINCY, CA 95971

PHONE (530) 283-6270  
FAX (530) 283-6088

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**Date:** April 21, 2021

**To:** Honorable Board of Supervisors

**From:** David Lile, County Director

**Agenda:** Agenda Item for May 4, 2021

**Item Description:** Receive the 2020 Annual Report on Farm Advisor/UC Cooperative Extension programs and activities.

**Background and Discussion:** The 2020 Annual Report showcases Farm Advisor/UC Cooperative Extension workshops, research and highlights some accomplishments from the past year. The Board is invited to discuss programs and activities for past and future events.

A copy of the Annual Report is attached for your review. If you have any questions please contact us at 283-6270.

Thank you.

UNIVERSITY OF CALIFORNIA, U.S. DEPARTMENT OF AGRICULTURE AND PLUMAS-SIERRA COUNTIES COOPERATING



Cooperative Extension (Plumas-Sierra County) provides reasonable accommodations for all disabled individuals to participate in our workshops/programs. If you require accommodations, please call (530) 283-6270 at least 2 weeks in advance. Hearing impaired persons may also use the 711 Relay System to make a request.

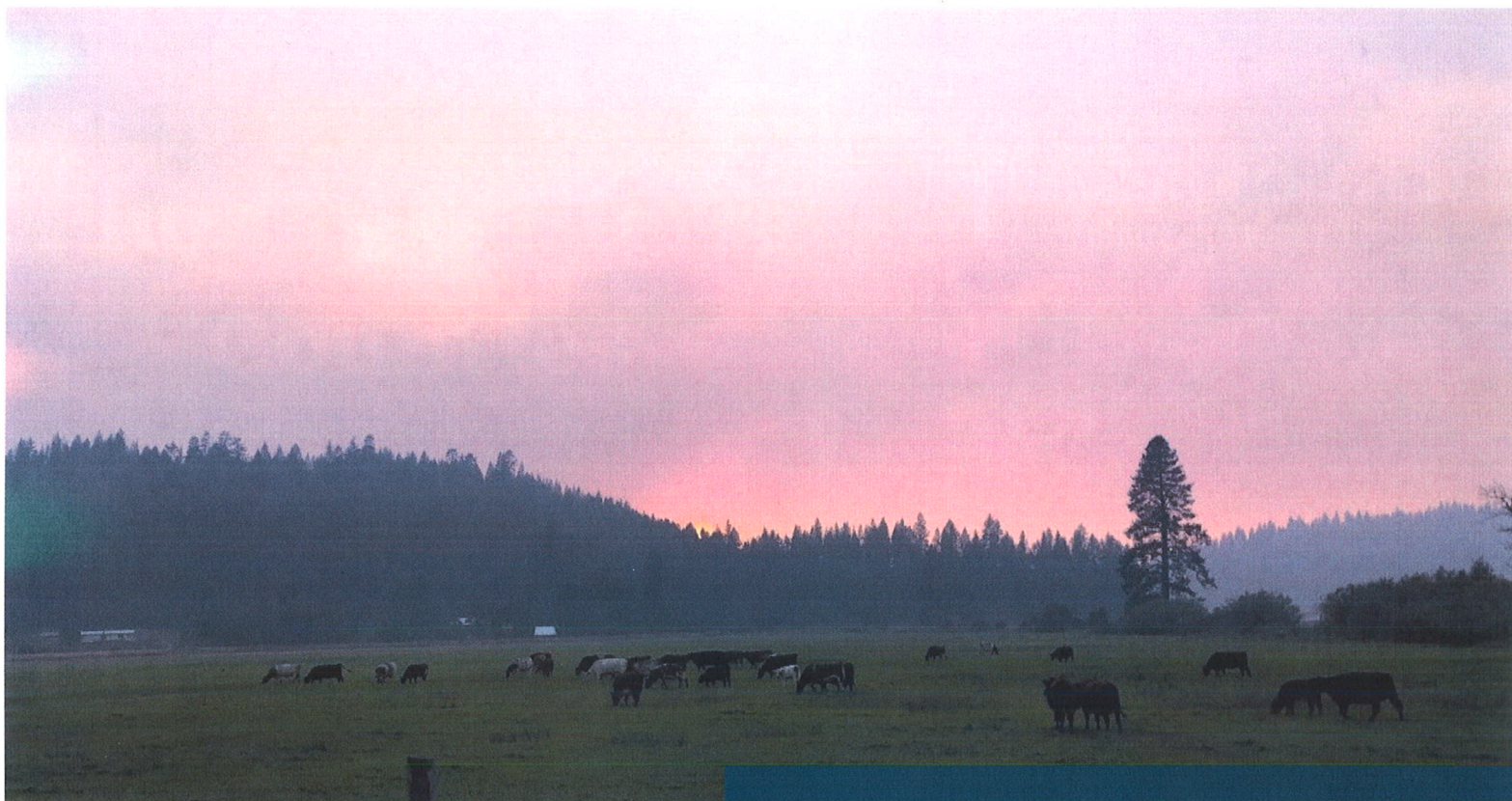


# Plumas & Sierra Counties

[ucce-plumas-sierra.ucanr.edu](http://ucce-plumas-sierra.ucanr.edu)

University of California  
Agriculture and Natural Resources

UC  
CE



## Annual Report 2020

**David Lile, County Director**

530-251-6673 - [dfile@ucanr.edu](mailto:dfile@ucanr.edu)

**Tracy Schohr, Livestock and Natural Resources**

916-716-2643 cell - [tk schohr@ucanr.edu](mailto:tk schohr@ucanr.edu)

**Ryan Tompkins, Forestry and Natural Resources**

530-283-6125 - [retompkins@ucanr.edu](mailto:retompkins@ucanr.edu)

**Kari O'Reilly, 4-H Program Representative**

530-283- 6173 - [koreilly@ucanr.edu](mailto:koreilly@ucanr.edu)

**Tom Getts, Weed Control and Cropping Systems**

530-251-2650 - [tjgetts@ucanr.edu](mailto:tjgetts@ucanr.edu)

**Samantha Brown, Administrative Assistant**

530-283-6270 - [smgbrown@ucanr.edu](mailto:smgbrown@ucanr.edu)



## Director's Report

We are excited to share with you this report highlighting local impacts of UC Cooperative Extension in Plumas and Sierra counties! Due to COVID-19 restrictions that limited in person activities, our staff remained busy hosting online activities, socially distanced trainings and collected data for research projects. Ryan Tompkins the Forestry and Natural Resources Advisor was deeply engaged with partners helping our community become more fire resilient, improving sustainable forest management and responding to local disasters. Livestock and Natural Resources Advisor Tracy Schohr's program is high energy and casts a wide net as she helps local ranchers and land managers with invasive pests, rangeland management, regulatory compliance, and more. Kari O'Reilly was a constant connection in our community with local youth as schools were closed, she launched a new program to engage youth and expand leadership development. Tom Getts, provides technical assistance to farmers and land managers and conducts field research in weed control, invasive pests and irrigation efficiency to help local farmers stay productive and viable. And Samantha Brown, our Administrative Assistant, keeps us all moving forward by providing critical support to our staff and volunteers. We encourage you to reach out to learn more about UC activities, research and educational programs.

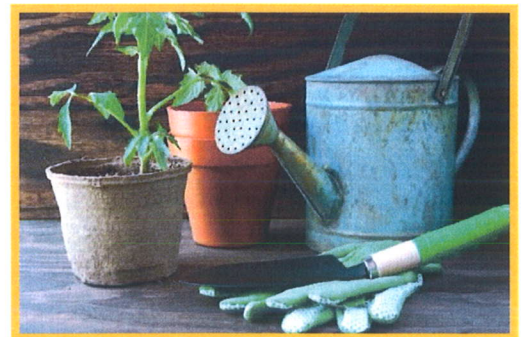
- David Lile, County Director



## Master Gardener Program



The Plumas/Sierra group of Master Gardeners is an enthusiastic cadre of volunteers, trained by UCCE, who advise and provide technical support to backyard gardeners throughout both counties!





Tracy Schohr is the Livestock and Natural Resources advisor. Schohr is conducting extension, education and applied research focusing on livestock production, water, economics, and sustainable range and pasture management. She is developing solutions to the complex issues facing land managers and commercial livestock producers in the region.



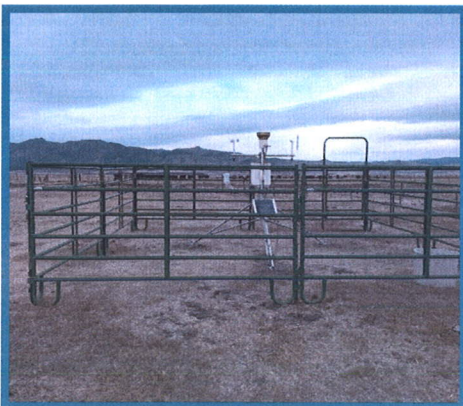
Collected data on Walker Fire to analyze meadow response to fire, vegetation productivity and grazing. Also, provided post-fire technical assistance to ranchers and local federal agency staff.



During Loyalton and North Complex Fires supported local government on livestock evacuations and shelter management. Conducted assessment of fire impacts and assisted ranchers with recovery.



Supported ranchers in Indian Valley during grasshopper infestation that depleted livestock forage. Provided early identification outreach, hosted field workshop and supplied technical resources.



Coordinated the installation of California Irrigation Management Information System weather station in Sierra Valley to improve agricultural irrigation efficiency.



Launched study investigating irrigated pasture and hay operation economics, management practices and productivity across region.



Hosted trainings and provided technical assistance to ranchers on regulatory compliance, land management and animal health.



Weed Ecology and Cropping Systems Advisor, Tom Getts, has been working with agricultural producers since 2015. His program focuses on providing insight to agronomic challenges and solving invasive weed problems throughout the intermountain region.

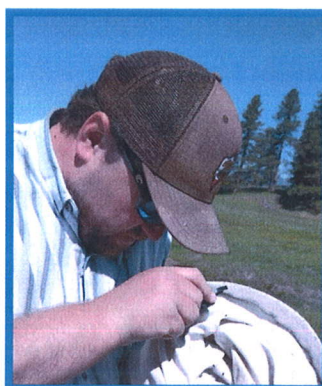


## Outreach

Updates on research and activities are distributed in newsletters and online.



UC Advisors are available in person and over the phone to provide technical information for local producers to diagnose fertility and pest problems.



UC works to organize and contribute to educational workshops to address issues relevant to producers in Plumas and Sierra counties.

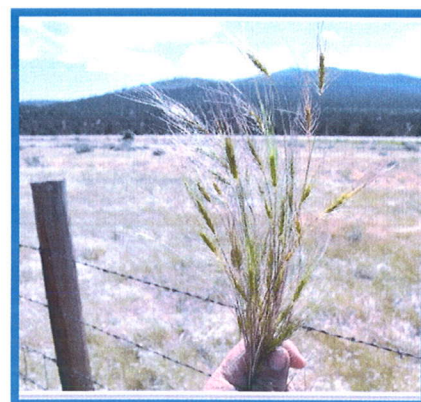
## Research



Weed control trials to demonstrate the effectiveness of newly registered herbicides are conducted regionally to provide non-biased information for producers.



Research is being conducted to help improve agricultural irrigation efficiency, minimize water stress, and quantify how much water is applied.



Invasive weeds are problematic for all land owners. Research is being conducted to better control invasive weeds with both Chemical and Biological options.



Ryan Tompkins is the Cooperative Extension Forester and Natural Resources Advisor (RPF#3108). His research and extension program focuses on sustainable forest management and restoration, building community resilience to wildfire and climate change, and supporting rural natural resource-based community capacity development.



### Sustainable Forest Management and Restoration:



- Hosted virtual [Forest Stewardship workshop](#) for small forest landowners to develop Calif. Cooperative Forest Mgmt. plans
- Post-fire Reforestation Research: [Reforestation in a Burning Climate](#)
- Delivered [post fire recovery technical assistance](#) to landowners affected by the North Complex fires
- Developed [US Senate Staff Policy Brief on Wildfire & Forest Mgmt.](#) with Dr. Scott Stephens at UC Berkeley

### Building community resilience to wildfire & climate change:

- Home Hardening & Wildfire Preparedness [Webinar June 2020](#)
- Fall 2020 Plumas TREX: Prescribed Fire Training Exchange
- Supported the development of Firewise Communities (e.g. Sierra Brooks and Quincy)
- Prepared the Tree Mortality Section for the Plumas County Local Hazard Mitigation Plan
- Developed [Burn Permit Policy](#) recommendations to promote prescribed fire as a tool for forest landowners
- Deployed regional 2020 Wildfire Preparedness research survey to inform community fuel reduction & home hardening efforts



### Support rural natural resource-based community capacity:

- Collaborated with Capital Public Radio and local partners on the [Rural Reporting project](#) to highlight COVID challenges in natural resource mgmt. & rural communities
- RCD & UCCE Apple Pruning Workshop February 2020
- Developed Plumas Stakeholder's Exchange to be delivered in 2021
- Partnering with RCDs, FSCs, Firewise communities, Plumas Underburn Cooperative, UC Berkeley, USFS, & CSU Chico (BCCER)



4-H Community Education Specialist, Kari O'Reilly has been working with youth in Plumas and Sierra Counties for six years. COVID 19 posed significant challenges this year but Plumas-Sierra worked to deliver programs and keep kids connected whenever possible. We are looking forward to continuing this 4-H year with engaging, in-person events and activities!



### County Events

Plumas-Sierra 4-H hosted it's first ever Virtual Presentation Day! 4-H members honed their public speaking skills by delivering presentations via Zoom. It was a fun and successful event but we are happy to be planning in-person events moving forward!



### Livestock Projects

Members are excited to be working with their animals and are feeling optimistic that they will be able to bring them to fair this year!

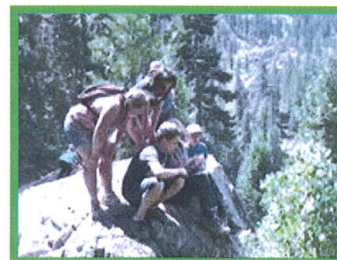
### County Ambassador

We are excited to be offering the 4-H County Ambassador program. This is a working honor where teens are selected to develop leadership skills and design a community service project to meet local needs.



### In-School Programs

Traditional collaborations between in-school garden programs and 4-H continued with 4-H providing curriculum to school gardeners and teachers.



### Camp

We are happy to share that plans for a 4-H summer camp are moving forward this year! This year we will hold a week long Day Camp and next year we hope to hold our traditional overnight camp.



### Community Service

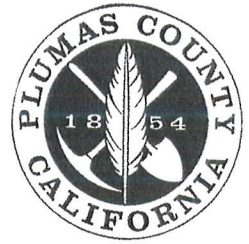
4-Hers pledge their "hands to larger service" which means they continually participate in community service activities, like these members making cards and wreaths to deliver to the long term care facility in Loyalton.



4A 1+2

## PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



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Tony Hobson, Ph.D., Director

DATE: May 4, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director 

SUBJECT: Adopt Resolution amending the 2020-2021 Personnel Allocation for the Behavioral Health Budget Unit 70571 (MHSA) adding 1.0 FTE Behavioral Health Site Coordinator and removing 1.0 FTE Supervising Site Coordinator. Authorize the Director of Human Resources to recruit to fill the allocated position.

---

### Recommendation

1. Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation in the Budget Unit 70571 (MHSA) adding 1.0 FTE Behavioral Health Site Coordinator and remove 1.0 FTE Behavioral Health Supervising Site Coordinator. Approved by the Director of Human Resources Director.
2. Authorize the Director of Human Resources to recruit and fill the allocated position of 1.0 FTE Behavioral Health Site Coordinator.

### Background and Discussion

The Mental Health Services Act Coordinator was hired for the position on March 15, 2021. Since that time, the Director, MHSA Coordinator and ASO have met to review the needs of the Wellness Center activities throughout the county. Some of the oversight of the Wellness Centers will be assumed by the Mental Health Services Act Coordinator's duties and responsibilities as well as backed up by the ASO and Department Fiscal Officer. Based on this change, the position of Supervising Site Coordinator will no longer be needed. It should also be noted, the former Behavioral Health Supervising Site Coordinator was promoted to the MHSA Coordinator. She led the successful development of the Wellness Centers and would like to continue to provide leadership and improvement of this vital MHSA 3-Year Plan programing. However, adding an additional Behavioral Health Site Coordinator will be needed to assure continuity to the Wellness Centers throughout the County. This change will provide a cost savings to the department due to the reduced rate of pay for the position.

Based on budget projections, the department is realizing a savings in wages and benefits that will fund the added expense for this position. This position would be filled without the use of any General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position allocation changes outlined in this letter.

**RESOLUTION TO AMEND FISCAL YEAR 2020/2021 POSITION ALLOCATION FOR  
BEHAVIORAL HEALTH DEPARTMENT #70571**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Position Allocation covering all positions in the County service; and

**WHEREAS**, the Behavioral Director has requested to reallocate 1.0 FTE for job classification MHSA; and

**WHEREAS**, the position is necessary in the daily operational needs of the Behavioral Health Department; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Position Allocation to allocate an additional 1.0 FTE Site Coordinator (MHSA) and remove 1.0 FTE Supervising Site Coordinator (MHSA) in the Behavioral Health Department #70571; and

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

Approve the amendment to Fiscal Year 2020/2021 Position Allocation as follows:

<u>Behavioral Health Department #70571</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
BH Supervising Site Coordinator	1.00	0.00
BH Site Coordinator	2.00	3.00

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 4<sup>th</sup> day of May, by the following vote:

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

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

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

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE  
CURRENTLY ALLOCATED IN 20-21 BUDGET  
**1.0 FTE Behavioral Health Site Coordinator**

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Behavioral Health Site Coordinator position is a legitimate business justification due to the oversight necessary to manage and oversee the activities within the Behavioral Health Department Wellness Centers.**
- Why is it critical that this position be filled at this time? **The main function of this position is covering a wide range of required administrative responsibilities, working closely with community partners and local vendors, behavioral health clients and staff, performing outreach activities and running the day to day Wellness Center operations and peer activities performed at the site.**
- How long has the position been vacant? **The Portola Site Coordinator left in 2020. Since that time, the Portola Wellness Center was limited in activities due to COVID restrictions and was mainly accessed by clients only. It was Peer ran with the support of the Supervising Site Coordinator. The needs have changed and without a Supervising Site Coordinator, a Site Coordinator is needed.**
- Can the department use other wages until the next budget cycle? **Other wages are being used currently, but the demands of running a Wellness Center is greater than the 29- hours an Extra Help employee can provide.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size use a comparable number of Site Coordinators.**
- What core function will be impacted without filling the position prior to July 1? **Without a Site Coordinator to run the Wellness Center operations, the Wellness Center would be without employee coverage. Reduction of hours the Center is open would impact the community and the clients as well as the billing of the Center.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There is a potential for the Behavioral Health Department to suffer the loss of revenue due to the client's ability to access the Center for Crisis intervention and groups. This would reduce the Medi-Cal reimbursement of funding to the department.**

- A non-general fund department head needs 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? **No impact is expected as funding is secure and ongoing.**
- 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? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development. Some reserves have been used in the past 3 budget years and financial reductions are currently a priority for sustainability**

## **BEHAVIORAL HEALTH SITE COORDINATOR**

### **DEFINITION**

Under general direction to coordinate all Behavioral Health, PCIRC and other agency services delivered from a Regional Resource Center, Behavioral Health Office Site or Drop in Center including administrative support functions and as the primary face of Behavioral Health to the public; to perform a variety of office and administrative support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Behavioral Health Site Coordinator acts as administrative support and operations coordinator, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Behavioral Health Department and interact with outside vendors, agencies, and internal professional staff to accomplish that goal. Acts as the "face" of the agency to clients and the general public in Plumas County's outlying areas.

### **REPORTS TO**

Behavioral Health Supervising Site Coordinator, or Behavioral Health Administrative Services Officer

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Behavioral Health Administrative Assistant I/II and other specialized office support classifications as required.

### **EXAMPLES OF DUTIES:**

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Helps plan, organize, and direct the Behavioral Health Department's office and administrative support functions.
- Provides coordination and support for clinical employees in the regional office.
- Assists staff in problem solving.
- Establishes office schedules and assists staff.
- Assists with purchasing and inventory of office supplies and equipment.
- Coordinates staff meetings for logistical and administrative issues as to site.
- Performs related duties as assigned.

## **BEHAVIORAL HEALTH SITE COORDINATOR – 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; 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; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

#### **Ability to:**

- Plan and organize the logistics of the Behavioral Health site and clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health and substance use case records and reports.
- Work cooperatively with other departments and outside agencies.

## **BEHAVIORAL HEALTH SITE COORDINATOR – 3**

### **TRAINING AND EXPERIENCE**

Minimum qualifications needed for this position:

One (1) year of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting

AND

One (1) year of experience in a supervisory capacity.

### **SPECIAL REQUIREMENTS**

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

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**Piumas County Behavioral Health Department**  
**September 2020**

**Director**  
**Tony Hobson**

**Administrative Services Officer**  
 Shelley Evans

**Behavioral Health QA/QI Manager**  
 Jessica McGill

**MHSA Coordinator**  
 Liz Brunton

**Criminal Records Specialist**  
 Robert McGill

**Behavioral Health Psychiatric Nurse**  
 Eliza Fletcher

**Unit Supervisor**  
 Kathy Schwartz

**Unit Supervisor**  
 Sharon Sousa

**Continuing Care Coordinator**  
 Jaquie Martinez-Burton

**Management Analyst**  
 Che Shannon

**Fiscal Officer**  
 Kyle Hardee

**Administrative Assistant I/II**  
 Amy Miller

**Office Supervisor**  
 Candy Leland

**Administrative Assistant I/II**  
 VACANT

**Support Services Technician**  
 Sam Chandler

**Support Services Technician**  
 Wayne Lowry

**Systems Analyst**  
 Sam Schopplein

**Case Management Specialist I/II/III**  
 Teri Brown

**Case Management Specialist I/II/III**  
 Wynne Hagwood

**Supervisor Site Coordinator**  
 VACANT

**BH Site Coordinator**  
 Greenville Rhonda Reames

**BH Site Coordinator**  
 Chester Nina Peay

**Case Management Specialist I/II/III**  
 Anne Nelson

**BH Therapist I/II**  
 Mart Ward

**BH Therapist I/II**  
 Carrie Little

**BH Therapist I/II**  
 Juanita Lamantina\*

**Case Management Specialist I/II/III**  
 Gary Sundersen

**Case Management Specialist I/II/III**  
 VACANT

**Case Management Specialist I/II/III**  
 Jeff Ashtles

**Extra Help Case Manager**  
 Vacant

**BH Therapist I/II**  
 VACANT

**BH Therapist I/II**  
 Breanna Hicks

**BH Therapist I/II**  
 James Burkhalter

**BH Therapist I/II**  
 Kegan Hood\*

**BH Therapist I/II**  
 Kristi Reed

**Case Management Specialist I/II/III**  
 Nicole Lovell

**Extra Help Therapist**  
 Taylor Storey

**Extra Help Therapist**  
 Erica Fletcher- Chavez

**BH Case Management Specialist I/II/III**  
 Paige Connell

**Case Management Specialist I/II/III**  
 Ingrid Tande

**BH Case Management Specialist I/II/III**  
 Rich Johnson

**Case Management Specialist I/II/III**  
 Kay Silvers

**Case Management Specialist I/II/III**  
 Kristy Pierson

**Case Management Specialist I/II/III**  
 Nate Dunn

**Case Management Specialist I/II/III**  
 Desiree Prohl

**Behavioral Health DC**  
 LVN  
 Jessica Ayotte

**49- Funded and Allocated in 19/20**  
**44- Allocated and Funded 20/21**  
**04- Vacant Positions**  
**(Pink boxes Extra Help)**

**Unit Supervisor**  
 SMI  
 Vacant- In Budget

4A3



## PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES


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

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Tony Hobson, Ph.D, Director

DATE: May 4, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director 

SUBJECT: Request for approval to recruit for allocated and funded 1.0 FTE Behavioral Health Therapist I/II/Senior position

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### Recommendation

1. Approve the filling of the funded, allocated position of 1.0 FTE Behavioral Health Therapist I/II/ Senior that is funded .50 in Department 70570 and .50 in Department 70571, which was allocated and funded in the 2020-2021 budget year.

### Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, 1.0 FTE Behavioral Health Therapist I/II/Senior position which was created due to a recent resignation. The position will be filled without the use of any General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

RE: PCBH request to fill 1.0 FTE Behavioral Health Therapist I/ II/ Senior positions.

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the need to provide an adequate number of clinical personnel to meet the ongoing needs of the community.**
- Why is it critical that this position be filled at this time? **This position needs to be filled to provide clients and citizens with a baseline level of clinical service.**
- How long has the position been vacant? **The position was vacated January 26, 2021.**
- Can the department use other wages until the next budget cycle? **N/A**
- What are staffing levels at other counties for similar departments and/or positions? **Staffing by county depends upon population, caseloads, and management style.**
- What core function will be impacted without filling the position prior to July 1? **There will be a further reduction of service availability to the community. Existing clients will not receive ongoing services as good ethical practice would indicate. There will be a decrease in staff resources to provide 24-hour crisis services. New requests for services will be delayed.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There will be a possible increase in liability exposure to the county as the result of a decrease in services and additional stress on remaining staff in terms of providing adequate emergency services. A reduction of services to citizens will occur. A further decrease in staffing support will result in additional deterioration of staff moral and will risk additional staff turnover which will incur additional cost.**
- A non-general fund department head needs 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? **This position is funded by MediCal, Realignment, and MHSA sources. As such, funding is expected to remain stable. In the event of a considerable reduction of funding, clinical positions can be eliminated, or the fiscal shortfall can be compensated for from departmental reserves.**

- 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? **This position does not rely on general fund support.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **PCBH has a reserve that would provide financial coverage if needed.**

## **BEHAVIORAL HEALTH THERAPIST I**

### **DEFINITION**

Under supervision of a licensed clinical supervisor, to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an intern position in the Behavioral Health Therapist series, for therapists who have a Master's Degree in Social Work or Counseling Psychology and are registered with the California Board of Behavioral Sciences. Candidate must be working on accumulating supervised hours toward becoming a Licensed Marriage Family Therapist, Licensed Clinical Social Worker or a Licensed Professional Clinical Counselor. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH THERAPIST I - 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **BEHAVIORAL HEALTH THERAPIST I - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

#### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.

## **BEHAVIORAL HEALTH THERAPIST I - 4**

### **Ability to - continued**

- Establish and maintain effective working relationships with staff, other agencies, and the public.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

Possession of a Master's Degree from an accredited graduate school or program in Social Work, Marriage Family Therapy, Psychology, or Counseling.

### **SPECIAL REQUIREMENTS**

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for licensure as either a Licensed Clinical Social Worker (LCSW), a Licensed Marriage Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) in the state of California as established by the Board of Behavioral Science Examiners. Must obtain licensure as an MFT, LCSW or LPCC in the state of California within five (5) years of the effective date of employment. Employees failing to obtain licensure as required will be terminated or demoted to an appropriate lower position in which they meet the minimum requirements within the Behavioral Health Department, if one is available.

Registration with an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California preferred. Requires possession of a valid State of California certification as an AOD Counselor within five years of date of hire. Plumas County Behavioral Health will support employees efforts by providing training or paying for education toward AOD certification.

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 Driver's 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.



## **BEHAVIORAL HEALTH THERAPIST II**

### **DEFINITION**

Under supervision of a Behavioral Health Unit Supervisor, to provide integrated mental health or alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully licensed position in the Behavioral Health Therapist series, candidate having obtained either a Marriage Family Therapist License or is a Licensed Clinical Social Worker through the California Board of Behavioral Science. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH THERAPIST II – 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the Department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **BEHAVIORAL HEALTH THERAPIST II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

#### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

## **BEHAVIORAL HEALTH THERAPIST II – 4**

### **Training and Experience:**

Qualifications required for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Behavioral Health Therapist I in Plumas County.

**Special Requirements:** Possession of a license, as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet certification requirements of the Licensing and Certification Division of the State of California Department of Health Care Services. If not licensed this individual must complete AOD counselor certification within five (5) years from the date of registration per DHCS regulations.

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 Driver's License must be maintained throughout employment.

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## **BEHAVIORAL HEALTH THERAPIST SENIOR**

### **DEFINITION**

Under general direction of the Behavioral Health Unit Supervisor, organize and assist with clinical supervision for assigned staff and Behavioral Health programs; to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Assists with service development, and provides serves to higher acuity cases of a population of individuals that may be involved with the criminal justice system, experienced incarceration, or are at risk of incarceration; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is an advanced journey level Behavioral Health Therapist classification series. As a fully licensed Senior Behavioral Health Therapist position within the Behavioral Health Department, the incumbent will be responsible for assisting with the coordination and staff leadership of professional level staff, providing mental health and drug/alcohol counseling services. In addition, incumbent may be assigned to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervise a satellite office. The incumbent will provide mental health and drug/alcohol services to emotionally disturbed children, adults and families. Incumbent will provide supervision and provision of crisis intervention services, which include 24/7 on call ability.

### **REPORTS TO**

Behavioral Health Unit Supervisor or Deputy Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Clinical Supervision of Behavioral Health Therapist I, and other clinical and/or administrative staff as assigned.

## **BEHAVIORAL HEALTH THERAPIST SENIOR - 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with mental health and alcohol and drug problems; and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis; and individuals with co-occurring disorders.
- Prepares case histories and maintains up to date patient records including session notes documented within the 72 hours requirement.
- Makes referrals to, and receive referrals from appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.
- Provide supervision to assigned staff.
- May supervise interns (academic and/or licensure) in professional training, in individual and/or group settings.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.
- Participates in the planning and implementation of MHSA (Mental Health Services Act) programs.
- May provide management functions and oversight of branch offices.
- May serve as a "specialty resource" in a number of specialty Mental Health or Behavioral Health areas, included but not limited to: Crisis Intervention; Trauma;

## **BEHAVIORAL HEALTH THERAPIST SENIOR – 3**

### **Examples of Duties - Continued:**

Special Populations; identified state programs; Criminal Justice; Juvenile Justice; MHSA program components; etc.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; 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 usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards, including proper documentation as to treatment plans, medical necessity, note writing within 72 hours of service.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

## **BEHAVIORAL HEALTH THERAPIST SENIOR – 4**

### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling during individual and or group therapy sessions.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- May develop and present public presentations.
- May assist in enforcement of Quality Assurance standards.
- Assist in reviewing, implementing, and enforcing Quality Assurance standards.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited graduate school or program;

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Two (2) years of post-licensure experience preferred in a mental or behavior health setting, to include experience in a Community Mental or Behavior Health Clinic and supervision of staff.

### **SPECIAL REQUIREMENTS**

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing, preferred.



## **BEHAVIORAL HEALTH THERAPIST SENIOR – 5**

### **Special Requirements – continued:**

Possession of a valid California Alcohol and Other Drug Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California, preferred.

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 Driver's License must be maintained throughout employment.

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Plumas County Behavioral Health Department  
September 2020

Director  
Tony Hobson

Administrative Services Officer  
Shelley Evans

Management Analyst  
Che Shannon

Fiscal Officer  
Kyle Hardee

Administrative Assistant  
I/I  
Amy Miller

Office Supervisor  
Cindy Leland

Administrative Assistant  
I/I  
VACANT

Support Services  
Technician  
Sam Chandler

Support  
Services  
Technician  
Wayne Lowry

Behavioral Health QA/QI  
Manager  
Jessica McGill

Systems Analyst  
Sam Schoppelman

Case Management  
Specialist I/II/III  
Teri Brown

Case Management  
Specialist I/II/III  
Wynne Haywood

MHSA  
Coordinator  
Liz Brunton

Supervisor- Site  
Coordinator  
VACANT

Case Management  
Specialist I/II/III  
Aimee Nielson

BH Site Coordinator  
Glennville  
Rhonda Reames

BH Site Coordinator  
Chesler  
Nina Peay

Clinical Records Specialist  
Robert McGill

Behavioral Health  
Psychiatric Nurse  
Eliza Fletcher

Unit Supervisor  
Kathy Schwartz

BH Therapist  
I/I  
Marti Ward

BH Therapist  
I/I  
Carrie Little

BH Therapist  
I/I  
Juante Landrum\*

Case Management  
Specialist I/II/III  
Cary Sanderson

Case Management  
Specialist I/II/III  
VACANT

Case Management  
Specialist I/II/III  
Jeff Achilles

Extra Help  
Case Manager  
Vacant

Unit Supervisor  
Sharon Sousa

BH Therapist  
I/I  
VACANT

BH Therapist  
I/I  
Brenna Black

BH Therapist  
I/I  
James Burkhalter

BH Therapist  
I/I  
Kegan Hood\*

BH Therapist  
I/I  
Kristi Rood

Case Management  
Specialist I/II/III  
Nicole Lovell

Extra Help Therapist  
Taylor Storey

Extra Help Therapist  
Erin Fletcher- Chavez

Continuing Care  
Coordinator  
Jacque Martinez-Blanco

BH Case Management  
Specialist I/II/III  
Page Council

Case Management  
Specialist I/II/III  
Ingrid Tangle

BH Case Management  
Specialist I/II/III  
Rob Johnson

Case Management  
Specialist I/II/III  
Roy Stevens

Case Management  
Specialist I/II/III  
Kristy Person

Case Management  
Specialist I/II/III  
Nate Dunn

Case Management  
Specialist I/II/III  
Deanne Eichel

Behavioral Health IAC  
I/N  
Jessica Ayotte

49- Funded and Allocated in 19/20

44- Allocated and Funded 20/21

04- Vacant Positions

(Pink boxes Extra Help)

Plumas County Behavioral Health Department  
September 2020

Director  
Tony Hobson

Administrative Services Officer  
Shelley Evans

Behavioral Health QA/QI  
Manager  
Jessica McGill

MHSA  
Coordinator  
Liz Brunton

Clinical Records Specialist  
Robert McGill

Behavioral Health  
Psychiatric Nurse  
Eliza Fletcher

Unit Supervisor  
Kathy Schwartz

Unit Supervisor  
Sharon Sousa

Continuing Care  
Coordinator  
Jasque Martinez-Hernandez

Management Analyst  
Cbe Shannon

Fiscal Officer  
Kyle Hardee

Administrative Assistant  
I/I  
Amy Miller

Office Supervisor  
Cindy Leland

Administrative Assistant  
I/I  
VACANT

Support Services  
Technician  
Sam Chandler

Support  
Services  
Technician  
Wayne Lowry

Systems Analyst  
Sam Schoppstein

Case Management  
Specialist I/I/I/I  
Teri Brown

Case Management  
Specialist I/I/I/I  
Wynne Haywood

Superior Site  
Coordinator  
VACANT

I/I Site Coordinator  
Greenville  
Rhonda Reames

I/I Site Coordinator  
Chester  
Nina Perry

Case Management  
Specialist I/I/I/I  
Anne Nielson

Unit Supervisor  
SMI  
Vacant- In Budget

Case Management  
Specialist I/I/I/I  
Jeff Achilles

Case Management  
Specialist I/I/I/I  
VACANT

Case Management  
Specialist I/I/I/I  
Carm Sanderson

BI/I Therapist  
I/I  
Juanita Landrum\*

BI/I Therapist  
I/I  
Cerie Little

BI/I Therapist  
I/I  
Matt Ward

BI/I Therapist  
I/I  
Brennan Black

BI/I Therapist  
I/I  
James Burkholder

BI/I Therapist  
I/I  
Keegan Hood\*

BI/I Therapist  
I/I  
Kerri Rood

Case Management  
Specialist I/I/I/I  
Nicole Lowell

Extra Help Therapist  
Taylor Storey

Extra Help Therapist  
Erika Fletcher-Chavez

Case Management  
Specialist I/I/I/I  
Nate Dunn

Case Management  
Specialist I/I/I/I  
Deanne French

Behavioral Health, I/C  
L/N  
Jessica Ayotte

49- Funded and Allocated in 19/20  
44- Allocated and Funded 20/21  
04- Vacant Positions  
(Pink boxes Extra Help)



## BOARD AGENDA REQUEST FORM

Department: BEHAVIORAL HEALTH

Authorized Signature: Shelley Evans

Board Meeting Date: 5-4-2021

Consent Agenda: Yes/No No

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

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

A. Approval to fill the vacant, allocated and funded 1.0 FTE Behavioral Health Therapist I/II/ Senior position.

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

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

**Review by Necessary Departments:**

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

HR

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

**Attached Documents:**

Contracts/Agreements:  
Three copies? (Y/N)  
Signed? (Y/N)

Budget Transfers Sheets:  
Signed? (Y/N)

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

**Publication:**

\_\_\_\_ Clerk to publish on \_\_\_\_\_. \_\_\_\_\_ Notice attached and e-mailed to Clerk.

\_\_\_\_ Notice to be published \_\_\_\_ days prior to the hearing. \_\_\_\_\_  
(if a specific newspaper is required, enter name here.)

\_\_\_\_ Dept. published on \_\_\_\_\_ (Per Code § \_\_\_\_). \_\_\_\_\_ Copy of Affidavit Attached.

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

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Not Applicable: \_\_\_\_\_

If Not Applicable, please state reason why:

\_\_\_\_\_

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

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242

4B



*Lindsay Fuchs  
County Librarian*

DATE: April 13, 2021  
TO: Honorable Board of Supervisors  
FROM: Lindsay Fuchs, Plumas County Librarian  
RE: Authorize the County Librarian to recruit and fill vacant Extra-Help Library Aide position(s) for Chester and Greenville.

## **Recommendation:**

Authorize the County Librarian to recruit and fill vacant Extra-Help Library Aide position(s) for Chester and Greenville.

## **Background:**

Due to resignation and reduction in available hours for current staff, Plumas County Library currently needs more Extra Help Library Aides for as-needed duties for Greenville and Chester Branches.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

## **Cost:**

Other Wages to fulfill this Extra Help position have already been approved and marked for in the Library budget for 20/21FY. This position starts at \$14/hr.

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?

*Yes. The Extra Help Library Aide position(s) for the Greenville and Chester Branches were funded for the 20/21FY budget. The Library Aide position is vital for Library operations to continue without interruption.*

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

*These position(s) are crucial to continue the Plumas County Library service hours when the Branch Manager is unavailable (due to vacation, sick leave, and potential COVID-19 issues) or require additional help. There are not enough subs to currently cover Branch Manager/Extra Help if they need to use their leave, and therefore we would have to completely close down the Branch or pay additional funds to provide a sub from a different branch (dependent on weather and sub availability/interest in other branches.)*

3. How long has this position been vacant?

*Current staff availability will be reduced in April and the resignation will become effective May 2021.*

4. Can the department use other wages until the next budget cycle?

*This position is Extra Help and will be using Other Wages.*

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

*Other counties who run similar programs through the Literacy and/or Library systems have similar positions.*

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

*Branches will be closed if we do not have enough coverage to keep operations continuing.*

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

*Library branch closures lead to service reductions, which in turn cause a decrease of patrons.*

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*

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?

*This position is Extra Help and is at-will. This is a General Fund dept.*

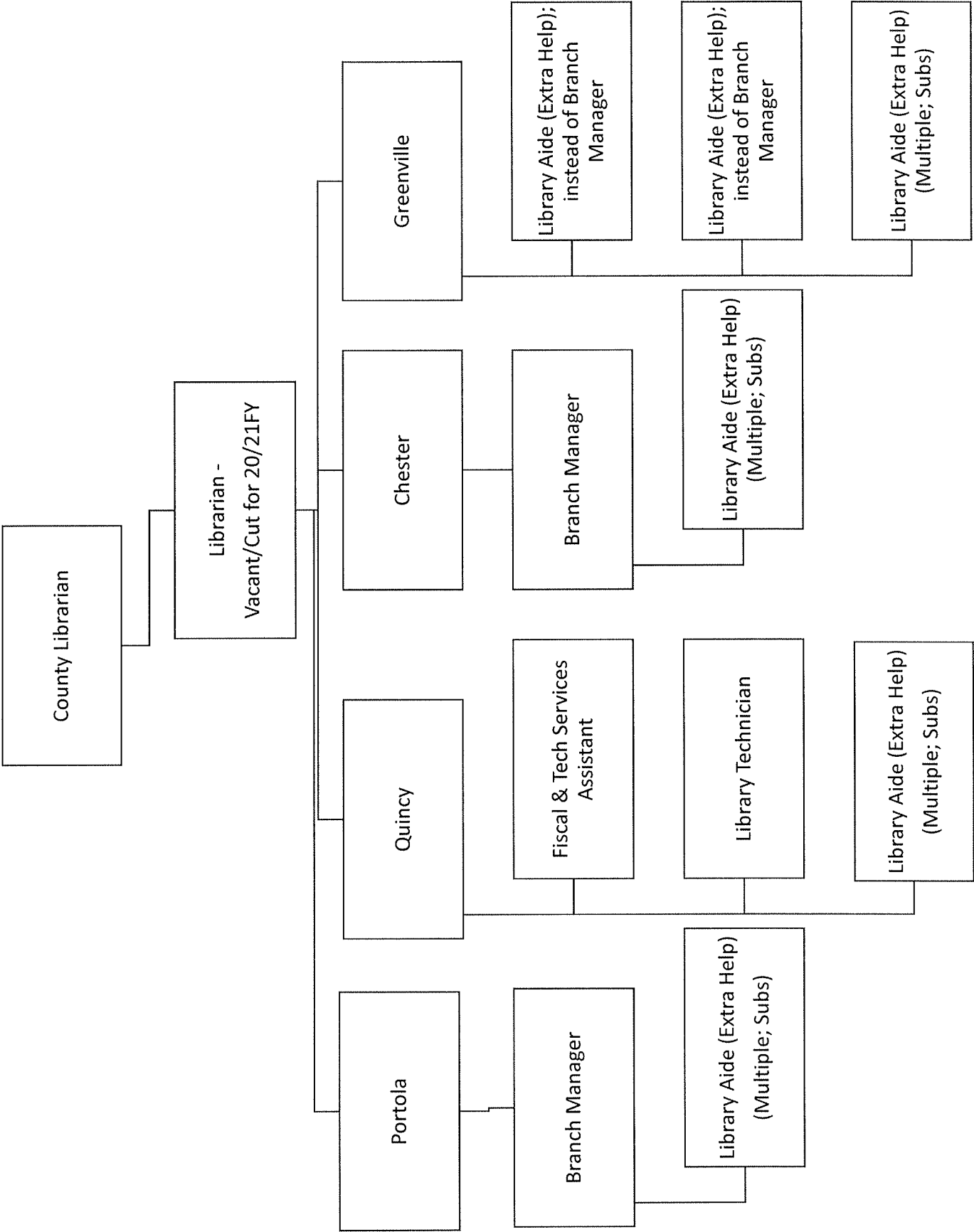
10. Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

*The immediate filling of this position will not impact the Dept/General Fund as funding has already been sent aside for the current fiscal budget. This position is accounted for during budget planning as it is a necessary position to run the Library Department.*

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

*No, the department is funded by the General Fund.*

Organizational Chart for Plumas County Library







4C

## **BOARD OF SUPERVISORS STAFF REPORT**

**TO:** Honorable Board of Supervisors  
**FROM:** Tracey Ferguson, AICP, Planning Director *T.F.*  
**MEETING DATE:** May 4, 2021  
**SUBJECT:** **PLANNING COMMISSION RECOMMENDATIONS  
CONCERNING 2035 PLUMAS COUNTY GENERAL PLAN  
ECONOMICS ELEMENT PRIORITY IMPLEMENTATION  
MEASURES**

### **RECOMMENDATION**

1. Discussion and possible action:
  - a. Accept Planning Commission's recommendations
  - b. Set future Board of Supervisors agenda item to continue discussion
  - c. Direct Planning staff to create a plan(s) to fulfill any given Economics Element implementation measure(s) and bring back to the Board of Supervisors for discussion, confirmation, and further direction

### **BACKGROUND**

In October 2019 the Planning Commission began discussing a process by which they would review the 2035 General Plan, element by element. At the regularly scheduled meeting on June 20, 2020 the Planning Commission began its review of the Economics Element, and the reviews continued until November 5, 2020.

At the regularly scheduled meetings on February 4, 2021 and March 18, 2021 the Planning Commission revisited the Economics Element implementation measures for discussion, and members of the public were involved in providing feedback on ideas for investment in economic development.

Such public feedback included expanding broadband telecommunications, installing electric vehicle charging stations, establishing community advisory boards (CABs), assisting in the creation of a regional economic development agency (REDA), working with and providing County funding to local chambers of commerce, inviting US Forest Service recreational tourism cooperation, growing revenue through the collection of TOT (transit occupancy tax), utilizing multi-media and virtual platforms to market Plumas County, working with the newly established Feather River Tourism Marketing District, and supporting the development of workforce training programs for job creation.

At the regularly scheduled meeting on April 1, 2021 the Planning Commissioners provided their recommendations to Planning staff regarding priority implementation measures.

Based on the recommendations at the regularly scheduled meeting on April 15, 2021 Planning staff presented a bulleted list of nine (9) overarching Planning Commission economic development priority themes for discussion and final recommendations (Attachment – Planning Commission Staff Report).

The staff report also includes a table with an inventory of the priority Economics Element implementation measures, those that are complete, those that are ongoing, and implementation measures that are yet to be prioritized for action.

## **PLANNING COMMISSION RECOMMENDATIONS**

In order of importance, the following lists the Planning Commission's recommendations for priority 2035 General Plan Economics Element implementation measures based on their final feedback during the regularly scheduled meeting on April 15, 2021.

### **1. Establish an economic development advisory body to assist in the development of a current economic development strategy.**

The Planning Commission acknowledges there are budget considerations with this recommendation, as County staff time and resources would be dedicated.

*Implementation Measure #1a. The County shall consider the establishment of an economic advisory body to assist in the development of an economic development strategy and workforce. Such a body should be appointed by the Board of Supervisors and should include representatives of key sectors, including but not limited to local business, forestry and timber products, energy, tourism, agriculture, banking and finance, health services and education. In addition, the County should seek participation from the United States Forest Service.*

*Implementation Measure #1b. The County shall manage the preparation and regular updates of an economic development strategy that that will guide the overall development of Plumas County as a competitive location for existing businesses to remain and expand and for attracting new businesses, consistent with the General Plan vision. The County may prepare the economic development strategy itself with guidance from the economic advisory body or may delegate this responsibility to local economic development service providers for adoption by the County with review and input by the economic advisory body.*

### **2. Establish one economic development point of contact as a key communication and organizational component of the County's overall economic development strategy.**

Although likely not a main job duty, the Planning Commission acknowledges those County staff members such as the County Administrator, Planning Director, Fair Manager, Public Works Director, Treasurer/Tax Collector, and Facilities Services Director, among others, that play a role in furthering economic development in Plumas County. Of those listed, Commissioners remarked the County Administrator or Planning Director are the two positions most appropriate for consideration of the one economic development County point of contact.

The Planning Commission further acknowledges staff workload considerations with this recommendation. Consequently, the County should consider creating and funding a dedicated economic development 1.0 FTE position where the primary job is leading economic development strategies and should include proficiency in grant writing and knowledge of economic development funding streams.

*Implementation Measure #1a and b. (see above)*

3. **Support local chambers of commerce with County resources including A. staff time and B. revisiting a direct source of funding, such as dedication of County general fund budget (TOT) to chambers.**

The Planning Commission acknowledges there are budget considerations with this recommendation, as County staff time and resources would be dedicated.

*Implementation Measure #20. The County shall coordinate with local businesses and Chambers of Commerce to create “buy local” campaigns to build local residents’ awareness of the options for and benefits of shopping locally.*

4. **Support County infrastructure improvements to benefit economic development.**

The Planning Commission acknowledges there are budget considerations with this recommendation, primarily with the Facility Services and Public Works departments.

*Implementation Measure #6a. To the extent possible, the County shall prioritize development of basic public infrastructure for tourism, such as public restrooms and public gathering places.*

### **ADDITIONAL INFORMATION**

It should be noted that many of the 2035 General Plan Economics Element implementation measures include responsible entities such as the Board of Supervisors and County departments such as Planning and Public Works, in addition to what is called the “County Economic Development Services Provider.”

As defined in the 2035 Plumas County General Plan, the Economic Development Service Provider may include “a wide range of organizations, including government agencies and non-profit organizations specifically organized to promote business retention, expansion and attraction as well as other types of organizations, which may be important partners in economic development. This may include educational institutions, financial institutions, utilities and transportation providers, Chambers of Commerce and other types of organizations that can contribute resources towards local economic growth.”

The incorporation of such wide-ranging entities responsible for economic development speaks to the need for countywide partnerships and collaboration in order to achieve economic development success in Plumas.

### **ATTACHMENT**

Planning Commission Staff Report, April 15, 2021, from Tracey Ferguson, AICP, Planning Director, with subject PLANNING COMMISSION REVIEW OF 2035 GENERAL PLAN – Planning Commission Recommendation to Board of Supervisors of Priority Economics Element Implementation Measures and Attachment 1 (2035 General Plan Economics Element Implementation Measures Planning Commission Recommendations)



## **PLANNING COMMISSION STAFF REPORT**

**TO:** Honorable Planning Commissioners  
**FROM:** Tracey Ferguson, AICP, Planning Director  
**MEETING DATE:** April 15, 2021  
**SUBJECT:** **PLANNING COMMISSION REVIEW OF 2035 GENERAL PLAN –  
Planning Commission Recommendation to Board of Supervisors of  
Priority Economics Element Implementation Measures**

### **BACKGROUND:**

In October 2019 the Planning Commission began discussing a process by which they would review the 2035 General Plan, element by element. At the regularly scheduled meeting on June 20, 2020 the Planning Commission began its review of the Economics Element, and the reviews continued until November 5, 2020. Throughout the review process, the Commissioners and staff made notes and suggested action outcomes for the implementation measures. Upon conclusion of the review of the Economics Element, Planning staff created a summary table that documented the review.

At the regularly scheduled meetings on February 4, 2021 and March 18, 2021 the Planning Commission revisited the Economics Element implementation measures summary table for discussion, and members of the public were involved in providing feedback on ideas for investment in economic development. Such public feedback included expanding broadband telecommunications, installing electric vehicle charging stations, establishing community advisory boards (CABs), assisting in the creation of a regional economic development agency (REDA), working with and providing County funding to local chambers of commerce, inviting US Forest Service recreational tourism cooperation, growing revenue through the collection of TOT (transit occupancy tax), utilizing multi-media and virtual platforms to market Plumas County, working with the newly established Feather River Tourism Marketing District, and supporting the development of workforce training programs for job creation.

At the regularly scheduled meeting on April 1, 2021 the Planning Commissioners provided their recommendations to Planning staff regarding priority implementation measures to present to the Board of Supervisors for discussion and possible action. Those priorities are listed in Attachment 1, along with an inventory of Economics Element implementation measures that are complete, those implementation measures that are ongoing, and implementation measures that are yet to be prioritized for action.

It should be noted that many of the Economics Element implementation measures include responsible entities such as the Board of Supervisors and County departments such as Planning and Public Works, in addition to what is called the "County Economic Development Services Provider."

As defined in the 2035 Plumas County General Plan, the Economic Development Service Provider may include "a wide range of organizations, including government agencies and non-profit organizations specifically organized to promote business retention, expansion and attraction as well as other types of organizations, which may be important partners in economic development. This may include educational institutions, financial institutions, utilities and transportation providers, Chambers of Commerce and other types of organizations that can contribute resources towards local economic growth."

The incorporation of such wide-ranging entities responsible for economic development speaks to the need for countywide partnerships and collaboration in order to achieve economic development success in Plumas.

Some of the organizations, governmental agencies, and private businesses discussed as part of the Planning Commission meeting conversations that can contribute towards local economic growth include, but are not limited to the following:

- California Governor's Office of Business and Economic Development (GO-Biz)
- Plumas National Forest, Lassen National Forest, and Tahoe National Forest
- City of Portola
- Lassen County and Sierra County
- Chambers of commerce (Chester/Almanor, Quincy, Lost Sierra, Indian Valley, Loyalton, and Westwood)
- Feather River Tourism Marketing District
- Plumas-Sierra Rural Electric Cooperative and other utilities
- Plumas Bank and other financial institutions
- Feather River College, Plumas Unified School District, Sierra-Plumas Joint Unified, charter schools, private schools, and other educational institutions
- Plumas Transit and other transportation providers
- Plumas County Museum, Indian Valley Museum, Portola Railroad Museum, Plumas Arts, Main Street Artists, West End Theatre, County libraries, and other museums and cultural centers
- Collins Pine, Sierra Pacific Industries, and other timber companies
- Sierra Institute for Community & Environment
- Recreation and Park Districts (Central Plumas, Eastern Plumas, Indian Valley, and Almanor)
- Special Districts (water, sewer, fire protection, hospital, groundwater, flood, and dry utilities)
- Alliance for Workforce Development
- Sierra Small Business Development Center

Previous County leadership in advancing economic development initiatives included former Supervisor Lori Simpson, former Planning Director Randy Wilson, former County Assessor Chuck Leonhardt, former Environmental Health Director Jerry Sipe, former Agricultural Commissioner Tim Gibson and others.

Current County leadership involved in continuing to direct and advance economic development includes, but is not limited to, the Chair of the Board of Supervisor Jeff Engel, Supervisor Greg Hagwood, County Administrator Gabriel Hydrick, Fair Manager John Steffanic, Planning Director Tracey Ferguson, Treasurer/Tax Collector Julie White, and Facilities Services Director Kevin Correia.

#### **INFORMATION:**

In 2002-2003 when Plumas Corporation was one of the primary entities leading economic development initiatives in the County, an Economic Development 5 Point Strategy was developed with goals, objectives, strategies, and success measures, and was funded, in part, through state Community Development Block Grants and County General Fund.

The 5 strategies included:

1. Tourism Marketing, Promotion, and Visitor Attraction and Tourism Infrastructure Development – visitor attraction, development of year-round recreational attractions
2. Product Development – infrastructure (including recreation – trail systems, campground, Forest Service activities), industrial land development, natural resource management and development, housing development, and workforce development
3. Business Retention and Expansion – business assistance, educational component, and capital access
4. Business Attraction – small to medium size businesses compatible with natural resources and culture
5. Public Policy Initiative – streamlining the permitting process, create a pro-business image

Later in 2016 into 2017, a small County committee was formed to revisit the 2002-2003 Economic Development Strategy with a focus on:

- Special events
- Creating a central County point of contact
- Improved customer service
- Building County relationships with economic development service providers through concierge service methods

### **RECOMMENDATIONS:**

The overarching economic development priority themes the Planning Commissioners communicated include:

- Establishing an economic development advisory board to assist in the development of a current economic development strategy, acknowledging County staff time and resources will need to be dedicated that includes budgeting
- Establishing a central economic development County point contact as a key communication and organizational component, acknowledging the County may need to create, fund, and staff such a position where the job description should include proficiency in grant writing and knowledge of economic development funding streams
- Acknowledging recreational tourism, and tourism in general, is a leading economic driver in Plumas
- Growing businesses and jobs with development training and education to enter the workforce (for example, working with the schools, both public and private, and Feather River College regarding vocational training courses)
- Addressing the needs for affordable housing, cultural amenities, and childcare services which are directly linked to a successful economy and attraction of young families to make Plumas their home
- Supporting County infrastructure improvements (for example, County roads, certain parks to the degree in which Plumas County manages and maintains, public restrooms in County-owned public spaces)
- Establishing public/private partnerships
- Working with, and providing County resources including funding such as dedication of TOT, to local chambers of commerce
- Creating a vision, positive action, and continuous momentum for what Plumas County economic development will be

Specifically, the Planning Commission's Economics Element implementation measures priority recommendations to the Board of Supervisors include those action items directly tied to the establishment of an economic advisory body to develop an overall Countywide economic development strategy working with County economic development service providers (Attachment 1 – see section (1) Planning Commission Priority Implementation Measures for Recommendation to the Board of Supervisors).

### **ATTACHMENT:**

#### **1. 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS**



# 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

## ATTACHMENT 1

The following 2035 General Plan Economics Element implementation measures table documents the following: (1) Planning Commission priority implementation measures for recommendation to the Board of Supervisors, (2) completed implementation measures, (3) ongoing implementation measures, and (4) implementation measures not yet prioritized for action.

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
(1) PLANNING COMMISSION PRIORITY IMPLEMENTATION MEASURES FOR RECOMMENDATION TO THE BOARD OF SUPERVISORS					
1. a. The County shall consider the establishment of an economic advisory body to assist in the development of an economic development strategy and workforce. Such a body should be appointed by the Board of Supervisors and should include representatives of key sectors, including but not limited to local business, forestry and timber products, energy, tourism, agriculture, banking and finance, health services and education. In addition, the County should seek participation from the United States Forest Service.	5.1.2	Board of Supervisors		X Consider	
b. The County shall manage the preparation and regular updates of an economic development strategy that will guide the overall development of Plumas County as a competitive location for existing businesses to remain and expand and for attracting new businesses, consistent with the General Plan vision. The County may prepare the economic development strategy itself with guidance from the economic advisory body or may delegate this responsibility to local economic development service providers for adoption by the County with review and input by the economic advisory body.		County Economic Development Services Provider		X with overall Economic Development Strategy	

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

<p>2. When requested, and as County resources allow, the County shall work with existing or prospective businesses in industries targeted by the County's economic development strategy to secure financial assistance from such sources as Community Development Block Grants, Economic Development Administration or United States Department of Agriculture Rural Development.</p>	<p>5.1.3</p>	<p>County Economic Development Services Provider</p>	<p>X with overall Economic Development Strategy</p>
<p>4. a. The County shall consider designating a County staff person or third party economic development organization to collect and disseminate information to existing and prospective businesses regarding demographics, labor-force characteristics, availability of sites, including both buildings and land able to be developed, with appropriate zoning and infrastructure, transportation, and services, and other factors relevant to business location and expansion decisions, in collaboration with the City of Portola, County Chambers of Commerce and local property owners and real estate representatives.</p>	<p>5.1.6</p>	<p>County Economic Development Services Provider</p>	<p>X with overall Economic Development Strategy</p>
<p>b. As part of an overall economic development strategy, the County shall work with local partners to develop and implement an ongoing proactive business-retention program to support existing businesses and foster their expansion. As part of the business retention program, establish a business outreach program aimed at enhancing communication between existing businesses and the County, which could include convening business roundtable meetings for sharing information and concerns.</p>	<p>5.1.7</p>	<p>The meetings should include representation from government and businesses and should provide a forum for any local business to share concerns.</p>	



# 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

## ATTACHMENT 1

- |   |   |
|---|---|
| <p>c. See policies and implementation programs in Agriculture and Forestry Elements, regarding ongoing support for these industries.</p> <p>d. As part of the larger economic development strategy, the County shall consider the establishment of a "local foods" initiative that will help to increase the supply of locally grown food. Elements of the initiative may include ensuring that existing policies facilitate greenhouse development on agricultural lands; expanding farmers market operations, working with local farmers to determine methods of extending the season, expanding number of vendors, increasing the days per week and considering other locations in the County; making it easier for farmers to establish farm stands for direct sales on agricultural property and supporting programs that promote and assist in the identification and marketing of local products, including outreach to the newspaper, Chambers of Commerce, businesses and any others seeking to improve the environment to foster an effective local foods initiative.</p> | <p>5.1.8</p> <p>County Economic Development Services Provider</p> <p>X<br/>with overall<br/>Economic<br/>Development<br/>Strategy</p> |
| <p>5. a. The County shall disseminate information on available sites. See Implementation Measure 5.1.6, above.</p> <p>b. The County shall ensure adequate land supply. See Policy 5.1.6 above.</p> <p>c. The County shall strive to support efforts of local economic development service providers to coordinate in conducting outreach and assistance to prospective new businesses.</p> <p>d. The County shall encourage and support efforts to foster new economic activity in conjunction with established industry, such as linking forestry to renewable fuels production or leveraging the value of Plumas County's "watershed</p>  |   |

# 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

## ATTACHMENT 1

services” to downstream users in order to support local watershed maintenance and enhancement activities.

e. The County shall conduct and disseminate economic research relating to emerging markets, innovations and opportunities in which the County may have a competitive advantage.

f. The County shall consider targeting Internet marketing, web design, video production and entertainment media firms for business-attraction efforts.

g. The County shall encourage businesses and research that support sustainability and contribute to the emerging "green" economy, including agricultural and timber forestry enterprises.

h. The County shall support appropriate home businesses, "cottage" industries, telecommuting and telepresence to link local businesses to the larger global economy and reduce fuel consumption.

i. The County shall encourage public/private partnerships to market Plumas County as a business location.

### 5.2.2 Public Works

6. a. To the extent possible, the County shall prioritize development of basic public infrastructure for tourism, such as public restrooms and public gathering places.

b. The County shall encourage tourism development that emphasizes protection and enhancement of the natural scenic beauty of Plumas County.

c. The County shall encourage and support lodging and food service facilities to support recreation and cultural and historic events and activities, including lodging and food facilities to support eco-tourism and agritourism needs, guest ranch facilities, campgrounds, bed and breakfasts, and event and business lodging.

County  
Economic  
Development  
Services  
Provider

X  
review Public  
Works capital  
improvement  
program

# 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

## ATTACHMENT 1

<p>7. a. To the extent possible, the County shall support public/private tourism industry marketing efforts.</p> <p>b. The County shall support the efforts of private and non-profit and other groups to increase local spending through tourism and “shop local” campaigns. See Policy 5.6.8.</p> <p>c. The County shall support Scenic Byways, Bucks Lake Wilderness area and other designated recreational areas on the National Forests to further the promotion of tourism in the County.</p>	<p>5.2.2</p>	<p>County Economic Development Services Provider</p>	<p>X  with overall Economic Development Strategy</p>
<p>8. a. The County shall support the development of recreational events and activities that attract visitors on a year-round basis, including but not limited to, athletic events and outdoor activities.</p> <p>b. The County shall encourage destination recreation and tourism through projects on private lands. On public lands, coordinate efforts with Federal and State agencies. Some examples of activities are:</p> <ul style="list-style-type: none"> <li>• Promoting motorcycle tourism, fishing, boating, golf, destination education facilities, viewing fall colors, ice fishing, and other outdoor activities during the four seasons</li> <li>• Developing snowmobile staging areas with parking and restrooms open in winter</li> <li>• Developing snowmobile trail network maps/web site</li> <li>• Establishing routes, an overnight hut system, parking and trailhead facilities, etc. for back-country ski touring/snowshoeing</li> <li>• Developing destination mountain biking and whitewater rafting/kayaking destinations within the County; including provision of parking and river put-in/takeout facilities</li> </ul>	<p>5.2.3</p>	<p>County Economic Development Services Provider</p>	<p>X  with overall Economic Development Strategy</p>

## 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

### ATTACHMENT 1

- Developing guidebooks for mountain routes, etc.
- Installing “Share the Road-Bicycles” signs to support organized bike rides and events and independent cycle touring as visitor activities
- Establishing bicycle touring routes and the pursuit of funding to widen shoulders to safe widths for cyclists on those routes
- Promoting agritourism and the development of specialty agricultural products.
- Promoting winter sports, destination hunting, fishing, and wildlife viewing.
- Coordinating the marketing message promoting recreational resources and the availability of lodging and food services to accommodate visitors.

#### 5.2.4

County  
Economic  
Development  
Services  
Provider

9. a. As part of an overall economic development strategy, the County shall incorporate measures to encourage the development of the literary, performing and visual arts through programs and facilities which will support tourism and otherwise contribute to the retention and creation of job opportunities.
- b. The County shall support development of cultural tourism attractions based on the interpretation of the County’s history, including collaboration with local groups on projects relating to local Native American culture and history, and other historic themes such as mining, logging and railroads.
- c. The County shall, where feasible, identify and support local groups in the performing and visual arts.
- e. The County shall encourage protection, maintenance and restoration of historic facilities, structures, including barns, and venues used for cultural and art activities.

X  
*with overall  
Economic  
Development  
Strategy*

# 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

## ATTACHMENT 1

10. The County shall consider strategic use of County assets, such as property, buildings, structures and rights-of-way to be used in partnership with service providers to expand broadband and other new technology networks.	5.3.2	Board of Supervisors	X with overall Economic Development Strategy
11. As part of an overall economic development strategy, the County shall inventory and assess the County's existing assets for economic development and develop an action plan to maintain, improve, expand and re-use them for the benefit of economic development. Such an inventory could include: <ul style="list-style-type: none"> <li>• Plumas County's three airports</li> <li>• Old mine sites</li> <li>• Abandoned mill sites and other key opportunity sites</li> <li>• Railroad lines and spurs</li> <li>• Power transmission infrastructure and other infrastructure</li> <li>• Support services and facilities, such as produce processing facilities, animal-processing facilities and dairies</li> <li>• Natural resources</li> </ul>	5.3.3	County Economic Development Services Provider	X with overall Economic Development Strategy
12. a. The County will support the location of a satellite campus for Feather River College within the County and will also explore incentives and marketing programs to attract an accredited four-year college or university to the County.  b. The County shall encourage Feather River Community College and the public school system to develop and offer courses that will help local residents develop skills that will position them for jobs in Plumas County's emerging industries.	5.4.1	County Economic Development Services Provider	X with overall Economic Development Strategy

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

<p>c. The County shall encourage collaboration between the public education system, non-profits and private sectors to promote education, vocational training, professional development, workforce development and lifelong learning in the workforce.</p>		
<p>13. a. As part of an overall economic development strategy, the County shall strive to support economic development programs that promote and seek funding for workforce development and housing and provide technical and financial assistance, including capital, technical expertise, and training, to businesses starting up and expanding.</p>	<p>5.4.2 County Economic Development Services Provider</p>	
<p>b. The County shall promote job training by coordinating with local non-profits, Feather River College, private sectors and agencies in placing unemployed residents, including youth, in appropriate skill-enhancement programs.</p>	<p>X with overall Economic Development Strategy</p>	
<p>c. The County shall strive to facilitate networking among local entrepreneurs and potential mentors by working with local business organizations to establish a Plumas County entrepreneur's and potential mentor's forum involving a speaker's series that would serve as a venue to attract entrepreneurs and potential mentors. The purpose of the forum would be for networking and to begin building a database of local entrepreneurs and potential mentors and their interests and resources, which can be used to help match fledgling businesses with mentors and resources to support their success.</p>		
<p>15. c. The County shall support efforts, including revisions to the Zoning Code to improve signage, displays and mapping for downtowns.</p>	<p>5.5.1 Planning</p>	<p>X prepare Zoning Clearance Certificate &amp;</p>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

e. The County shall modify the Zoning Code to facilitate commercial, industrial and/or mixed-use projects at sites near transit stops.			<i>review and revised Zoning Code as needed</i>
f. The County shall support efforts of local economic development service providers to coordinate and identify ways that local regulations and procedures could be improved in order to better support business within the County.			
20. The County shall coordinate with local businesses and Chambers of Commerce to create "buy local" campaigns to build local residents' awareness of the options for and benefits of shopping locally.	5.6.8	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
23. a. The County shall develop and implement a program that analyzes the existing and potential public services and infrastructure available to vacant land zoned for commercial and industrial uses within Towns and Communities and take steps to strive to provide adequate public services and facilities to support their development with employment generating uses.	5.1.6 5.6.12	Public Works	X <i>with overall Economic Development Strategy</i>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<b>(2) COMPLETED IMPLEMENTATION MEASURES</b>					
3. The County shall include designated mineral resource areas in Plumas County land-use maps and protect these sites from encroachment.	5.1.4	Planning	X <i>completed</i>		
9d. The County shall establish and implement a standardized permitting process and requirements to facilitate concerts (complete), festivals and other large visitor-attracting events while considering potential negative impacts on the surrounding community.			X <i>completed</i>		
15 a. The County shall implement a program that increases the efficiency of the development review, which may include amending the Zoning Code to streamline review of minor projects with minimal environmental impacts that enhance the County's economic base on sites suitable for commercial and industrial uses.			X <i>completed</i>		
b. The County shall facilitate build-out of digital infrastructure by amending the Zoning Code as necessary to facilitate the installation of digital communications infrastructure for businesses and industry, including expanded availability of broadband service options for home businesses.			<i>Telecommunications Ordinance (2019-1116)</i>  <i>amended Code to include ministerial Administrative Use Permit process</i>  <i>Code includes ministerial Site Development Review process</i>		



**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<b>(3) ONGOING IMPLEMENTATION MEASURES</b>					
14. a. The County will continue its outreach to local residents in filling vacant positions within County departments and agencies.	5.4.3	County Human Resources			X <i>as positions become available</i>
b. When considering any outsourcing of services to private enterprise, the County shall incorporate a preference for local firms, when financially feasible.					
15d. The County shall review parking in existing communities and explore solutions to identified parking problems.		Planning			X <i>generally not an issue</i>
18. The County shall provide mixed-use zoning in downtown and community core areas to allow a mix of housing, retail, offices, entertainment and public/civic uses.	5.6.3	Planning			X <i>current practice</i>
19. The County shall encourage preparation of Specific Plans or master plans and master environmental assessments for industrial parks in order to streamline the subsequent development process.	5.6.4	Planning			X <i>based on project applications</i>
22. The County shall encourage property owners to utilize programs such as Historic Preservation Tax Credits to rehabilitate and reuse historic buildings while maintaining their historic integrity.	5.6.11	Planning			X <i>based on project applications</i>
23. b. The County shall strive to coordinate County budget and capital-improvement programs with the Economic Element to ensure that public facilities and services are appropriately located and sized and properly timed to support the desired economic development.	5.1.6 5.6.12	Public Works			X <i>during CIP and budget cycles</i>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
<b>(3) ONGOING IMPLEMENTATION MEASURES</b>					
24. The County shall support the re-use of abandoned or underutilized facilities and buildings in existing communities and shall investigate the use of incentives or grants for the establishment of new productive uses.	5.6.5	County Economic Development Services Provider			X based on project applications
25. The County shall charter the Plumas County Coordination Council to be the forum responsible for the coordination of planning efforts between the County and other local, state and federal land managers.	5.1.9	Planning			X PCCC meets quarterly
21. The County shall support and implement Policies and Implementation Measures in the Housing Element that are designed to increase the supply of affordable housing within County, including providing adequate sites zoned to accommodate anticipated affordable-housing needs and Policies and Implementation Measures that call for the provision of incentives or other forms of assistance or public/private partnerships to develop and maintain affordable housing.	5.6.7 5.6.10	Planning			X 2019-2024 Housing Element implementation

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
PLANNING COMMISSION RECOMMENDATIONS**

**ATTACHMENT 1**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<b>(4) IMPLEMENTATION MEASURES NOT YET PRIORITIZED FOR ACTION</b>					
16. The County shall consider using the existing Modifications and Planned Development Permit process as a means of modifying development standards, reducing or waiving impact fee requirements, expediting permit processing, and providing other types of incentives in order to encourage transit-oriented development.	5.6.1	Planning		X <i>review potential TOD incentives</i>	
17. The County shall consider using the existing Modifications and Planned Development Permit process as a means of modifying development standards, reducing or waiving impact fee requirements, expediting permit processing, and providing other types of incentives in order to encourage infill development.	5.6.2	Planning		X <i>review potential TOD incentives</i>	

4D



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** March 4, 2021  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Item for April 20, 2021

**Recommendation:** Approve and direct the Chair to sign Agreement Number PCPHA2122MS in the amount of \$90,000.00 with Mark Satterfield, M.D., to act as the County Health Officer/Medical Director for FY 2021-2022.

**Background:** As the Board are aware, State Health and Welfare Code mandates that each county provides the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, public health nursing protocols, conducts trainings with clinic staff on the use of buprenorphine for addiction treatment and Public Health Emergency Preparedness. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System. The Plumas County Health Officer also serves as Medical Director for the Mountain County HIV Care and Treatment Program.

The agreement amount for the Health Officer increased due to the additional activities related to the Covid-19 pandemic. The Health Officer has and will continue to hold the position of Health/Safety Officer for the Covid-19 Pandemic Incident Command System.

**Fiscal Impact:** There will be no financial impact on the County General Fund, as this contract is fully funded by multiple Programs through Public Health.

This Agreement was reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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



**CONSULTANT SERVICES AGREEMENT  
FOR  
MARK SATTERFIELD, M.D.**

This Agreement is made by and between the County of Plumas, by and through its Public Health Agency, a political subdivision of the State of California, hereinafter referred to as "County", and Mark Satterfield M.D., a Sole Proprietor, hereinafter referred to as "Consultant".

The parties agree as follows:

1. Scope of Work. Consultant shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Consultant for the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Consultant under this Agreement shall not exceed Ninety Thousand Dollars and No/100 (\$90,000.00) (hereinafter referred to as the "Contract Amount").
3. Term. The term of this agreement shall be from July 1, 2021 through June 30, 2022, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Consultant or furnish any other consideration under this Agreement and Consultant 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 Consultant 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. Consultant acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Consultant shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Consultant agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of

this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Consultant 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 Consultant or its officers, employees, agents, Consultants, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Consultant shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.
9. Insurance. Consultant agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
    - ii. All coverage available under such policy to Consultant, as the named insured, shall also be available and applicable to the County, as the additional insured; and

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

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

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

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

Consultant represents that it holds a current active license as a Physician and Surgeon, issued by the State of California, License Number G62328.

11. Relationship of Parties. It is understood that Consultant is not acting hereunder as an employee of the County, but solely as an independent Consultant. Consultant, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Consultant has no authority or



responsibility to exercise any rights or power vested in County. It is understood by both Consultant and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

12. Statement of Occupation. Contractor represents and warrants that Contractor is engaged in a profession described by California Labor Code section 2783 as a physician. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out to as available to perform the same type of work. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. Assignment. Consultant may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Consultant agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.

20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Consultant represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Consultant.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.
- |  |   |
|--|---|
| IF TO CONSULTANT:  | IF TO COUNTY:   |
| Mark Satterfield, MD<br>5353 Chandler Road<br>Quincy, California 95971<br>(530) 283-2121 | County of Plumas<br>Public Health Agency<br>270 County Hospital Road, Suite 206<br>Quincy, CA 95971 |
23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Consultant represents that he or she is fully authorized to execute and deliver this Agreement.
25. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Consultant agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

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

**CONSULTANT:** Mark Satterfield, a Sole Proprietor

By: \_\_\_\_\_  
Mark Satterfield, MD

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

**COUNTY OF PLUMAS:**

By: \_\_\_\_\_  
Andrew Woodruff, Director  
Plumas County Public Health Agency

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

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


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

Attest:

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

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

Approved as to form:

  
\_\_\_\_\_  
Sara James  
Deputy County Counsel II

4/1/2021

**EXHIBIT A - SCOPE OF WORK**

Physician agrees to perform, in an efficient and professional manner, all duties and services of a County Health Officer/Medical Director including but not limited to the following:

1. Represent Plumas County Local Health Jurisdiction as an active member of California Conference of Local Health Officers Association.
2. Act as Health Officer on a consulting basis to PCPHA, providing medical oversight, recommendations, and protocols for public health programs.
3. Act as Health Officer on a consulting basis to local health care providers, and other physicians of agencies in or out of County, as necessary to meet the standards of Federal, State, and local laws.
4. Enforce and observe all laws pertaining to public and environmental health as promulgated by the County, state or federal government.
5. Direct the detection and control of communicable diseases, sexually transmitted diseases and tuberculosis; consult with physicians, nurses, patients, staff members, other county departments, agencies, or other individuals in the diagnosis of, and investigation of, cases of suspected communicable diseases and to exchange information or provide recommendations; takes measures to prevent and control epidemics.
6. Be available by pager, electronic mail, or telephone when not on site to respond to requests for information and assistance.
7. Act as employee health physician, performs physical examinations and medical evaluations in compliance with all appropriate and pertaining laws.
8. Perform other duties as mutually agreed upon by the Director of Plumas County Public Health Agency, or defined in Health & Welfare Code, Public Health Emergency Preparedness Plan or related County Codes.
9. Assessing, and implementing health officer orders authorized under declared public health emergencies.
10. Providing medical oversight and direction to regional healthcare organizations and providers during pandemics and other public health emergencies.
11. Liaise with community partners and provide guidance for safe operation during emergencies
12. Review infectious disease cases and clusters and provide guidance to internal and external response partners.
13. Represent PCPHA Health Officer perspective during emergencies to state and local officials

The local Health Officer will conduct activities, such as outreach, case finding, and provider education in regards to the local MCAH program and its utilization for their patient's thus increasing access to services for our vulnerable population.

**Implementation Activities**

- 1.1 The local Health Officer will provide information on MCAH services and referrals to the MCAH population through:
  - Activities that facilitate early and continuous access to medical care and services, such as, outreach, case finding, and provider education
  - Education to providers and partners on identification of local high risk populations and prioritization of these populations for outreach and referral services for medical care

**Evaluation Process or Outcomes**

- 1.1.1 Document outreach and education provided to the medical community as well as other service providers for our vulnerable populations.
- 1.2 The Health Officer will continue to promote community wide collaboration in the development and implementation of outreach programs and will work to assure that services are provided in a culturally sensitive manner with no duplication of services.

**Evaluation Process or Outcomes**

- 1.2.1 Complete and submit Form 4, MCAH Related Collaborative, with the Annual Report to document participation of MCAH staff in MCAH-related collaborative.

Act as the medical director of the Mountain Counties HIV Early Intervention Services program. The Medical Director reports to the EIS Project Director and provides expert medical oversight and program development to the EIS Program.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Responsible for the overall quality of medical care being provided to PCPHA EIS patients. Including providing consultation to the CQI/Program Coordinator and the Patient Coordinators as part of the EIS multidisciplinary team, providing medical direction and leadership for the EIS program.
2. Works with the Project Director to develop HIV providers' education plan and requirements.
3. Oversees Continuous Quality Improvement to assure that care meets current standards and that deficiencies are identified and addressed.

**KNOWLEDGE AND ABILITIES:**

1. Considerable knowledge of the principles and methods of HIV/AIDS medical care and general medicine.
2. Knowledge of current developments in the field of HIV primary care and community HIV care resources.
3. Knowledge of health services organization and procedures.
4. Graduation from an approved medical school, supplemented by the satisfactory completion of an approved residency and possession of a valid license to practice medicine in the State of California.

**EXHIBIT B – COMPENSATION****Invoicing and Payment:**

1. PCPHA shall pay Consultant the sum of Seven Thousand Five Hundred Dollars (\$7,500.00) per month as the exclusive compensation under this agreement beginning July 1, 2021 and ending June 30, 2022. Contract shall not exceed Ninety Thousand Dollars (\$90,000.00).
2. All travel will be pre-approved by the Director of Public Health and will be reimbursed with original receipts and/or per diem.

**Certificates of Insurance:**

1. County shall pay for and maintain professional malpractice insurance from CSAC Excess Insurance Authority covering the Physician, **but only with respect to work performed for the County under this Agreement and any extension or continuation of the Agreement.**
2. Physician shall carry at his sole expense, personal automobile liability insurance consistent with the insurance requirements listed in this Agreement (Item 9.0 Insurance).

## BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("Agreement") supplements and is made a part of the Services Agreement ("SA") by and between the COUNTY OF PLUMAS referred to herein as Covered Entity ("CE"), MARK SATTERFIELD M.D., an Individual, referred to herein as Business Associate ("BA"), dated July 1, 2015.

### RECITALS

CE wishes to disclose certain information to BA pursuant to the terms of a business agreement between the parties (the "Contract"), some of which may constitute Protected Health Information ("PHI") (defined below).

CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

#### 1. Definitions

a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].

b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.

c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media.

f. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

g. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.



h. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

i. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].

j. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.

k. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

l. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

## 2. Obligations of Business Associate

a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].

b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected

Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

d. **Appropriate Safeguards.** BA Shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract and this Agreement that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931].

e. **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and this Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 90 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

f. **Business Associate's Agents.** BA shall ensure that any agents, including Consultants, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and Consultants that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).

g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or Consultants in Designated Record Sets available to CE for inspection and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

h. **Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or Consultants shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or Consultants, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or Consultants shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

i. **Accounting Rights.** Promptly upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or Consultants shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or Consultants for at least six (6) years prior to the request. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received

Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or Consultants, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

j. **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

k. **Minimum Necessary.** BA (and its agents or Consultants) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."

l. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

m. **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

n. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Agreement or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or this Agreement or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

o. **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or Consultants shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested

by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Agreement, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights

### 3. Termination

a. **Material Breach.** A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, or any provision in the Contract to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].

b. **Judicial or Administrative Proceedings.** CE may terminate the Agreement, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

c. **Effect of Termination.** Upon termination of the Agreement for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or Consultants still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Agreement to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

### 4. Disclaimer

CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

### 5. Certification

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or Consultants, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or Consultants to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

### 6. Amendment

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand

and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

#### **7. Assistance in Litigation of Administrative Proceedings**

BA shall make itself, and any Consultants, employees or agents assisting BA in the performance of its obligations under the Agreement, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its Consultant, employee or agent is named adverse party.

#### **8. No Third-Party Beneficiaries**

Nothing express or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

#### **9. Interpretation**

The provisions of this Agreement shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Agreement. This Agreement and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

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

#### **COVERED ENTITY**

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

Name: Andrew Woodruff

Title: Director, Public Health Agency

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

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

#### **BUSINESS ASSOCIATE**

Mark Satterfield, M.D., an Individual

Name: Mark Satterfield, M.D.

Title: Plumas County Health Officer

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

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

4E

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

John Mannle, P.E., Director

Joe Blackwell, Deputy Director



## AGENDA REQUEST

For the May 4, 2021 meeting of the Plumas County Board of Supervisors

April 22, 2021,

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

A handwritten signature in black ink, appearing to read 'John Mannle', is written over the 'From' line.

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW LeadWorker position in the LaPorte Maintenance District, discussion and possible action.

### Background:

One (1) FTE PW LeadWorker has resigned effective April 19, 2021 in the LaPorte Maintenance District.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY 20/21 budget of the Department of Public Works

The completed Critical Staffing Questionnaire and Departmental Organization Chart are attached.

### Recommendation:

The Acting Director of Public works respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW LeadWorker position in the LaPorte Maintenance District.

Attachments: Critical Staffing Questionnaire  
Departmental Organization Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Leadworker / Public Works Maintenance Division – La Porte District

**Is there a legitimate business, statutory or financial justification to fill the position?**

Yes- Street & Highways Code - the Maintenance division is a necessary component to maintain county roads in a safe condition for public use for all modes of travel 24/7/365.

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

The minimum crew size for the La Porte area is 4. At least 2 personnel provide for traffic control during the majority of maintenance activities leaving just 2 personnel to perform the activity. The Leadworker is in charge of the crew in the absence of the Foreman.

**How long has the position been vacant?**

Vacant as of 04/18/2021.

**Can the Department use other wages until the next budget cycle?**

The Maintenance Division's budget line item for wages in the 20/21 budget includes funds for this position.

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

A minimum of one Leadworker per crew at all times.

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

Providing adequate maintenance necessary component to keep County roads in the La Porte Area in a safe condition for public use for all modes of travel.

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

The negative fiscal impact will be the increase in the County's liability due to inadequate maintenance of County roads in the La Porte Area.

**A non-General Fund department head needs 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?** None

**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?**

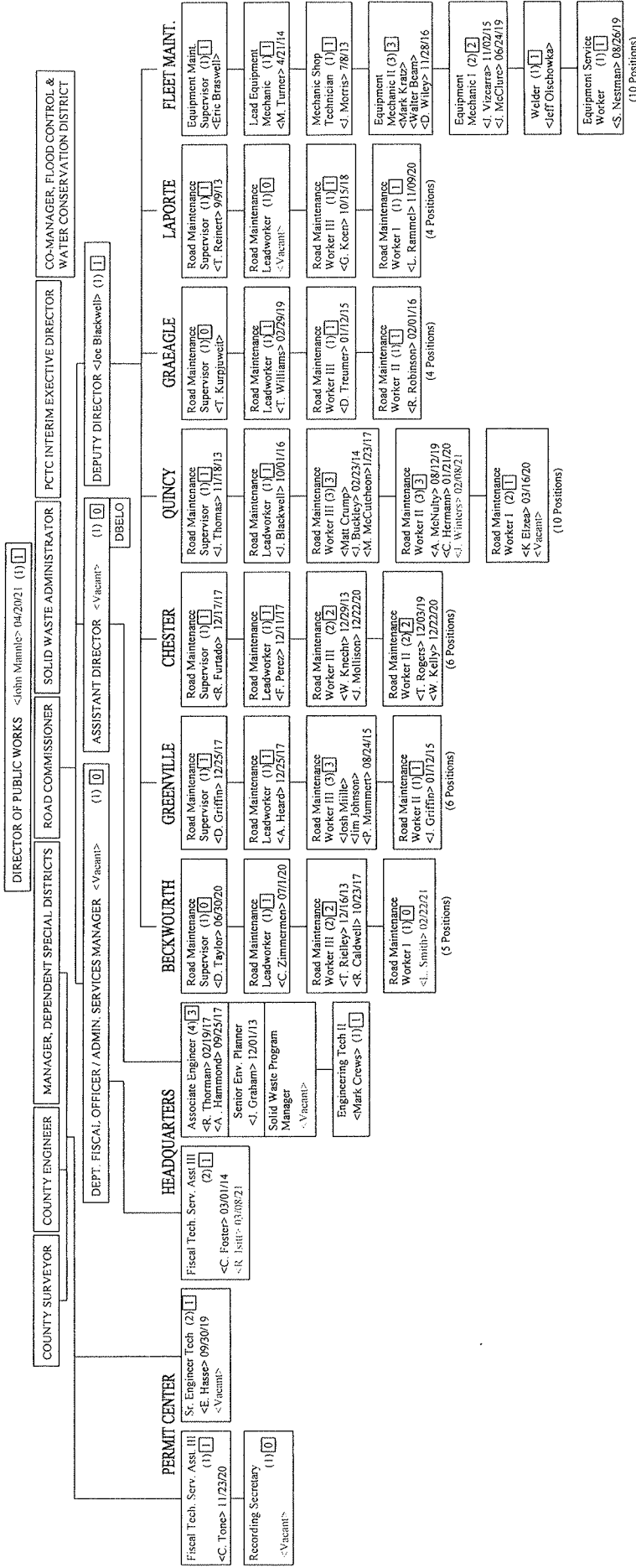
No change in General Fund support since this is already a budgeted position.

**Does the department have a reserve?**

Yes – \$1,069,000.



# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART

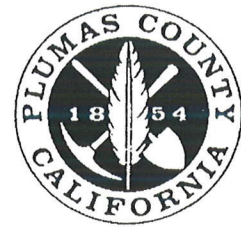


*John Mammie*  
Director of Public Works  
Revision Date: 04/20/21



## County of Plumas Department of Probation

270 County Hospital Rd. #128,  
Quincy, California, 95971



**Keevin Allred**  
Acting Chief Probation Officer

**Phone:** 530-283-6200  
**FAX:** 530-283-6165

**DATE:** April 26<sup>th</sup>, 2021

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** Authorize the Probation Department to fill vacant, allocated and funded 1.0 FTE Legal Services Assistant position.

**Recommendation:**

Approve the recruitment and filling of the vacant 1.0 FTE Legal Services Assistant position. This Legal Services Assistant position is allocated and funded through the Probation General fund in the current 2020-2021 Budget year.

**Background:**

On April 23<sup>rd</sup>, 2021, Probation's sole Legal Services Assistant position became vacant due to resignation. This position is critical to the Probation Department. The position is responsible for administrative detail work, office legal support and secretarial work.

Therefore, we respectfully request the approval to recruit and fill the vacant 1.0 FTE Legal Services Assistant position.

## **LEGAL SERVICES ASSISTANT I**

### **DEFINITION**

Under general supervision, to perform legal services assistant duties for an assigned County Department or staff attorneys; to perform a variety of office and administrative support work; to answer public and staff contacts and concerns; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Legal Services Assistant class series. Positions in this class are assigned to legal services assistant, administrative support and office assistance work for designated a County of Plumas Department or staff attorneys. Positions are characterized by a substantial amount of contact with others and administrative detail responsibility. Work performance requires substantive knowledge of legal terminology, legal procedures, and legal documents. This class may be used as an entry level for individuals with requisite legal secretarial experience, but no detailed program or policy knowledge of the program or service area where assigned. As requisite knowledge is gained and work skills are demonstrated, an incumbent can reasonably expect promotion to the next higher class of Legal Services Assistant II.

### **REPORTS TO**

Appropriate Legal or Administrative Staff in the Department and work unit where assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **LEGAL SERVICES ASSISTANT I - 2**

### **EXAMPLES OF DUTIES**

- Serves as Legal Services Assistant to administrative staff, professional staff, or staff attorneys, relieving them of a variety of administrative details.
- Interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate.
- May personally prepare a wide variety of legal documents, such as motions, briefs, court orders, notices, and subpoenas.
- Receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Prepares affidavits, petitions, complaints, warrants, and abstracts of judgments.
- Checks and reviews information and documents for completeness and conformance with established standards and procedures.
- Composes routine legal documents as directed.
- Calendars court appearances and maintains case logs of proceedings.
- Assists with special projects.
- May do basic research to assist with obtaining proper citations for cases.
- Compiles information for records and reports.
- Composes correspondence.
- Types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Completes a variety of forms and information documents.
- Maintains and checks employee time records.
- Maintains inventories of office supplies and program material.
- Maintains detailed records of activities and functions for a variety of services and programs, according to guidelines and requirements.
- Gathers materials and distributes agenda for boards and committees.
- Compiles data and completes reports required by other government agencies.
- Retrieves historical information from files and records.
- Operates office equipment.
- Operates a computer and uses software packages to maintain detailed information and operating records.
- Assists with the development of information requirements for assigned programs and services.

### **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 audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **LEGAL SERVICES ASSISTANT I – 3**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Legal terminology, phraseology, documents, and forms.
- Legal office methods and procedures.
- Requirements for completing and filing legal documents.
- Filing and recordkeeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Office practices, methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Fiscal and account recordkeeping.
- Mathematics.
- Personal computers and software applications related to office and administrative support work.

#### **Ability to:**

- Perform a variety legal office support, secretarial and administrative detail work.
- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment and computers.
- Use a variety of computer software applications for administrative support work.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Establish and maintain cooperative working relationships.

## **LEGAL SERVICES ASSISTANT I - 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

*At least Two (2) years of responsible office and administrative support work including secretarial experience with public contact. Any work experience with law enforcement, administration of justice or special training and education in legal secretarial related fields is desirable.*

*Special training and education in legal secretarial related fields may substitute for work experience on a time for time bases.*

### **Special Requirements:**

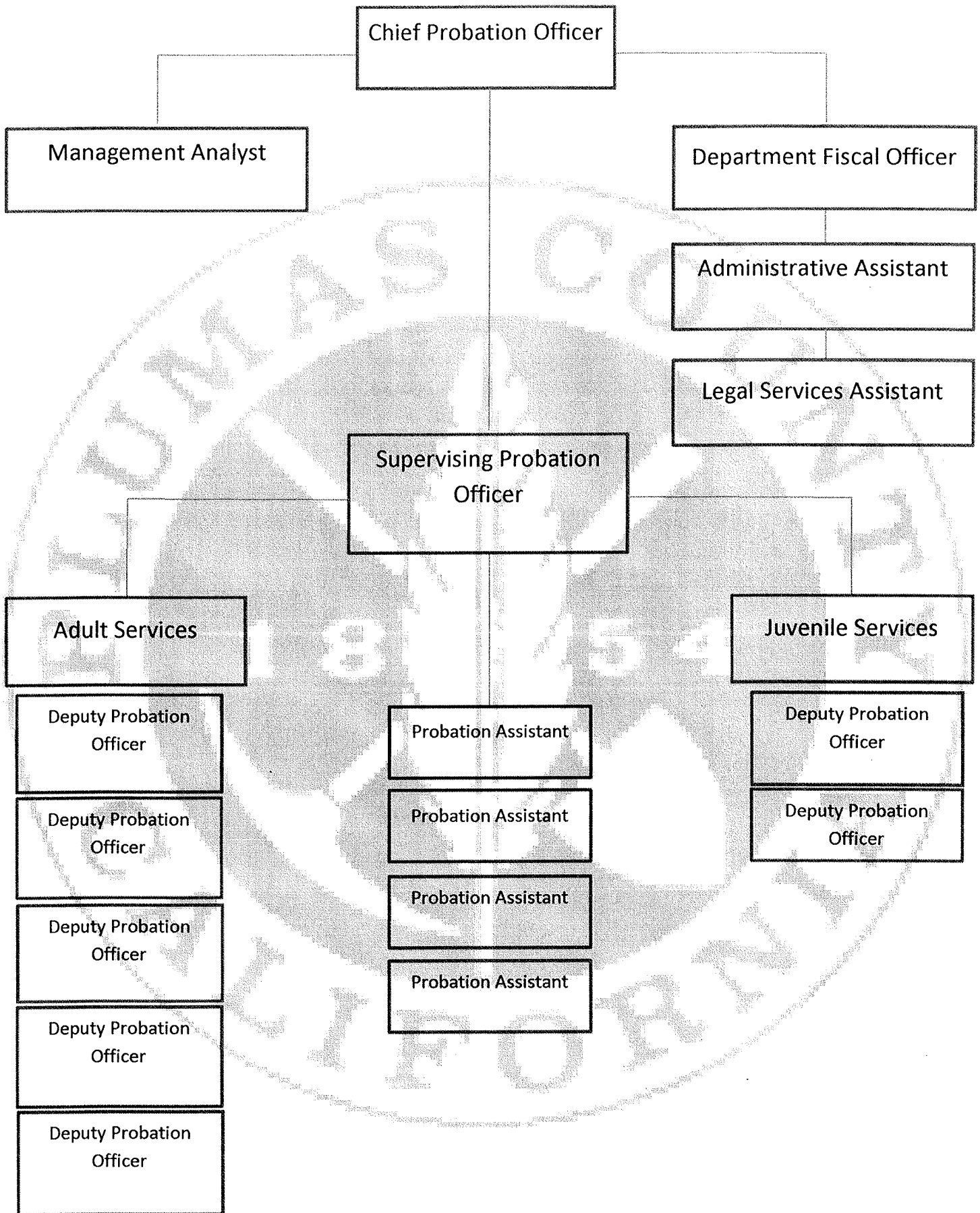
Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
  - Yes, the Legal Services Assistant position is a legitimate business need.
- Why is it critical that this position be filled at this time?
  - The main function of the position is a support role for all staff within the Department, and includes duties such as preparation of legal documents, administrative support work, and as a vital point of contact for office visitors and callers. The position handles a substantial amount of contact with others and administrative responsibilities. This vacancy will pull other staff members away from their duties in order to fulfil the necessary roles provided by the Legal Services Assistant.
- How long has the position been vacant?
  - The Legal Services Assistant position has been vacant since April 23<sup>rd</sup>, 2021.
- Can the department use other wages until the next budget cycle?
  - In the current, upcoming, and prior Fiscal years, the Legal Services Assistant positions have been funded in their entirety through the General Fund.
  - Other wages are used to fund part-time staff members, and are therefore not suitable in recruiting, hiring, and retaining the Legal Services Assistant position. A permanent staff member in this position is important.
- What are staffing levels at other counties for similar departments and/or positions?
  - Other county Probation Departments of similar size use a comparable number of office staff in similar roles.
- What core function will be impacted without filling the position prior to July 1?
  - Not having a dedicated staff member to greet and assist clients and other members of the public, both in person and over the phone, or furnish paperwork in a timely manner would pull other Probation staff away from important tasks.



- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
  - There would be no negative fiscal impact to the County.
- A non-general fund department head needs 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?
  - The Probation Department is a General Fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted, such as audit exceptions?
  - The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
  - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years. How does the immediate filling of this position impact, positively or negatively, the need for general fund support?
  - The Legal Services Assistant position in question is borne entirely via the General Fund. The anticipated cost for the next two years in wages and benefits would be approximately \$122,463, using values provided by Human Resources for FY20-21 as a baseline estimate. As potential recruits may not begin employment at the rank allocated for in this estimate, there may be slight savings.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years.
  - The Probation General Fund department (20400) does not carry a reserve amount. While other Probation staff positions are offset through various grants, which do carry reserves, the Legal Service Assistant position is not supported through any of the grants.





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

461

## Memorandum

**DATE:** April 14, 2021

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns 

**RE:** Agenda Item for the meeting of May 4, 2021

### It is recommended that the Board:

Adopt Resolution and authorize the Sheriff to sign the 2021-2022 Boating Safety and Enforcement Financial Aid Program Contract allowing the Sheriff's Office to participate in the Department of Boating & Waterways Financial Aid Program.

### Background and Discussion:

The Boating Safety and Enforcement Financial Aid Program provides funding for the Plumas County Sheriff's Boating Safety and Enforcement Unit to provide education and information on boating safety issues, supervise organized water events, provide assistance to water users, and enforce state and local laws on the waterways in Plumas County.

The funding awarded in the annual contract for BS&E program costs for fiscal year 21/22 is a baseline allocation of \$132,511.00. The program requires a county contribution of the estimated county boat tax revenue in the amount of \$31,177.20. The total BS&E program budget for FY 21/22 is \$163,688.20.

This agreement shall be for the term beginning July 1, 2021 and ending June 30, 2022.

Resolution and contract have been reviewed by County Counsel.



ORIGINAL

**Boating Safety and Enforcement Financial Aid Program Agreement**

This agreement entered into this *1<sup>ST</sup> day of July, 2021*, by and between the CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS, hereinafter called "Department," and the *COUNTY OF PLUMAS*, hereinafter called "Agency";

**WITNESSETH**

**WHEREAS**, Contingent on approval of **Governor's Fiscal Year 2021-22 Budget Act**, the Department intends to agree with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

**WHEREAS**, Agency is equipped, staffed and prepared to provide such services on the terms and conditions set forth in this agreement and in accordance with Title 14, California Code of Regulations Section 6593 et seq.; and

**WHEREAS**, pursuant to Title 14, California Code of Regulations Section 6593.6, Department shall enter into an annual agreement with each participating agency;

**NOW, THEREFORE**, it is mutually agreed as follows:

**I. Applicable Law**

Agency shall observe and comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws, including, but not limited to, Harbors and Navigation Code Section 663.7 and Section 6593 et seq. of Title 14, California Code of Regulations. Agreement shall be deemed to be executed within the State of California and construed and governed by the laws of the State of California.

**II. Description of Services**

Agency shall conduct boating safety and enforcement activities in the jurisdiction of the Agency in consideration of the payments hereinafter set forth.

**III. Payments**

- A. Maximum Amount. The amount the Department shall be obligated to pay for services rendered under this agreement shall not exceed **\$132,511.00** for the agreement term in full consideration of Agency's performance of the services described in this agreement.
- B. Rate of Payment. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

- C. Submission of Claims. Agency shall submit claims for reimbursement to the Department contact person identified in paragraph V of this contract on a \_\_\_ monthly **OR** X quarterly basis. **(Please check one)**
- D. Failure to Submit Claims. Claims for reimbursement shall be submitted within 60 days following the last day of the reporting period. Pursuant to Title 14, California Code of Regulations 6593.9 (i), the Department may reduce an Agency's allocation by five percent if the Agency exceeds the sixty-day billing period and an additional five percent for every thirty-day period thereafter that the Agency is late in filing a claim.

**IV. Records**

Agency shall maintain records pursuant to Section 6593.10 of Title 14, California Code of Regulations.

**V. Notice**

Notice shall be in writing and shall be deemed to have been served when it is deposited in the United States mail, first class postage prepaid, and addressed as follows:

***TO DEPARTMENT***

*Ms. Joanna Andrade  
Department of Parks and Recreation  
Division of Boating and Waterways  
One Capitol Mall, Suite 500  
Sacramento, CA 95814*

***TO AGENCY***

*Plumas County Sheriff  
1400 E. Main Street  
Quincy, CA 95971*

Either party may change the address to which subsequent notice and/or other communication can be sent by giving written notice designating a change of address to the other party.

**VI. Term**

This agreement shall be for the term beginning **July 1, 2021**, and ending **June 30, 2022**.

**VII. Prior Agreements**

All prior agreements regarding this subject matter between Department and Agency are hereby terminated effective June 30 prior to the term beginning date of this agreement.

**VIII. Amendment**

No amendment or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.

**IX. Termination**

Agency may terminate this agreement without cause in writing at any time. Department may terminate this agreement without cause upon a sixty (60) days written notice served upon the Agency.

**X. Special Provisions**

- A. Agency hereby certifies that the obligations created by this agreement do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This agreement shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this agreement during any dispute.
- D. In the event of an allocation reduction for this program, an equal allotment will be decrease from every participant.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CALIFORNIA DEPARTMENT OF PARKS AND  
RECREATION, DIVISION OF BOATING AND  
WATERWAYS

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

*California Department of Parks and Recreation,  
Division of Boating and Waterways*

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

"Department"

COUNTY OF PLUMAS

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

Title: Sheriff

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

"Agency"

Approved as to form:



Sara James  
Deputy Plumas County Counsel

**PLUMAS COUNTY BOARD OF SUPERVISORS**  
**RESOLUTION # \_\_\_\_\_**

**WHEREAS**, THE SHERIFF OF PLUMAS COUNTY DESIRES TO UNDERTAKE A CERTAIN PROJECT DESIGNATED "THE PLUMAS COUNTY SHERIFF'S BOATING SAFETY AND ENFORCEMENT PROGRAM" FOR FY 2021-2022, TO BE ADMINISTERED BY THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS.

**NOW, THEREFORE**, BE IT RESOLVED THAT THE SHERIFF OF THE COUNTY OF PLUMAS IS AUTHORIZED TO SIGN AND SUBMIT THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID APPLICATION AND PROGRAM CONTRACT ON BEHALF OF THE BOARD OF SUPERVISORS. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN THE ANNUAL ACTIVITY REPORT. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN ALL QUARTERLY CLAIMS FOR REIMBURSEMENT. THE GRANT PROPOSALS AND ANY EXTENSIONS OR AMENDMENTS THEREOF AND ANY SUBSEQUENT CONTRACT WITH THE STATE IN RELATION THERETO, WILL BE APPROVED BY THE BOARD OF SUPERVISORS.

**IT IS AGREED**, THAT THE COUNTY OF PLUMAS SHALL COMPLY WITH THE FISCAL AND OPERATIONAL REQUIREMENTS OF THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM GUIDELINES. THE COUNTY WILL EXPEND NOT LESS THAN AN AMOUNT EQUAL TO 100 PERCENT OF THE AMOUNT RECEIVED BY THE COUNTY FROM PERSONAL PROPERTY TAXES ON VESSELS FOR BOATING SAFETY AND ENFORCEMENT AS PER THE HARBORS AND NAVIGATION CODE.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF SUPERVISORS OF PLUMAS COUNTY IN A MEETING THEREOF HELD ON \_\_\_\_\_, 2021 BY THE FOLLOWING VOTE;

**AYES;**

**NOES;**

**ABSENT;**

CHAIR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME AND TITLE: Jeff Engel, Chair

ATTEST; SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME AND TITLE: \_\_\_\_\_



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

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## Memorandum

**DATE:** April 22, 2021

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns *px*

**RE:** Agenda Item for the meeting of May 4, 2021

### RECOMMENDATION:

Authorize the Sheriff to recruit and fill one funded and allocated 1.0 FTE Public Safety Dispatcher I/II, and establish a hiring pool.

### BACKGROUND & DISCUSSION:

The Plumas County Sheriff's Office requests authorization to recruit and fill one funded and allocated 1.0 FTE Public Safety Dispatcher I/II, and establish a hiring pool. The Sheriff needs to be able to fill dispatch positions as they become vacant and a hiring pool will help to keep the process moving.

The vacancy was created by a resignation on 04/17/21.



## CRITICAL STAFFING QUESTIONS– ALLOCATED POSITION

DEPARTMENT TITLE: SHERIFF DEPT: 70330

POSITION TITLES: PUBLIC SAFETY DISPATCHER

FTE: 1

ALLOCATED? YES BUDGETED? YES

Is there a legitimate business, statutory or financial justification to fill the position?

**KEEPING POSITIONS FILLED ALLOWS FOR COVERAGE AND HELPS PREVENT  
ADDITIONAL OVERTIME COSTS**

Why is it critical that this position be filled at this time? **RECRUITMENT TAKES TIME AND  
COVERAGE IS ALWAYS CRITICAL**

How long has the position been vacant? **VACANCY CREATED BY RESIGNATION ON APRIL 17,  
2021**

Can the department use other wages until the next budget cycle? **NO**

What are staffing levels at other counties for similar departments and/or positions? **EQUAL TO OR  
HIGHER THAN PLUMAS COUNTY**

What core function will be impacted without filling the position prior to July 1?  
**ONE VACANT DISPATCH SHIFT**

What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
**ADDITIONAL OVERTIME FOR OTHERS TO COVER SHIFT**

Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **NO**

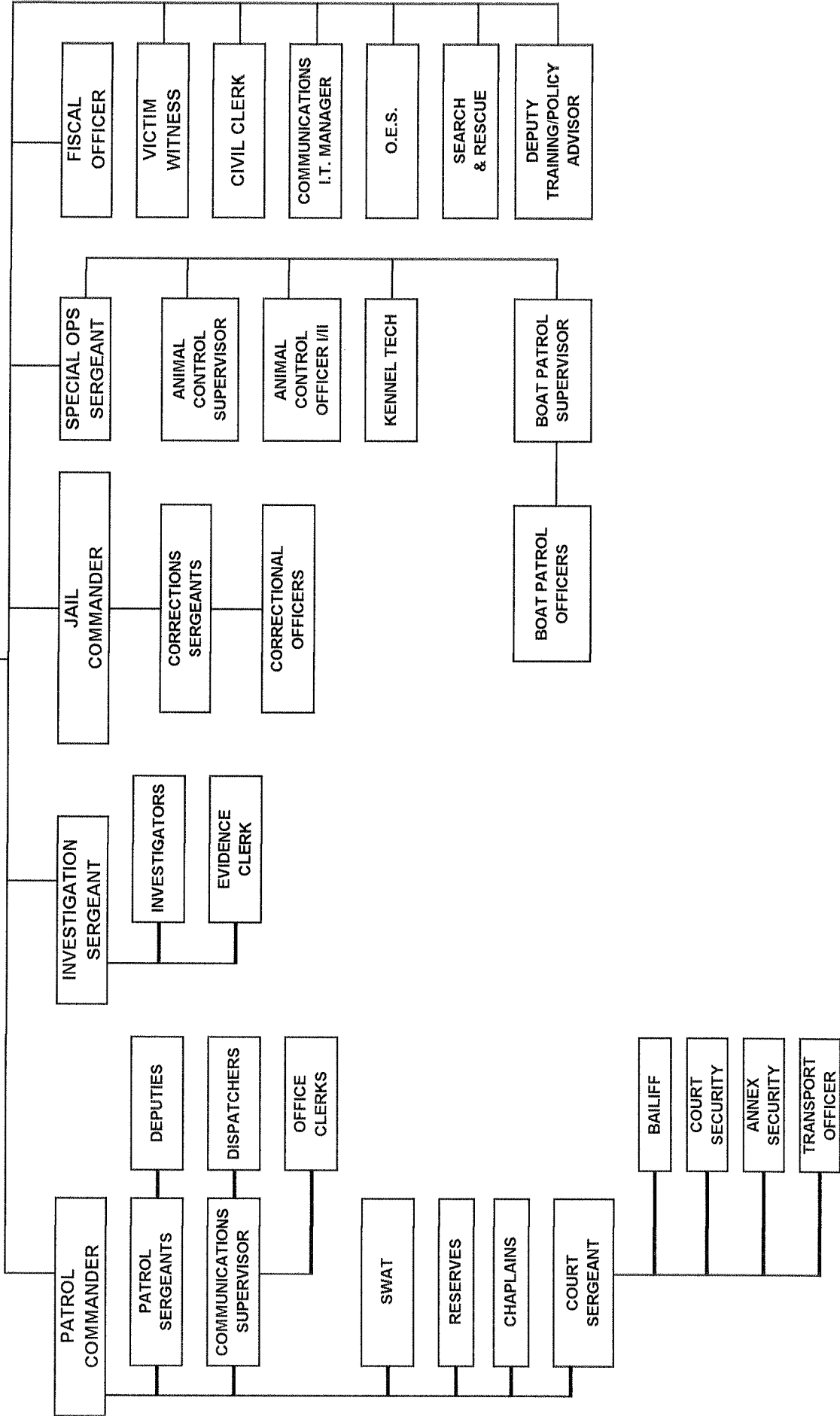
Does the budget reduction plan anticipate the elimination of any of the requested positions? **N/A**

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?  
**SHERIFF BUDGET IS PRIMARILY A GENERAL FUND BUDGET**

Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **NO**

SHERIFF

UNDERSHERIFF



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## COUNTY ADMINISTRATOR

Gabriel Hydrick

### AGENDA REQUEST AND STAFF REPORT

For the May 4th, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** Execute a services agreement with Flo Analytics for Redistricting and Demographic Services, not to exceed \$55,000

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

**From:** Gabriel Hydrick, County Administrator

**Date:** 4/22/2021

#### **Background/Introduction:**

After the Census, which occurs every 10 years, supervisorial districts must be drawn so that each district is substantially equal in population. The purpose is to ensure each supervisorial district represents about the same number of constituents when they vote for a County Supervisor. The process includes four (4) public hearings and the drawing of maps. This process also follows a set of criteria with a set order of priority, which include:

1. Geographically contiguous districts whereby supervisorial districts should share a common border with the next supervisorial district.
2. The geographic integrity of local neighborhoods or communities shall be respected in a manner that minimizes its division.
3. Geographic integrity of a city shall be respected in a manner that minimizes its division.
4. Easily identifiable boundaries should follow natural or artificial barriers, such as rivers, streets, highways, and rail lines.
5. Lines shall be drawn to encourage geographic compactness. In addition, boundaries shall not be drawn for purposes of favoring or discriminating against a political party.

Further details of criteria and requirements are found in [AB 849](#) and [AB 1276](#).

Currently the County faces challenges with the [timeline](#) and a number of uncertainties. The California State Census Data Center contacted the County to inform us the Census Bureau has announced that the 2020 PL 94-171 data file will be delivered to all states at once by September 30, 2021. This is 6 months later than the original planned delivery date of March 31, 2021. Staff will continue to monitor legislative actions for potential changes as well as updates from the California State Census Data Center and the Census Bureau. At this point, staff anticipates receiving final numbers by the end of October, which gives the County less than two weeks to fit in 3 public hearings and two readings of the ordinance, plus development of the map.

At the March 2, 2021 Board of Supervisor meeting, staff received approval for the County Redistricting team to be comprised of the Planning Director, County Counsel, GIS, Clerk-Recorder-Elections, IT and the County Administrator. Also at this meeting, the Board adopted the suggested timeline for the redistricting process and staff received authorization and direction to develop and

distribute a RFP for Redistricting and Demographic Services. Staff developed and distributed a RFP for these services and evaluated the responses.

**Finding Analysis:**

The County Redistricting team received six (6) responses to the RFP, one (1) was disqualified and considered not responsive. The other five (5) were considered responsive to the RFP criteria and were evaluated by the County team. After evaluation of the five (5) responsive bids, the County team selected two (2) firms to interview for further detail after using a forced ranking matrix. The firms selected for an interview were Flo Analytics and NDC. As a result of the interview and RFP process, the County team recommends to the Board of Supervisors that Flo Analytics be awarded the contract for the County's Redistricting and Demographic services. All RFP responses are available for review in the County Administrator's Office.

**Recommended Actions:**

Staff respectfully requests the Board to:

- Approve and authorize the Chair to sign agreement, not to exceed \$55,000, between the County of Plumas and Flo Analytics to provide Redistricting and Demographic Services, effective May 5, 2021; approved as to form by County Counsel.

Or

- Provide staff with different direction

**Fiscal Impact:**

\$ 55,000 from Gen Admin., Prof. Service's line item. Sufficient funding is available.

**Attachments:**

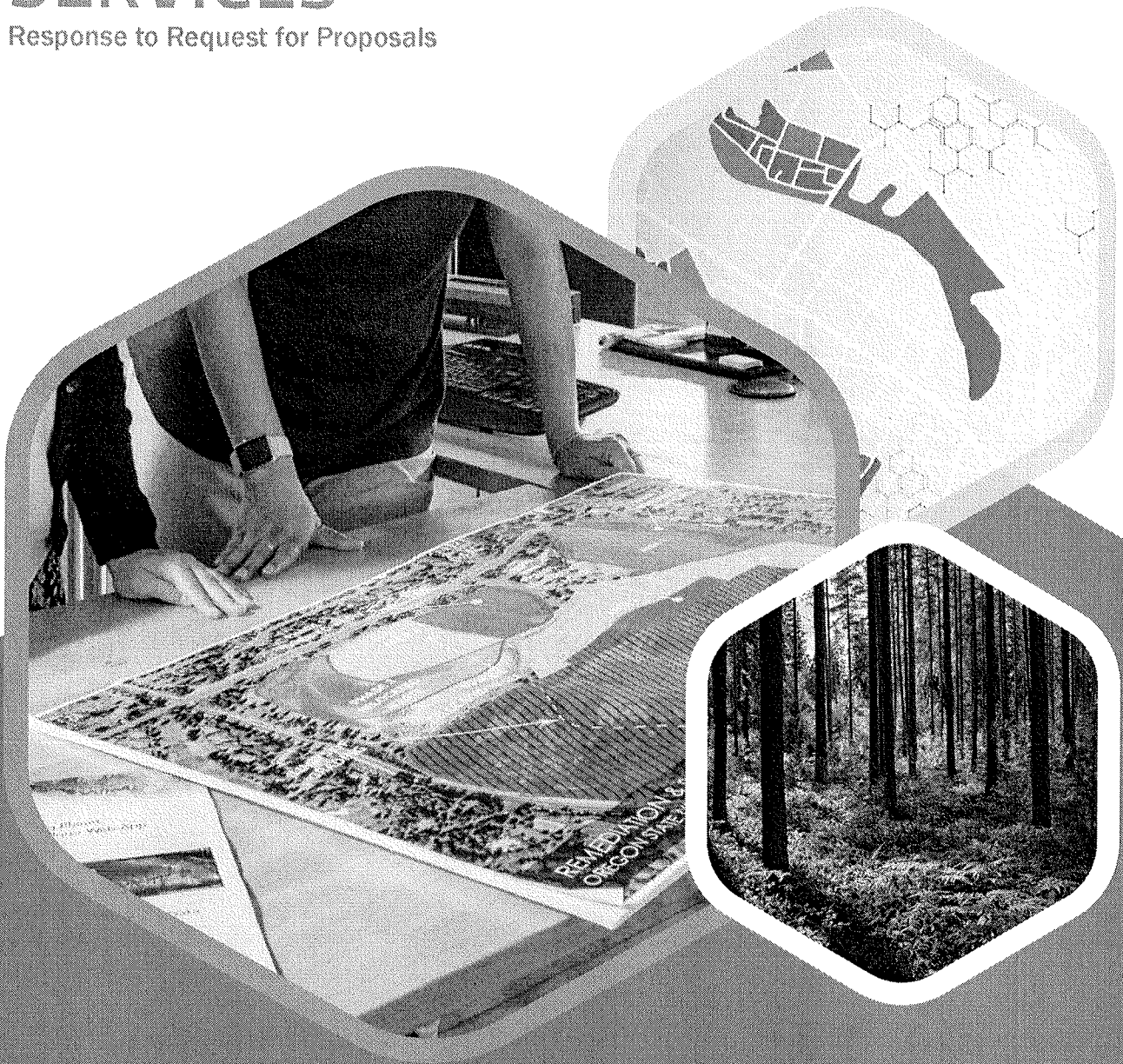
Attachment 'A' - Redistricting and Demographics Services contract

Attachment 'B' - RFP Response, Flo Analytics

COUNTY OF PLUMAS

# PROFESSIONAL REDISTRICTING & DEMOGRAPHIC CONSULTANT SERVICES

Response to Request for Proposals



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# 1. Cover Letter

April 7, 2021

REQUEST FOR  
PROPOSALS

**McKay Larrabee**  
Project Manager

3140 NE Broadway Street  
Portland, OR 97232  
Desk: 503-501-5218  
mlarrabee@flo-analytics.com

Office of the County Administrator  
Gabriel Hydrick  
520 Main Street, Rm. 309  
Quincy, California 95971

Re: RFP for Professional Redistricting Consultant Services

Dear Gabriel Hydrick:

FLO Analytics (FLO) appreciates the opportunity to submit this proposal to assist the County of Plumas (County) with redistricting services. We understand that the objective of the project is to evaluate the County's Supervisorial district boundaries following the completion of the 2020 U.S. Census to ensure they meet all local, state, and federal requirements, and recommend new boundaries if the 2020 federal decennial census data indicate that the existing boundaries are no longer legally compliant. We also understand the County is seeking assistance with training the County team and the public on the redistricting process and applicable voting rights and election laws, and with facilitating public hearings to promote public participation. Our team is well qualified to help the County with this important project.

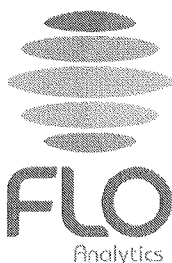
## Firm Introductions

**FLO** is a trusted partner to local governments nationwide. We are the sole GIS and spatial analytics solutions provider for two statewide municipal GIS consortia (the Association of Washington Cities GIS Consortium and the Connecticut Conference of Municipalities GIS Consortium) and hold a deep understanding of county operations.

In the past five years, we have conducted over 90 redistricting and demographic analysis projects for public agencies, and in the last year we have expanded our successful process to assist clients in virtual environments due to COVID-19 restrictions. Our portfolio includes some of the most complex, challenging, and fulfilling redistricting projects, including redistricting the school attendance boundaries for Portland Public Schools and The School District of Philadelphia. Over the past year, we have translated our proven approach with school districts to electoral redistricting. FLO is currently helping several cities, counties, and special districts across the country reapportion their boundaries in response to the 2020 Decennial Census.

A successful boundary redistricting project requires rigorous analysis, strategic public engagement, and a unique ability to earn the community's trust. FLO's success in this area is a testament to our technical prowess and dedication to the communities we serve. We use custom-designed tools and procedures that specifically promote transparency and help create public buy-in for our proposed solutions. We have deployed our technology and facilitated countless public meetings, both in person and in virtual settings.

To provide our clients with the best possible redistricting services, we have partnered with **Renne Public Law Group (RPLG)** to provide legal guidance throughout the redistricting process. RPLG's attorneys have spent decades serving public agency clients throughout California. RPLG are government lawyers, first and foremost. A central focus of government law is harmonizing the potentially competing powers of different agencies or officials within a city or



county. Many of their attorneys have litigated extensively in the areas of constitutional law, charter powers, preemption, and statutory interpretation.

RPLG's lawyers have unparalleled experience providing practical legal advice on the wide range of elections and voting-related state and federal legal issues faced by cities in California. The firm includes current and former city attorneys, former counsel to the California Secretary of State, and a member of the San Francisco City Attorney's Office Ethics and Elections Team. RPLG has provided election law advice and representation on both routine and cutting-edge legal issues, including recall elections; the Voting Rights Act; the Help America Vote Act; and the certification, security, and reliability of new voting systems.

## Our Project Team

Our uniquely qualified team of demographers, GIS analysts, and election law and voting rights experts will ensure a successful and transparent redistricting process that garners public trust and provides the best possible solution. Our team brings:

- Analysts who have developed public-facing tools and technology that are faster, more reliable, and easier to use than our competitors'.
- A nonpartisan, transparent, and data-driven approach to redistricting. Neither FLO nor subconsultant RPLG has ever contracted with or represented any political party, and we are committed to being unbiased advisors.
- Skilled communicators and facilitators with a history of successfully guiding public agencies through complex projects.
- Elections and voting rights legal experts who understand voting-related issues faced by cities.

We believe we are the best team for this project and hope to support the County's redistricting and public engagement efforts. Thank you for considering this proposal, and please contact us if you have questions or would like to discuss our qualifications.

Sincerely,

FLO Analytics



Tyler Vick

*Principal in Charge/Managing Director*



## 2. Statement of Qualifications

### Key Capabilities

FLO brings a track record of redistricting success, having assisted public agencies of all sizes with redistricting and demographic analysis projects. Every boundary analysis project we have conducted has been approved by the governing council or board.

We have designed our own tools and procedures to create a fully transparent redistricting process that earns the trust of the community. In the past year, we have dedicated countless hours to tailoring our process for success in the virtual environment. Our team has facilitated dozens of virtual public meetings ranging in size from just a handful of participants to over three hundred. This experience, in addition to the skills outlined below, makes us uniquely qualified to perform the services requested.

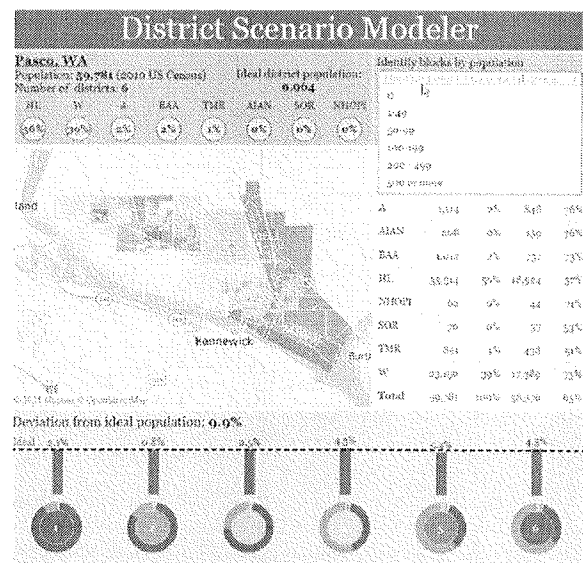
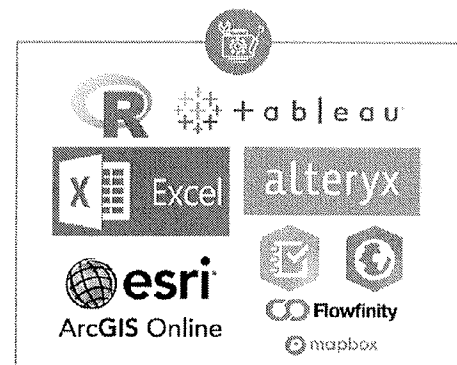
**Demographic and spatial analysis**—FLO's team of 25 includes experienced demographers, data analysts, application developers, and spatial analysts. We excel at integrating data sources to perform advanced analyses. Our demographers routinely evaluate land and building development data in combination with demographic information to produce population forecasts.

**Modern technology and tools**—As technical experts, we consider it our responsibility to stay up to date with the latest tools and technologies. We have extensive knowledge of the data analytics and geospatial software landscape and employ only the best products to complete project work. FLO has been an ESRI business partner for nine years, and we are accomplished users of Alteryx, Tableau, QGIS, R, and other mapping and analytical software. The nature of our work makes it imperative that we provide our clients with user-friendly tools, and if the available products do not meet our expectations, we build them ourselves. Our analysts have developed redistricting processes and tools that are faster, more reliable, and easier to use than our competitors'.

The District Scenario Modeler is an interactive, web-based mapping tool that we designed to provide your community with an easy way to participate in the districting or redistricting process. The tool allows users to draw their own boundaries and instantly view demographic information to see if the boundaries are population balanced and support fair representation. The tool includes several features that guide users and help them to create viable district maps.

**Public engagement and meeting facilitation**—We bring many years of experience in facilitating genuine communication between elected councils, appointed staff, and stakeholders. The professionals on our proposed project team have experience using in-person and virtual platforms to ensure that public engagement processes are transparent and accessible to members of the community. We have experience communicating to nontechnical audiences and have developed proven workflows to make sure your community members know their voices are being heard.

**Experience leading projects subject to legal and regulatory scrutiny**—We have led countless projects that supported court cases or required strict adherence to complicated regulations. Attorneys; private companies; and local, state, and federal government agencies have all called on FLO to provide rigorous technical analyses



that stand up in a court of law. RPLG's election law practice recognizes the critical need for local officials to receive timely, accurate, and practical legal advice to solve election problems arising under state and federal law. The firm is uniquely positioned to provide these expert services in this high-stakes area. RPLG also regularly provides advice and representation on cutting-edge legal issues including recall elections; the Voting Rights Act; the Help America Vote Act; and the certification, security, and reliability of new voting systems.

## FLO Project Examples

### CITY COUNCIL REDISTRICTING

CITY OF BROOKHAVEN, GEORGIA

**Project Completed:** expected to be completed in 2021

**Project Contact:** Chris Balch, City Attorney, [chris@balchlawgroup.com](mailto:chris@balchlawgroup.com), 404.202-5934

Faced with the dilemma of a significantly constrained timeframe to redistrict their city council boundaries, the City of Brookhaven, GA contracted FLO to help them get a jumpstart on the redistricting process. We are using a combination of available population projection and demographic estimate data to create our own estimated 2020 census block demographic attributes tables.

By blending data from the American Community Survey, ESRI's demographic program, DeKalb County population projections and the city's building permit and address databases, we will develop highly accurate block-level demographic estimates prior to the Decennial Census PL 94-171 Redistricting Data Summary Files' release. These estimates allow the city, which has experienced rapid population growth and several annexations since its incorporation in 2012, to create population-balanced districts and ensure fair representation in advanced of an early city council primary election.

### ATTENDANCE AREA REDISTRICTING

CENTRAL VALLEY SCHOOL DISTRICT WASHINGTON

**Project Completed:** 2018

**Project Contact:** Tim Nootenboom, Associate Superintendent of Learning & Teaching  
[TNootenboom@cvsd.org](mailto:TNootenboom@cvsd.org), 509.558.5400

Central Valley School District (CVSD) is in one of the fastest-growing counties in Washington. To get ahead of their community's population growth, FLO helped CVSD redistrict attendance area boundaries, which included the creation of a new attendance area. FLO provided comprehensive boundary review services, guiding the district through our five-step data-driven and consensus-based process that resulted in the CVSD School Board's approval of 13 new elementary school boundaries. FLO also helped CVSD leverage student enrollment forecasts for capacity planning. Using information from in-person interviews with city planners and site developers, data on construction permits, and our mapping and analytical tools, we identified where land use trends would affect the future distribution of students in the district.

### ATTENDANCE AREA REDISTRICTING

SALEM-KEIZER PUBLIC SCHOOLS, OREGON

**Project Completed:** 2019

**Project Contact:** Michael Wolfe, Chief Operations Officer  
[WOLFE\\_MICHAEL@salkeiz.k12.or.us](mailto:WOLFE_MICHAEL@salkeiz.k12.or.us), 503.508.9700

In order to balance ten-year projected enrollment and plan for the future, a boundary review of 65 individual schools within a six high school feeder system was necessary. FLO completed several phases of enrollment and facilities planning to support a comprehensive boundary review process for Salem-Keizer Public Schools (SKPS). Pre-boundary review work included using existing elementary school attendance areas and ten-year attendance-based enrollment forecasts to validate SKPS' long-range facilities plan and post-bond 2,200 capacity model for the six high schools. This helped in right sizing SKPS' high schools to confirm recommended capacities from past capital facility planning will meet the needs of SKPS for the next ten years.

FLO then developed five- and ten-year residence-based enrollment forecasts to inform boundary scenario modeling during Boundary Review Task Force meetings. The Task Force was a coalition of approximately 60 parents, principals, community members, and representatives from community-based organizations, charged with providing boundary change recommendations to the Superintendent. New boundaries were presented to the SKPS Board of Directors and approved without revisions in February 2019.

## RPLG Project Examples

### BARRETT V. COUNTY OF NAPA

NAPA COUNTY, CALIFORNIA

**Project Completed:** 2020

**Project Contact:** Sherri Kaiser, Chief Deputy County Counsel, Napa County Counsel  
sherri.kaiser@countyofnapa.org, 707.259.8247

In *Barrett v. County of Napa*, Case No. 18-cv-6124 (N.D. Cal.), we represented Napa County in defending a voter initiative against facial preemption and constitutional vagueness and vested rights challenge brought in consolidated actions. We obtained dismissal of the central part of the case—a federal preemption claim. Ultimately, the remainder of the case, which was based on an assertion of vagueness, settled based on a clarification of ballot language issued by the County.

### SONOMA COUNTY BOARD OF SUPERVISORS

SONOMA COUNTY, CALIFORNIA

**Project Completed:** 2020

**Project Contact:** Bruce Goldstein, Sonoma County Counsel  
bruce.goldstein@sonoma-county.org, 707.565.6118

RPLG represented the Sonoma County Board of Supervisors and successfully defeated the Sheriff's petition for a writ of mandate to require the Board to provide funds to the Sheriff to challenge a county-wide ballot measure that expanded the authority of the Independent Office of Law Enforcement Review and Outreach, the county office that oversees the Sheriff's Department.

### CITY AND COUNTY OF SAN FRANCISCO V. RETIREMENT BOARD OF SAN FRANCISCO EMPLOYEES' RETIREMENT SYSTEM

CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA

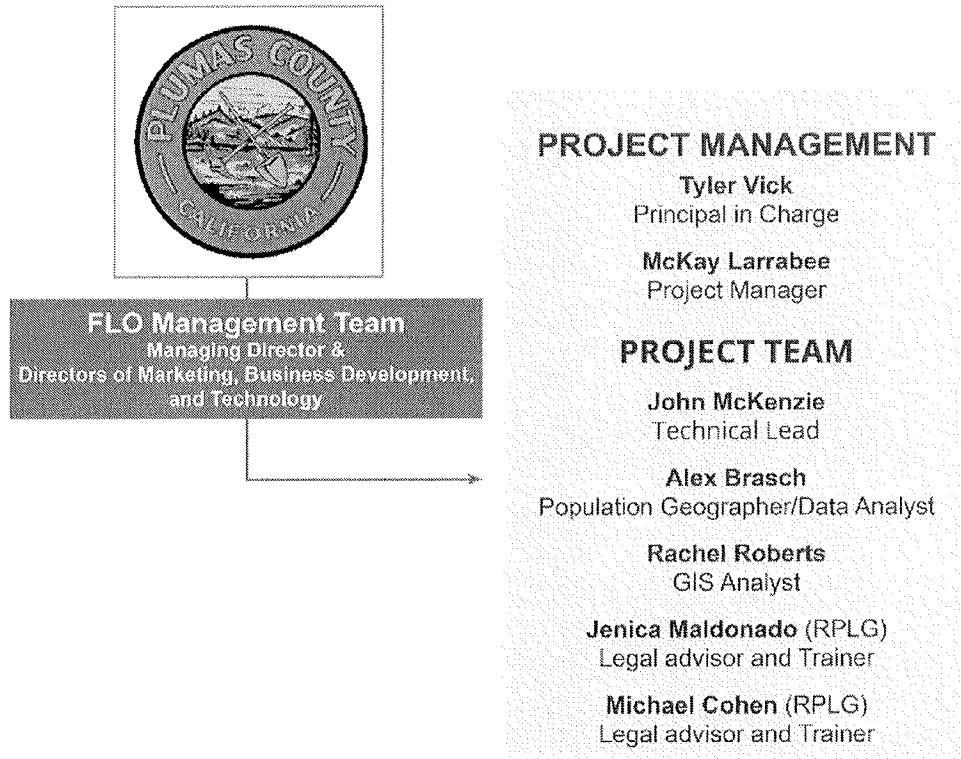
**Project Completed:** 2019

**Project Contact:** Moira Walsh, Managing Attorney, City and County of San Francisco  
Moira.Walsh@sfcityattys.org, 415.55.4707

In *City and County of San Francisco v. Retirement Board of San Francisco Employees' Retirement System*, Case No. A151518 (Cal. App. 1st Dist. May 10, 2019), RPLG successfully defended San Francisco in its interpretation of a ballot measure that reduced certain pension benefits involving cost-of-living adjustments.

### 3. Organization and Staffing

FLO has assembled a team of professionals with the experience and skill sets required to provide the County with innovative and cost-effective redistricting services. We have structured our team so that FLO will serve as the technical experts and project managers. The attorneys of RPLG will provide legal training to the County Council and the public and ensure that FLO's analyses and tools produce district boundary scenarios that are fully compliant with all local, state, and federal laws. Our team's expertise is highlighted on the resumes in this section.



#### PROJECT TEAM KEY CAPABILITIES SUMMARY

Staff	Mapping and Balancing Districts	Demographic and Census Data Analysis	Federal and California Voting Rights Acts	Engagement with Diverse Non-Technical Audiences	Working with Governing Boards and Councils
Tyler Vick	✓				✓
McKay Larrabee	✓			✓	✓
John McKenzie	✓		✓	✓	✓
Alex Brasch	✓	✓			
Rachel Roberts	✓	✓		✓	
Jenica Maldonado			✓	✓	✓
Michael Cohen			✓	✓	



tvick@flo-analytics.com  
503.501.5232

#### Key Strengths

- Leading boards and committees through complex technical processes and contentious public engagement processes
- Managing redistricting and demographic analysis projects
- Technical communication for nontechnical audiences in high-stakes public meetings

#### Qualifications

- MS, Geography: Portland State University
- Graduate Certificate, Geographic Information Systems: Portland State University
- BS, Environmental Studies, with Honors: University of Oregon
- BS, Anthropology, with Honors: University of Oregon

# Tyler Vick

## PRINCIPAL IN CHARGE/MANAGING DIRECTOR

Mr. Vick is principal and managing director at FLO, where he has managed the firm's planning, GIS, and data analytic services for over 15 years. He has broad experience designing and implementing complex data-driven projects, having successfully managed over 300 projects for school districts; government entities (local, state, and federal); public utilities; ports; businesses; nonprofit organizations; and tribes.

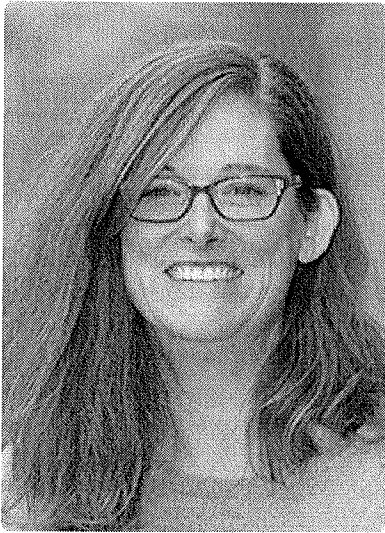
His specialty is providing visioning, strategic planning, and implementation strategies for FLO's most complex projects for both private and municipal clients. He is experienced in leading and working on diverse teams and enjoys the opportunity to collaborate with clients to solve complex technical challenges.

## RELEVANT PROJECTS

Mr. Vick provided principal-level oversight for the following projects.

- Portland Public Schools, Attendance Area Redistricting, Portland, OR
- School District of Philadelphia, Comprehensive School Planning Review, Philadelphia, PA
- Central Valley School District, Attendance Area Redistricting, Spokane Valley, WA
- Salem-Keizer Public Schools, Attendance Area Redistricting, Salem, OR
- Tacoma Public Schools, Attendance Area Redistricting, Tacoma, WA
- Lake Washington School District, Attendance Area Redistricting, Bellevue, Washington
- Gresham-Barlow School District, Attendance Area Redistricting, Gresham, Oregon
- North Mason School District, Attendance Area Redistricting Belfair, Washington
- Reynolds School District, Attendance Area Redistricting, Portland, Oregon, 2019
- Hood River County School District, Attendance Area Redistricting, Hood River, Oregon
- McMinnville School District, Attendance Area Redistricting, McMinnville, Oregon
- North Clackamas School District, Attendance Area Redistricting, Clackamas, Oregon
- West Linn-Wilsonville School District, Attendance Area Redistricting, West-Linn, Oregon
- Snohomish School District, Attendance Area Redistricting, Snohomish, Washington





mlarrabee@flo-analytics.com  
503.501.5218

#### Key Strengths

- Managing redistricting and demographic analysis projects
- Boundary scenario modeling
- Technical communication for nontechnical audiences
- Optimizing analytical procedures and workflows

#### Qualifications

- Communicating complex technical topics to nontechnical audiences
- MS, Biology: Portland State University
- GIS Certificate: Portland State University
- BA, Biology: University of North Carolina at Chapel Hill

# McKay Larrabee

## SENIOR GIS ANALYST

Ms. Larrabee's has over 13 years of experience in the geospatial field and holds a Master of Science degree in biology and a GIS Certificate from Portland State University. Her expertise is in providing geospatial support to school districts through numerous means, including boundary reviews, committee facilitation, community engagement support, siting analyses for new schools, and enrollment forecasting.

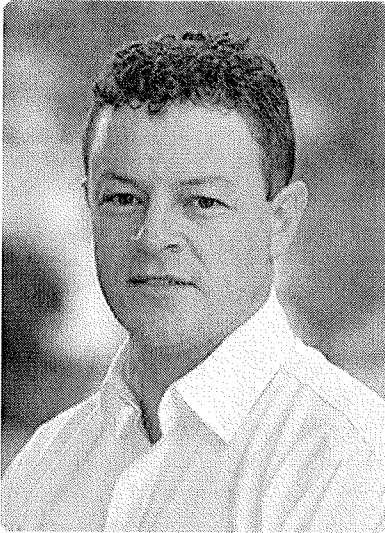
She is adept at modeling different catchment scenarios and provides school districts with springboard options informed by both district policy and enrollment forecasts. Her data-driven and communicative approach allows for objective results transmitted in a timely manner to stakeholders. She creates custom ArcGIS Online web map applications that provide interactive support to school district staff, transparency to the public during the boundary review process, and support school board decision-making and policy updates. She is skilled at facilitation and consensus building, both in-person and through virtual formats, and has administered and provided technical support for numerous community input forums.

As a project manager, Ms. Larrabee is highly adept at leading projects from nascency to delivery, ensuring client satisfaction while fostering a collaborative team atmosphere. She attributes project success to early coordination and cross pollination of ideas from both technical and nontechnical stakeholders.

## RELEVANT PROJECTS

Ms. Larrabee was project manager, lead analyst, community engagement assistance, and working group meeting facilitator for the following attendance area redistricting projects.

- Franklin-Pierce School District, Attendance Area Redistricting, Tacoma, WA
- Harford County Public Schools, Attendance Area Redistricting g, Harford County, MD
- Fife Public Schools, Enrollment Forecasting and Attendance Area Redistricting and Enrollment Forecasting, Fife, WA
- Camden City School District, Attendance Area Redistricting, Camden, NJ
- Lake Washington School District, Enrollment Forecasting, Lake Washington, WA
- Gresham-Barlow School District, Enrollment Forecasting and Attendance Area Redistricting, Gresham, OR
- Lake Oswego School District, Attendance Area Redistricting, Lake Oswego, OR



jmckenzie@flo-analytics.com  
617.865.5443

#### Key Strengths

- Managing large data analysis projects
- Technical communication for nontechnical audiences
- Optimizing analytical procedures and workflows
- Data analytics and visualization
- Decision support tool creation
- Designing public-facing open data portals

#### Qualifications

- BA Political Science, Eckerd College
- MA Environment Science & Policy, Clark University
- Certificate in GIS, University of Washington

# John McKenzie

## TECHNICAL LEAD/SENIOR ANALYST

Mr. McKenzie has over a decade of experience managing technical projects for local and state governments, federal agencies, nonprofit and private organizations. He is a perspicacious analyst with deep expertise in quantitative, qualitative, and spatial analytical methods.

Mr. McKenzie is particularly adept at creating intuitive decision support tools to help users discern solutions to complex problems. He is the developer of FLO's District Scenario Modeler and Redistricting Engagement Portal. In addition to his technical proficiency, Mr. McKenzie is a skilled communicator and public speaker. He has spoken on a variety of technical and analytical concepts for webinars and interviews and has presented at dozens of conferences, workshops, and public meetings.

## RELEVANT PROJECTS

### Redistricting Consulting Services, Brookhaven, GA

Mr. McKenzie is assisting City of Brookhaven with redistricting as project manager. He oversees all project work, including analysis of electoral voting districts and coordinating public outreach tasks. He also works closely with the city attorney's office and city staff to ensure all project goals are met.

### Local Elections Tracker, Association of Washington Cities, Olympia WA

Mr. McKenzie managed a project that resulted in an election results tracking dashboard for mayoral and city council races in Washington. Mr. McKenzie coordinated with the Washington Secretary of State, Elections Division to integrate elections results data from all 39 Washington Counties. The results were compiled into an interactive tool that provided near real-time results for every mayoral and city council race in the state, the type of technology that is usually reserved for state and national elections.

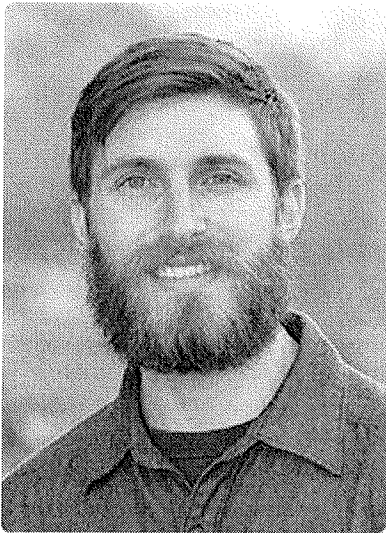
### Facility Profiler, Portland Public Schools, Portland OR

Mr. McKenzie built an interactive tool that allowed the internal project team to analyze and visualize key information for a large attendance area redistricting project. The tool included a mapping interface of attendance areas boundaries and accompanying student demographic information. By distilling Student Information System data into a visual platform, the Facility Profiler proved critical to the project team by revealing transfer rates between schools amongst different segments of the student population.

### Survey Response Dashboard, Camden City School District, Camden NJ

Mr. McKenzie oversaw the development of a dashboard that visualized the results of an online and phone survey of parents and guardians of students in the Camden City School District. The dashboard displayed thousands of responses by hundreds of parents via a user-friendly interface that the district was able to easily navigate and understand.





abrasch@flo-analytics.com  
503.501.5231

#### Key Strengths

- Analyzing statistical, demographic, and census data
- Integrating demographic data into boundary scenario modeling software applications
- Communicating complex technical topics to nontechnical audiences

#### Qualifications

- Graduate Certificate in Applied Social Demography: Portland State University
- BA, Geography and Environmental Studies: University of Wisconsin-Madison

#### Certifications

- Alteryx Designer Core Certified

# Alex Brasch

## POPULATION GEOGRAPHER & DATA ANALYST

Mr. Brasch has eight years of experience in the fields of geography, Geographic Information Systems (GIS), and data analytics. His academic background includes a BA in Human Geography and Environmental Studies and graduate studies in applied social demography and population geography.

Mr. Brasch regularly employs the full spectrum of analytics—from data wrangling and discovery to modeling and visualization—in order to achieve a comprehensive understanding of spatial phenomena. He specializes in the development of workflows and tools using GIS, Alteryx, R, and Tableau for streamlining data preparation, geospatial analysis, process modeling and optimization, and data visualization.

Mr. Brasch works closely with FLO analysts, project managers, and clients to identify project requirements and goals, develop analytical solutions, and produce informative data visualizations. Mr. Brasch also regularly integrates demographic research and analysis into a variety of projects to better inform strategic planning and decision-making. He plays an integral role in nearly all aspects of school district projects but focuses on the synthesis of residential development data, demographic variables, and student enrollment information to inform attendance area boundary modeling, as well as the preparation of student enrollment forecasts. Additionally, he creates and maintains custom analytical applications and web maps that provide school districts with the ability to interactively view student information, generate on-the-fly boundary scenarios, and present spatial data to public stakeholders.

## RELEVANT PROJECTS

Mr. Brasch was or is the population geographer for the following projects.

- City of Brookhaven, City Council District Redistricting, Brookhaven, GA
- Portland Public Schools, Attendance Area Redistricting, Portland, OR
- School District of Philadelphia, Comprehensive School Planning Review, Philadelphia, PA
- Central Valley School District, Attendance Area Redistricting and Student Enrollment Forecasting, Spokane Valley, WA
- Edmonds School District, Attendance Area Redistricting and Student Enrollment Forecasting, Edmonds, WA
- North Clackamas School District, Attendance Area Redistricting and Student Enrollment Forecasting, Milwaukie, OR
- Camden City School District, Attendance Area Redistricting, Camden, NJ







rroberts@flo-analytics.com  
503.501.5219

#### Key Strengths

- ♦ Developing GIS/Alteryx workflows to support redistricting projects
- ♦ Data compilation, data blending, and boundary scenario modeling
- ♦ Creating easy-to-understand and visually appealing maps to support public engagement initiatives

#### Qualifications

- ♦ BA, Environmental Studies: University of Washington—Seattle

# Rachel Roberts

## GIS ANALYST

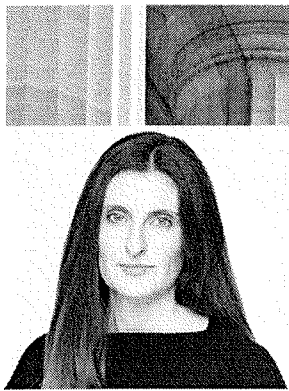
Ms. Roberts joined FLO in 2016 with an academic background in environmental studies and geography, focusing on environmental planning and communication. She has worked on projects using GIS in the private, nonprofit, and government sectors and has experience managing data, performing spatial analyses, and producing cartographic products.

Her GIS capabilities include geospatial data analysis, GIS/Alteryx workflow development, data modeling, data management, and data visualization. Ms. Roberts has experience modeling options for districts to explore potential outcomes from grade reconfiguration, boundary review, and program relocation. She also creates and maintains custom ArcGIS Online web map applications for internal district use and as a public outreach tool. She enjoys exploring and solving problems through both qualitative and quantitative data analysis.

## RELEVANT PROJECTS

Ms. Roberts was or is the GIS analyst for the following projects.

- ♦ School District of Philadelphia: Comprehensive School Planning Review, Philadelphia, PA
- ♦ Portland Public School, Attendance Area Redistricting, Portland, OR
- ♦ Camden City School District, Attendance Area Redistricting, Camden, NJ
- ♦ Salem-Keizer Public Schools, Attendance Area Redistricting, Salem, OR
- ♦ Central Valley School District, Attendance Area Redistricting and Enrollment Forecasting, Spokane, WA
- ♦ Trulia, Inc: School District Boundary Error Assessment, San Francisco, CA
- ♦ West Linn-Wilsonville School District, Attendance Area Redistricting and Enrollment Forecasting, West Linn/Wilsonville, OR
- ♦ North Clackamas School District, Attendance Area Redistricting and Student Enrollment, Clackamas, OR



## Jenica Maldonado Of Counsel

(415) 848-7200 • [jmaldonado@publiclawgroup.com](mailto:jmaldonado@publiclawgroup.com)



### Practice Areas

- Labor & Employment
- Government

### Bar Admission

- California

### Education

- University of San Francisco School of Law, JD, *magna cum laude*
- Santa Clara University, BS, *magna cum laude*

### Experience

Beginning in February 2021, Jenica Maldonado will be joining Renne Public Law Group as an Of Counsel after working as a Deputy City Attorney with the San Francisco City Attorney's Office.

### RELATED EXPERIENCE

As a Deputy City Attorney on the Ethics & Elections Team, Ms. Maldonado advises the Department of Elections regarding local and state election laws and municipal law matters, including public records and open meeting laws; draft title and summaries, ballot questions and digests and staff Ballot Simplification Committee meetings for the November 2019, March 2020, and November 2020 elections. She defends election contests in trial and appellate courts, including obtaining dismissals of challenges to a November 2019 affordable housing general obligation bond measure. She also advises the Ethics Commission and staff regarding local and state ethics laws. She advises staff regarding enforcement matters during investigative-stage. Ms. Maldonado advises, and trains elected officials, commissioners, and City employees regarding conflicts of interest and conduct related trainings. She advises deputy city attorneys regarding professional responsibility matters. She drafts legislation and provides advice regarding City's response to COVID-19.

As a Deputy City Attorney on the Labor Team, Ms. Maldonado represented the City in multi- and single-plaintiff matters during trial and appellate court phases. Some representative matters include:

- *Daugherty v. CCSF* – defended San Francisco Police Department following termination of officers after discovery of racist, homophobic and misogynistic text messages. Managed evidence collection and production, including securing declarations from U.S. Attorney's Office and took and defended key depositions, and drafted motions. Following adverse trial court order, Court of Appeal issued [published decision](#) finding terminations did not violate the Public Safety Officers Procedural Bill of Rights Act.
- *Stockwell et al. v. CCSF*; *Stevenson v. CCSF*; *Johnson v. CCSF* – defended SFPD and San Francisco Fire Department in multi-plaintiff cases challenging promotional exams for causing a disparate impact based on age. Managed voluminous discovery productions, defended depositions, worked with experts on statistical analyses, and drafted motions, including oppositions to class certification and motions for summary judgment.
- *Lai v. CCSF* – defended SFPD's reassignment of managers to new fire stations following finding that subordinate had suffered sexual harassment. Prevailed on anti-SLAPP motion. Developed and executed discovery plan to protect third party privacy interests during substantial discovery production.

Ms. Maldonado led counsel on single plaintiff matters alleging employment discrimination, retaliation and disability accommodation claims. She also took and defended depositions, drafted and argued motions, including successful motions for summary judgment and drafted appellate briefs as well as negotiated favorable settlements.

She represented the City in labor arbitrations and administrative proceedings, including before the Public Employment Relations Board.

Ms. Maldonado served as assigned labor advice counsel to various City departments, including the Public Defender, Department of Building Inspection, the Department of Homelessness and Supportive Housing, and Clerk of the Board of Supervisors.

Prior to the Office of the City Attorney, Ms. Maldonado was a labor & employment associate at Perkins Cole LLP and Hanson Bridgett LLP. During law school, she externed for the Hon. Joyce Kennard of the Supreme Court of California and clerked for the Government Team at the San Francisco City Attorney's Office.



## Michael Cohen Law Clerk

(415) 848-7200 • cohenm2021@lawnet.ucla.edu

### Practice Areas

- Litigation

### Bar Admission

### Education

- University of California, Los Angeles, JD (May 2021)
- University College of London, MA
- University of Colorado at Boulder, BA, *magna cum laude*

### Experience

Beginning Fall 2021, Michael S. Cohen will be joining Renne Public Law Group as a Law Clerk. Mr. Cohen has served in the chambers of Presiding Justice Arthur Gilbert at the California Court of Appeals and pursued a variety of work advancing accessibility to social services and public benefits. On UCLA Law campus, Mr. Cohen is heavily involved with student government and political student groups and is an editor on multiple journals, including the UCLA Law Review.

Mr. Cohen works as a Legal Fellow for the UCLA Voting Rights Project. Mr. Cohen has worked on several of the recent vote-by-mail lawsuits, published policy papers and scholarship on voting rights matters, and collaborated with state and federal government officials to facilitate compliance with election laws and expand access to the voting franchise.

### VOTING RIGHTS WORK

- **California Redistricting Reports:** Wrote several reports on California counties potentially liable under the CVRA and/or VRA for private use by voting rights organization. These included a racially polarized voting analysis and alternative voting district maps establishing majority-minority districts for use in future litigation.
- **Asian Language Ballot Access:** Identified a dozen counties nationwide with especially large limited-English-proficient Asian language-speaking populations that barely avoided coverage by Voting Rights Act section 203 during the Census Bureau's 2016 coverage determination. I coordinated an effort with several voting rights organizations to issue letters to local election officials asking that the jurisdictions provide election materials in the relevant languages and warning them of possible litigation.
- *Harding v. County of Dallas*, 336 F.Supp.3d 677 (N.D. Tex. 2018) (helped prepare lead counsel for Dallas County, Texas for oral arguments defending the County's 2011 redistricting plan from Anglo voters bringing VRA section 2 claim alleging that the plan improperly favored minority voters)
- *In re State*, 602 S.W.3d 549 (Tex. 2020) (drafted several documents for amicus Texas Democratic Party in action seeking to establish that a prospective voter's lack of immunity to COVID-19 is a basis for obtaining a mail ballot under Texas law)
- *Texas Democratic Party v. Abbott*, 461 F.Supp.3d 406 (W.D. Tex. 2020) (drafted several documents in First, Fourteenth, and Twenty-Sixth Amendment challenge to Texas mail ballot access law)
- *Texas Democratic Party v. Abbott*, 978 F.3d 168 (5th Cir. 2020) (drafted several documents in Twenty-Sixth Amendment challenge to Texas mail ballot access law)
- *Black Voters Matter Fund v. Raffensperger*, 2020 WL 4597053 (N.D. Ga. 2020) (helped research and write expert witness report for ACLU's Twenty-Fourth and Fourteenth Amendment challenge to Georgia's refusal to pay postage for mail ballots)
- *Issa v. Newsom*, 2020 WL 6580452 (E.D. Cal. 2020) (drafted motion to intervene for intervenor-defendant voting rights organization to protect California Governor's order that all voters receive a mail ballot for the 2020 general election)
- *Republican National Committee v. Newsom*, 2020 WL 3430243 (E.D. Cal. 2020) (drafted motion to intervene for intervenor-defendant voting rights organization to protect California Governor's order that all voters receive a mail ballot for the 2020 general election)
- *Anderson v. Raffensperger*, 2020 WL 6048048 (N.D. Ga. 2020) (drafted section of expert witness report for plaintiffs seeking relief from long polling location lines in Georgia during the June 2020 primary election)

### PUBLICATIONS

- COVID-19, the Census Delay, and Local Redistricting: What Local Public Agencies Can Do to Prepare, *PUBLIC CEO* (June 25, 2020).

# 4. Scope of Work

## TASK 1—PROJECT PLANNING & COORDINATION

### Task 1A—Kickoff Meeting

The project will begin with a kickoff meeting between the project team and County staff to create project alignment and establish timelines for deliverables. The kickoff meeting will cover the following topics:

- Redistricting process, including the legal requirements (local, state, and federal); analytical process; and public involvement components
- Key points of contact within the County
- Community outreach and engagement plan
- Brief discussion of communities of mutual or related interest
- Project timeline, including future meeting dates with the County Team and the public

### Task 1B—Data Collection and Compilation

Under Task 1B, we will collect and compile all data required to conduct our analyses. In addition to the Decennial Census P.L. 94-171 Redistricting Data Files, we will collect the County's existing district boundary data, school attendance area data, street center lines, boundary data for other communities of mutual interest (e.g., Tribal lands, defined neighborhoods, homeowners' associations), and additional data identified during the project. All data and accompanying metadata will be compiled into an ESRI ArcGIS geodatabase that can easily be transferred to the County after completion of the project.

### Task 1C—Additional Project Management and Coordination

Task 1C is designed to account for anticipated project management and coordination needs between the project team and the County throughout the course of the project. Such tasks may include, but are not limited, to weekly status update and coordination calls with the County and ad hoc data or demographic information requests.

### Deliverables Summary

- (Task 1A) A detailed project timeline
- (Task 1B) An ESRI ArcGIS Geodatabase containing all files used in the redistricting analysis
- (Task 1C) Weekly status updates and coordination calls

## TASK 2—COMMUNITY OUTREACH & PUBLIC ENGAGEMENT

### Task 2A—Community Outreach Strategy

In coordination with the County, our team will develop a community outreach and engagement strategy to create awareness of the project throughout the county and to ensure our process captures the input of various stakeholders and community groups. Part of the outreach strategy will include developing a list of groups and organizations within the county that should be expressly notified about the redistricting process and the opportunities for public input.

### Task 2B—Public Hearings

To comply with the FAIR MAPS Act, a minimum of four public hearings will be held. These hearings will be designed to ensure a fair and transparent process that offers sufficient opportunity for public involvement.

These meetings will be facilitated by our experienced staff. A summary of the topics to be covered at each meeting is provided below:

- **First public hearing:** Before drafting district boundary maps, we will conduct a public presentation to describe the procedural, legal, and analytical aspects of the redistricting process. The presentation will include: (1) training on the legal aspects of the redistricting process, including the Federal Voting Rights Act, California Voting Rights Act of 2001 and the FAIR MAPS act; (2) training on how to use the District Scenario Modeler (DSM) web-based mapping tool; and (3) a description of the analyses and the process we will use to draw the new district lines.
- **Second public hearing:** During the second public hearing, we will present a minimum of two and no more than five district boundary options that satisfy the County's requirements including all local, state, and federal redistricting regulations and guidelines. For each scenario, we will provide a map, demographic summary of the districts, estimated population balance, and written description of the scenario including how it compares to the county's original council district lines. We will also solicit and document public feedback about each of the scenarios.
- **Third public hearing:** At the third public hearing, we will present a revised set of scenario options that account for any feedback we receive about the initial district scenarios from county staff and/or members of the community.
- **Fourth public hearing:** At the fourth public hearing, we will present the final district boundary scenario for public comment and adoption by the County Board of Supervisors.

## Task 2C—Deploy the District Scenario Modeler

The District Scenario Modeler (DSM) is an interactive web-based mapping tool that we designed to provide users with an easy way to participate in the redistricting process. The tool allows users to draw their own boundaries and instantly view demographic information to see if the boundaries are population-balanced and support fair representation. Maps are easily submitted online to the project team for consideration.

The 2020 Census Block Geographies, the redistricting data files, and other requested attributes (e.g., voting age population, population by housing type, etc.) will be loaded into the DSM. Our team will then work with county staff to embed the District Scenario Modeler into the County's website and make it accessible to the public.

## Deliverables Summary

- (Task 2A) A memo describing our community outreach strategy that includes a list of groups and organizations within the county that should be expressly notified about the districting process and the opportunities for public input
- (Task 2B) Presentations on the redistricting process and updates on the project status
- (Task 2C) District Scenario Modeler loaded with the 2020 Census Block Geographies within Plumas County limits and Decennial Census Redistricting Data

## TASK 3—MAP EVALUATION

After the County and the public have submitted their district boundary maps, the project team will evaluate each map. The analyses we will use to inform our assessment include, but are not limited to, mapping the county's population to identify clusters of protected classes, measuring the compactness of each district by calculating and assigning a Polsby-Popper score and Convex-Hull measure, calculating the deviation from the ideal district population, and analyzing other demographic information such as voting age population and language spoken at home.

When the evaluations are complete, the project team will compile the maps into a single document and provide summary demographic and analytical data for each map, including whether each map meets the minimum legal requirements and whether it satisfies the concerns raised by the community.

### Deliverable Summary

- A document compiling each boundary map submitted for evaluation, summary demographic and analytical data for each map, whether each map meets the minimum legal requirements, and whether the boundary satisfies the concerns raised by the community

### **TASK 4—REDISTRICTING PLAN DEVELOPMENT**

#### **Task 4A—Develop Draft District Proposal**

Utilizing the maps submitted by the public and the feedback gathered during the public hearings, we will develop a minimum of four Supervisorial Board district boundary options. For each option we will include all the demographic and analytical data that were provided as part of the initial assessment, as well as a thorough written description of the boundaries and the benefits and limitations of each as we understand them. Prior to presenting the options to the County team, RPLG will review the plans to ensure compliance with all applicable local, state, and federal laws. The maps, the accompanying data tables, and the written description will be compiled into a single report and presented at the third public hearing.

#### **Task 4B—Develop Final District Proposal**

Drawing on the public feedback gathered during course of the project, we will develop the final proposal for the Supervisorial Board district boundaries. The final map will include all the demographic and analytical data that were provided as part of the initial assessment, as well as a written description of the plan and the benefits and limitations as we understand them. The final map, the accompanying data tables, and the written description will be compiled into a single report and presented at the fourth public hearing.

### Deliverable Summary

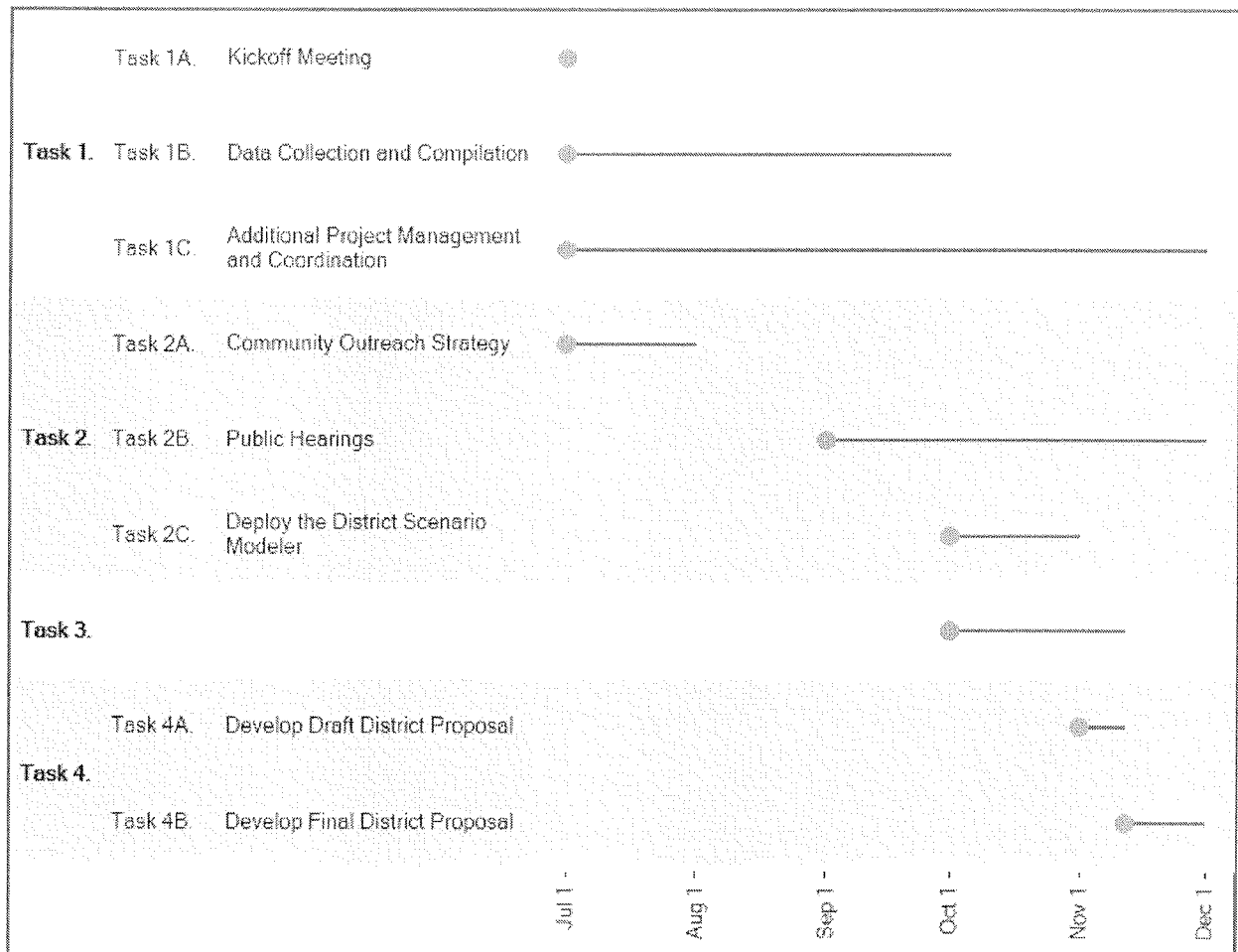
- (Task 4A) Maps, the accompanying data tables, and the written descriptions of the district boundary proposals
- (Task 4B) Final map, the accompanying data tables, and written description of the final district boundary proposal

## 5. Person Hours by Task

	TASK	1A	1B	1C	2A	2B	2C	3	4A	4B
FLO	Tyler Vick	1						1		
FLO	McKay Larrabee	2		14	6	40	1	2	6	6
FLO	John McKenzie			2	2	2	1	1	1	1
FLO	Alex Brasch	2	8	8	2	20	12	18	18	8
FLO	Rachel Roberts	1	16	8		20	4	6	24	16
RPLG	Of Counsel					10			10	4

## 6. Project Schedule

The timeline below depicts our best estimate for the time it will take to perform each task and assumes that the 2020 federal decennial census data will be available on April 1, 2021. However, due to continued uncertainty concerning the release date of the 2020 Census data, the schedule may need to be adjusted. In addition, the schedule below should be considered preliminary and can be adjusted upon request as needed to best serve County staff, Board of Supervisors, and the public.







Portland OR   Seattle WA   Denver CO   Boston MA



COUNTY OF PLUMAS

# PROFESSIONAL REDISTRICTING & DEMOGRAPHIC CONSULTANT SERVICES

## COST PROPOSAL

Response to Request for Proposals



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April 7, 2021

REQUEST FOR  
PROPOSALS

**McKay Larrabee**  
Project Manager

3140 NE Broadway Street  
Portland, OR 97232  
Desk: 503-501-5218  
mlarrabee@flo-analytics.com

# 1. Cover Letter

Office of the County Administrator  
Gabriel Hydrick  
520 Main Street, Rm. 309  
Quincy, California 95971

Re: RFP for Professional Redistricting & Demographic Consultant Services

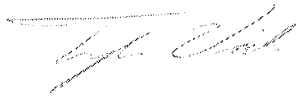
Dear Gabriel Hydrick:

FLO Analytics (FLO) appreciates the opportunity to submit this cost proposal to assist the County of Plumas (County) with redistricting services.

The cost proposal in this document represents our best estimate to provide the redistricting services requested by the County. We charge a flat rate of \$2,000 for the use of our District Scenario Modeler by the County and the public. All other work will be billed on an hourly basis.

We have allotted some time towards performing tasks that are not explicitly referenced in the scope of work (e.g., additional demographic analyses). However, the extent and nature of such tasks could require additional budget. Any additional public hearings, beyond the four specified in the scope could also impact the budget. Please also note that this proposal was written with the assumption that meeting attendance will be virtual. In-person attendance may require adjustments to the budget. We charge on an hourly basis for meeting preparation and attendance.

Sincerely,  
FLO Analytics



**Tyler Vick**  
*Principal in Charge/Managing Director*



## 2. Cost of Services

Task	Hours	Cost
Kickoff meeting	6	\$955
Data collection and compilation	24	\$3,320
Additional project management and coordination	32	\$4,810
Community outreach strategy	10	\$1,580
Public Hearings	92	\$15,830
Deploy the district scenario modeler	18	\$2,605
Map Evaluation	28	\$4,115
Develop draft district proposal	59	\$10,475
Develop final district proposal	35	\$5,845
Flat fee charges		Cost
District Scenario Modeler		\$2,000
Total		\$51,535

## 3. Hourly Rates by Classification

Personnel	Hourly Rates
<b>FLO</b>	
Principal	\$190–250/hour
Senior	\$140–190/hour
Analyst	\$120–150/hour
<b>RPLG</b>	
Of Counsel	\$305–\$425





Portland OR   Seattle WA   Denver CO   Boston MA



444



## COUNTY ADMINISTRATOR

Gabriel Hydrick

### AGENDA REQUEST AND STAFF REPORT

For the May 4, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** Approve & Authorize Release of Franchise Fee Audit and Consulting RFP

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

**From:** Gabriel Hydrick, County Administrator

**Date:** 4/17/2021

#### **Background/Introduction:**

Over this last fiscal year the County Administrator has consistently invited Department Heads and other staff to be revenue oriented. More specifically, be attentive to, improve and leverage revenue opportunities. One such opportunity presents itself in the form of performing an audit on Franchise Fee Agreements, both existing and potential franchise opportunities. Franchise Agreements exist where a local government charges for use of its property. The fee(s) must not exceed the reasonable value of the franchise and be reasonably related to the value of the franchise. The value of Franchise Fees is they are a revenue stream for the General Fund. Additionally, Franchise Fees are not subject to Prop 218 and the revenue is available for unrestricted purposes.

A Franchise Fee Audit consulting service will help the County achieve and ensure widespread compliance on companies and agencies that utilize the County's right-of-ways. Such opportunities are not limited to solid waste agreements or roadway easements alone, but include communications, cable, video, electric and gas utilities.

On June 29, 2017, the California Supreme Court decided *Jacks v. City of Santa Barbara*, the Court's latest opportunity to consider the impact of 1996's Proposition 218 on municipal finance. The case makes important contributions to the law, confirming that:

- fees for use of government property are not taxes requiring voter approval,
- such fees generate discretionary (i.e., general fund) revenues to be used for any lawful purpose of the agency, and
- standing to challenge a revenue measure is limited to those who have a legal duty to pay it.

<https://chwlaw.us/wp-content/uploads/June-2017-Bulletin.pdf>

The County Administrator pursued exploratory dialogue for Franchise Fee Audit services with a company, MuniServices, when they reached out over a social media platform. These discussions resulted in MuniServices making a proposal for services (Attachment 'A'). The County Administrator also proposed the idea of Franchise Fee audit services at a budget committee meeting during the summer of 2020 where the idea was received well and encouraged to pursue further. At the Board of Supervisor meeting on February 2, 2021, the Board directed staff to develop a RFP for Franchise Fee Audit and Consultant Services; this RFP is now ready and reviewed by County Counsel.

**Recommended Actions:**

Staff respectfully requests the Board to:

- Approve and authorize release of the Franchise Fee Audit and Consulting RFP

Or

- Provide different direction to staff

**Fiscal Impact:**

This is a revenue-generating project that will discover the potential revenue impact once initiated. Expenditures beyond fixed fees should be covered by revenues generated through Franchise Agreements. The fixed fee(s) may be funded by General Services, Professional Services and contingent fees paid through implementation of franchise agreements.

**Attachments:**

Attachment 'A' - Franchise Fee Audit and Consulting RFP



**COUNTY OF PLUMAS**

**REQUEST FOR PROPOSALS**

**FOR**

**FRANCHISE FEE AUDITING SERVICES**

RFP Submittals Due By:  
May 28, 2021 at 3:00pm

Office of the County Administrator  
Gabriel Hydrick  
520 Main Street, Rm. 309  
Quincy, California 95971  
[gabrielhydrick@countyofplumas.com](mailto:gabrielhydrick@countyofplumas.com)  
(530) 283-6446

## **INTRODUCTION**

This Request for Proposals ("RFP") is to seek qualified firms, individuals or consultants for the County of Plumas ("County") to retain a qualified professional firm to conduct an audit of County Franchise Fees currently in place and identify Franchise Fee opportunities that are currently not identified or leveraged by the County.

## **BACKGROUND**

Plumas County is located near the northeast corner of California, where the Sierra and the Cascade mountain ranges meet. The Feather River, with its several forks, flows through the County. Quincy, the unincorporated county seat, is about 80 miles northeast from Oroville, California, and about 85 miles north of Lake Tahoe and Reno, Nevada. State highways 70 and 89 traverse the county.

The population of Plumas County is just under 20,000, and the Quincy area population is about 4,217. The population of the county has grown quite slowly, and with U.S. National Forests covering over approximately 80% of its area, the county has been able to maintain the lifestyle, which is so attractive to its residents and visitors.

The county boasts more than 100 lakes and 1,000 miles of rivers and streams with over a million acres of national forest. With only nine people per square mile, this rural, four seasons mountain retreat offers beauty, solitude, and clean air, making it the ideal spot for a quiet vacation.

It is unknown as to when the County last had a Franchise Fee Audit to this level completed. The County anticipates there may be miscalculations and a number of Franchise Fee opportunities that have not been identified and leveraged to date.

## **SCOPE OF WORK**

The County of Plumas seeks qualified firms, individuals or contractors that have expertise in and services for:

- Franchise Fee Auditing services
- Identifying missed Franchise Fee opportunities
- Guidance for implementing missed Franchise Fee opportunities
- Present findings to County, including Board of Supervisors

Tasks and responsibilities of the selected consultant may include:

### **Planning:**

- Meet with County team to review franchise fee areas of interest, ordinances, agreements, compliance issues, payment records, exempted customers, rate and boundary changes

**Audit:**

- Review franchise agreements, correspondence with the providers, and a history of franchise payments.
- Review methodologies for computing franchise fees used by inside and outside auditors.
- Review franchise agreements and all ordinances and governing regulations relating to taxes to ensure compliance with all Federal, State and Local laws, and correspondence relating to the County's franchise fees.
- Communicate with each franchise to obtain the information needed to review and negotiate necessary confidentiality and non-disclosure agreement related to the audit.
- Review and analyze each franchise's general ledger and financial statements for reasonableness, completeness, and accuracy as related to the franchise fee.
- Identify excluded revenues from the franchise fee calculation.
- Review and analyze all the franchise's revenue accounts to determine if they are permitted by the County's franchise agreement, or relevant state law.
- Sample test the franchise's billings for completeness and accuracy.
- Compare the franchise's payments, exclusions, and other computations and compare the actual payments made to the County for timeliness and accuracy.
- Review applicable franchise fee opportunities within the County
- Advise the County on missed franchise fee opportunities
- Provide direction to the County to initiate and leverage missed opportunities
- Provide regular reports to the County on: accomplishments, next-steps, timelines, identify open items and responsible parties, applicable penalties and interest, issues requiring County attention/action, audit findings including missed, miscalculated and potential opportunities.
- Provide general assistance to the County as needed, such as, emails, public presentations, phone calls, and drafting correspondence to franchisees.

**Implementation:**

- Provide all necessary schedules and supporting documents to assist the County in collecting underpaid franchise fees.
- Assist in procuring, negotiating, and/or preparing any necessary closing agreements requested to conclude the audit and solidify past due amounts and remedial practices for future reporting.

**REQUIRED PROPOSAL INFORMATION**

**Technical Proposal**

1. **Cover Letter:** This letter should introduce your firm and team and should be limited to two (2) pages.

2. **Statement of Qualifications:** Include a statement of your firm's qualifications to perform the work associated with Franchise Fee Audits according to local, state and federal parameters. The statement should include information describing at least two (2) completed projects of a similar size and complexity within the past eight (8) years. Provide client contact personnel, email and telephone numbers for each project. Similar material should be provided for each sub-consultant participating in the project. This material should be limited to three (3) pages.
3. **Organization and Staffing:** Include an organizational chart showing your firm's project management team and their organizational relationship. Provide resumes for the project team, including a resume for the Project Manager and for each proposed sub-consultant, if applicable. Each resume should be as brief as possible, ideally no more than one (1) page in length.
4. **Scope of Work:** Provide a scope of work that describes task-by-task how you plan to accomplish the required work. Said scope should include tasks for review of work products by County staff. Effort should be made to keep the length of this section to under three (3) pages.
5. **Person Hours by Task:** Provide a table that shows your planned personnel hours by classification and task for all work you plan to perform.
6. **Project Schedule:** Provide a timeline that shows the planned starting time and duration of each task in your scope of work. The County hopes to complete this process within 6 -8 months.

**Cost Proposal: To be provided in a separate sealed envelope and separate email attachment.**

1. **Cover Letter:** This letter should point out any conditions which could affect your firm's costs.
2. **Cost of Services:** Provide a table that shows your firm's estimated cost for the services, listed by task. The County anticipates the audit discovering missed opportunities and miscalculations. The best cost structure may include a Fixed Fee per audit and/or Contingent Fees per finding; however, the County is open to different cost structures and is sensitive to the structure that best preserve the General Fund funding source.
3. **Hourly Rates by Classification:** Provide a listing of your firm's hourly rates by classification, as well as any other cost factors which you would need to price extra work. If a flat rate is proposed, please indicate the amount.

**PROPOSAL EVALUATION CRITERIA**

The County of Plumas intends to evaluate and rank the technical proposals received by utilizing the following criteria:

<b>Criteria</b>	<b>Points</b>
<b>Qualifications of the Firm:</b> Based on experience and projects similar to this project	20
<b>References:</b> Based on quality of references	10
<b>Staffing:</b> Based on background and experience of proposed staffing on similar projects with the proposing firm	15
<b>Schedule:</b> Based on thoroughness and reasonableness of the proposed schedule	20
<b>Scope of Work:</b> Based on the understanding of work, approach, methods, procedures, etc.	35

The proposal submitted by each firm will be ranked by County staff using the evaluation method described above. The highest ranked firm(s) may be interviewed by an evaluation team consisting of the County team (County Administrator, Public Works, Board member), in full or in part. The technical ranking may be adjusted subsequent to the completion of the interview(s).

The final evaluation and ranking of the proposals will consider the scores from the technical review and interviews, with the final selection being based upon qualification, experience, resources, understanding of the County's requirements, approach, methods and procedures, and schedule. The highest ranked firm will be selected to negotiate an Agreement utilizing the submitted cost proposal as a starting point.

The County is not bound to select any of the firms submitting proposals, may waive any irregularities in proposals and their submittal which may be advantageous to the County, and is not liable for any costs of preparation and submittal of proposals, including any presentations made to the County.

#### **GENERAL INFORMATION**

- Contract shall be for no more than one (1) year.
- Interested respondents may obtain a copy of this solicitation by contacting the County Administrator (see contact info on cover page)
- The County reserves the right to reject any and all submittals.
- The Consultant shall provide the County with any exceptions, additions, or suggestions that will aide in the selection process.
- The proposal and this RFP shall jointly become part of the Agreement for Professional Services for this project when said agreement is fully executed by the Consultant and County.
- Consultant is obligated to provide evidence of insurance.
- Subcontractors/subconsultants (subcontractors): The Proposer may utilize the services of subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. Unless a specific subcontractor is listed by the Proposer, Proposer is representing to County that Proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the Proposer shall not award work to any unlisted subcontractor without prior written approval of the County. The proposer shall be fully responsible to the County for the performance of his/her subcontractors, and of persons either directly or indirectly employed by them.

Nothing contained herein shall create any contractual relation between any subcontractor and the County.

- A term of the Agreement will be that the individual directly responsible for Consultant's overall performance of the work will be so designated in the Agreement and that person will serve as principal liaison between County and Consultant, and attend all community meetings and all Board of Supervisors' meetings related to the redistricting process. This person shall be identified ahead of time and designated in the Agreement, and no other individual may be substituted without the prior written approval of the County Administrator or the County Administrator's designee.

#### **RFP SCHEDULE**

The following is the County's tentative schedule for selection of the Consultant:

- |    |                                       |                        |
|----|---------------------------------------|------------------------|
| 1. | Issuance of RFP:                      | May 5, 2021            |
| 2. | Deadline for RFP Submittal:           | May 28, 2021 at 3:00pm |
| 3. | RFP Opening:                          | May 28, 2021 at 3:15pm |
| 4. | Review of Qualifications:             | Week of May 31, 2021   |
| 5. | Consultant Interviews (if necessary): | June 7 & 8, 2021       |
| 6. | Award of Agreement:                   | June 15, 2021          |

#### **SUBMITTAL**

**Six (4) printed copies and one (1) emailed digital copy of each technical and cost proposal must be received by 3:00 p.m. on May 28, 2021 at:**

County of Plumas, Office of the County Administrator  
Attn: Gabriel Hydrick  
520 Main St., Rm. 309, Quincy CA 95971  
[gabrielhydrick@countyofplumas.com](mailto:gabrielhydrick@countyofplumas.com)

**Please clearly mark the envelope and email subject line as follows:**

**RFP – Franchise Fee Auditing and Consulting Services**

**The consultant's cost proposal shall be submitted in a separate sealed envelope from the submittal documents and clearly marked "COST PROPOSAL". This shall be submitted digitally via email as a separate attachment with the above title.**

## **SERVICES AGREEMENT**

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its County Administrator (hereinafter referred to as "County"), and [INSERT], a California Corporation hereinafter referred to as "Contractor" or "[INSERT]".

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed [INSERT\$].
3. Term. The term of this Agreement shall be from [INSERTDATE] through [INSERTDATE], unless terminated earlier as provided herein.
4. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and



Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.

9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
  - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
  - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
  - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
  - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
  - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and

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

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

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

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

18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Gabriel Hydrick  
County Administrator  
County of Plumas  
520 Main St., Rm. 309  
Quincy, CA 95971  
Attention: [INSERT]

Contractor:

22. [INSERT]  
[INSERT]
23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.



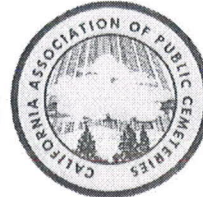
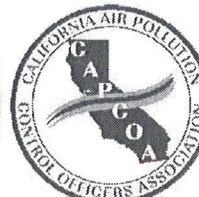
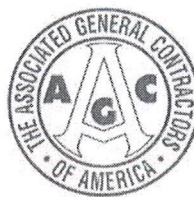
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**California Special Districts Association**  
Districts Stronger Together



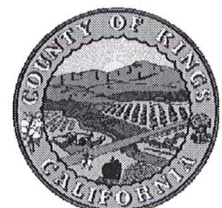
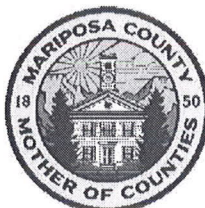
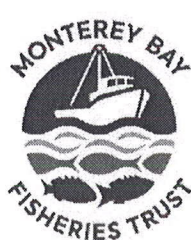
**CALIFORNIA BUILDERS ALLIANCE**



**DURAN KINST STRATEGIES**



**SPECIAL DISTRICT LEADERSHIP FOUNDATION**



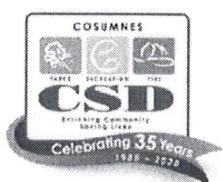
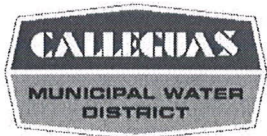
**LOS ANGELES COUNTY SANITATION DISTRICTS**  
Converting Waste Into Resources



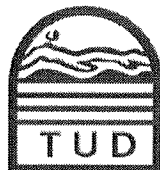
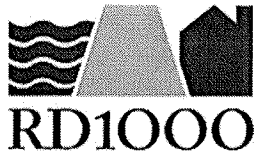
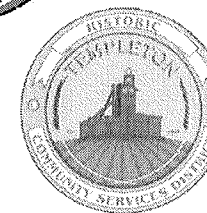
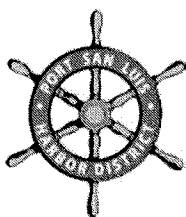
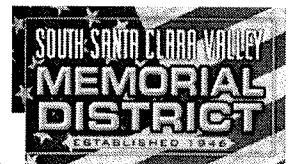
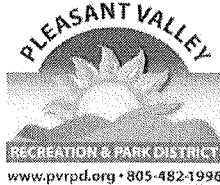
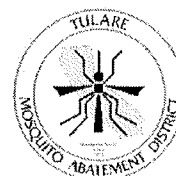
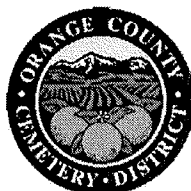
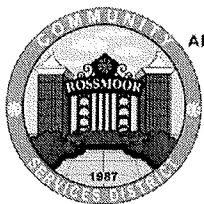
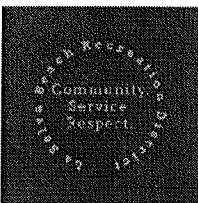
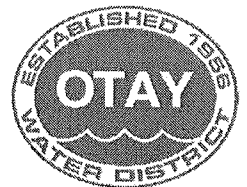
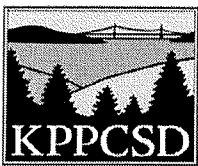
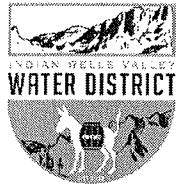
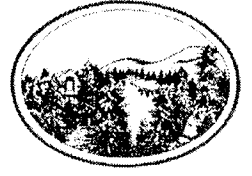
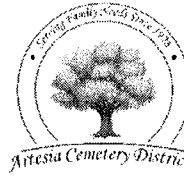
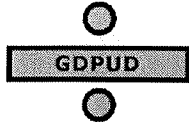
**Recreation & Park District**



**The Port of Hueneme**  
Oxnard Harbor District









April 8, 2021

The Honorable Gavin Newsom  
Governor, State of California  
State Capitol, 1st floor  
Sacramento, CA 95814

The Honorable Toni Atkins  
Senate President pro Tempore  
State Capitol, Room 205  
Sacramento, CA 95814

The Honorable Anthony Rendon  
Speaker of the Assembly  
State Capitol, Room 219  
Sacramento, CA 95814

**Re: COVID-19 Impacts – Fiscal Assistance for California’s Independent Special Districts**

Dear Governor Newsom, Pro Tem Atkins, and Speaker Rendon:

We, the undersigned organizations, strongly urge your Administration and the Legislature to extend special district local governments access to Coronavirus fiscal relief to help these vital units of local governments stabilize operations and impacts due to pandemic response.

California’s special districts have received no direct access to COVID-19 relief funding programs unlike other government entities: the state, schools, cities and counties.

Special districts provide vital services that many cities and counties cannot, such as fire protection, health and wellness programs, and core infrastructure, including access to reliable water, wastewater, and electricity. These special purpose local governments are struggling under the burden of an estimated \$1.92 billion collective unmet fiscal need since the March 2020 Emergency Proclamation and a projected \$2.43 billion anticipated unmet fiscal need by December of 2021.

**1) California has both the authority and the resources to assist the state’s special districts.**

- **Through the American Rescue Plan Act (ARPA), Congress has provided a flexible solution by explicitly empowering states with authority to transfer Coronavirus State Fiscal Recovery monies to special districts.** We respectfully urge you to use this authority to its fullest extent and distribute a portion of our State Fiscal Recovery funding to California’s special districts for the benefit of the millions of Californians they serve statewide.

**California’s revenues are enough to share.** The January 2021-2022 Budget Proposal reflected an unexpected revenue windfall of \$15 billion—with major additional revenues indicated in February and March, of which billions are reported to be discretionary. Further, between the Coronavirus Relief Fund (CRF) and the American Rescue Plan Act, Congress has approved a projected \$57.955 billion in relief funds to aid California and its local governments. Between these two funds, the State will have received a total \$36.14 Billion in discretionary dollars to address COVID-19 impacts, with cities and counties receiving the other \$21.8 billion in direct allocations from the federal government.

- **Dedicating a portion of these unanticipated one-time funds to address COVID-19 response impacts on special districts and the communities they serve is an appropriate use, consistent**

**with the near \$1.8 billion California previously distributed to cities and counties from its CRF funds.** To date, Federal and State relief have appropriately focused on stabilizing individuals and families and on allocations to cities and counties directly involved in the pandemic response. These funds and programs have been and will continue to be essential, and we applaud your vigilance and recognition that more can be done. The time has come to also focus on special districts.

- **There is precedent that supports this request and your ability to grant it.** Last year, the States of Colorado and Oregon included special districts in distributions of Coronavirus Relief Fund monies to local governments. We encourage California to follow their examples of distributing essential funding to special districts.

**2) Many special district funding streams have been dramatically compromised due to pandemic response operations and, for some districts, expenses have skyrocketed to pay for mandated health and safety protocols for their frontline workers and the public they serve.** The pandemic's fiscal toll on special districts and their communities is greater than previously expected, with many districts in the early months responsibly dipping into reserves to mitigate impacts. Reported revenue losses, unmet by federal or state relief programs, are most substantial among districts providing fire protection; healthcare and emergency services; community services and parks; ports, harbors, and transit; and utilities.

- **When special districts are excluded from relief, essential frontline workers and community residents are excluded from relief.** As of February 5, 2021, 42 percent of special districts reported reducing essential services, and 33 percent reported reducing workforce due to COVID-19 response impacts.
- **Universally experienced special district impacts include deferred/delayed/cancelled infrastructure projects, increased workers compensation/FMLA/unemployment/overtime costs, and unbudgeted expenditures necessary to safely maintain operations, as well as public and employee health and safety.** As public agencies, special districts were not eligible for COVID-19 relief programs, such as PPP, tax credits, and grants, provided to businesses and non-profits to address these impacts.
- **Other special district impacts vary depending on service type and primary revenue source.** Examples include a staggering amount of past due water, wastewater, and electric bills (utilities); unprecedented losses in operational revenues due to restricted activities, rentals, and charges; loss of lease and other business enterprise revenues; overwhelming increased operational expenses and notable revenue losses due to pivoted services.

**3) Special districts would utilize funding allocated by the state to benefit their residents, stabilize services, and boost the local economy.** They would do this through reimbursing expenditures related to pandemic response; assisting their residents with utility arrearages; restoring services following a year's worth of losses; rehiring or boosting frontline workers with premium pay where appropriate; and investing in critical water, sewer, and broadband infrastructure – including many capital projects which have been delayed, deferred, or canceled due to the pandemic's fiscal impacts.

**In conclusion, we the undersigned** implore you utilize the tools Congress has provided to transfer relief funds to special districts expeditiously, and to ensure these critical, essential service providers continue to provide uninterrupted services to our recovering communities.



Collectively,

A coalition of local government, business, non-profit organizations, and local stakeholders listed attached and available [online here](#).

CC: The Honorable Scott Wilk, Senate Republican Leader  
The Honorable Marie Waldron, Assembly Republican Leader  
The Honorable Nancy Skinner, Chair, Senate Committee on Budget and Fiscal Review  
The Honorable Jim Nielsen, Vice-Chair, Senate Committee on Budget and Fiscal Review  
The Honorable Phil Ting, Chair, Assembly Committee on Budget  
The Honorable Ving Fong, Vice-Chair, Assembly Committee on Budget  
The Honorable Mike McGuire, Chair, Senate Governance and Finance Committee  
The Honorable Cecilia Aguiar-Curry, Chair, Assembly Local Government Committee  
Committee Members, Senate Committee on Budget and Fiscal Review  
Committee Members, Assembly Committee on Budget  
Keely Bosler, Director, Department of Finance

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**COALITION SUPPORTING COVID-19 RELIEF  
FOR CALIFORNIA'S SPECIAL DISTRICT LOCAL GOVERNMENTS**

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The undersigned organizations and individuals, strongly urge the Administration and State Legislature to extend special district local governments access to Coronavirus fiscal relief to help these vital units of local governments stabilize operations and impacts due to pandemic response:

**Statewide Local Government Associations**

1. California Special Districts Association
2. California Air Pollution Control Officers Association
3. California Association of Public Cemeteries
4. California Association of Recreation and Park Districts
5. California Association of Resource Conservation Districts
6. California Association of Sanitation Agencies
7. California Fire Chiefs Association
8. California Municipal Utilities Association
9. California Park & Recreation Society
10. Fire Districts Association of California
11. Mosquito and Vector Control Association of California

**Statewide Business and Nonprofit Organizations**

12. American Council of Engineering Companies, California
13. Associated General Contractors
14. California Builders Alliance
15. CSDA Finance Corporation
16. Sacramento Regional Builders Exchange
17. Special District Leadership Foundation

**Local Business and Nonprofit Organizations**

18. 101North Locations
19. Amateur Baseball Development Group Inc.
20. Array of Life Services
21. Aviara Real Estate
22. Becky Castano Acupuncture
23. Bodysattva Healing Arts Center
24. Bsmc Tools
25. Canine Logic
26. Carrie Holmquist Photography
27. Chumash Indian Museum
28. C.L. Smith Hay & Grain
29. Cocoa Rome Chocolate Company
30. Cohen Land Use Law
31. Concerned Off-Road Bicyclists Association
32. Conejo Chinese Cultural Association
33. Conejo Unified Pickle Ball

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34. Conejo Valley Botanic Garden
35. Conejo Valley Historical Society – Stagecoach Inn Museum
36. Cozad & Fox Inc.
37. DenimDawgs
38. Duran Kinst Strategies
39. Five Star Bank
40. Greater Conejo Valley Chamber of Commerce
41. Jason Love Comedy
42. JELD Therapy
43. Las Flores Community Garden
44. Law Offices of Richard S. Rabbin, Inc.
45. Lifesong Church
46. Look Up Life Coaching
47. Lori Raupe Enterprises
48. Michael Lang Design
49. Montecito Association
50. Monterey Bay Fisheries Trust
51. Mustang Marketing
52. NBS
53. Neyda Honda CoachingRed Hat Cowgirl
54. Organic Garden Club of Ventura County
55. Pack 0046, Boy Scouts of America
56. R and J Prosthetic
57. Real Estate More Sacramento County Farm Bureau
58. Ride On Therapeutic Horsemanship
59. Sacramento County Farm Bureau
60. Santa Barbara County Chapter of the California Special Districts Association
61. Southern California Lacrosse Association
62. Special Districts Association of Monterey County
63. Stanislaus County Farm Bureau
64. Streamline
65. Telesis Physical Therapy
66. Thousand Oaks Soccer League
67. Thousand Oaks Badminton Organization
68. Thousand Oaks Teen Center
69. Telesis Physical Therapy
70. Ventura County Special Districts Association
71. Ventura Recovery Center

**Counties, Cities, JPAs, and Schools**

72. City of Thousand Oaks
73. County of Fresno
74. County of Inyo
75. County of Kings
76. County of Mariposa
77. Investment Trust of California (CalTRUST)
78. Jurupa Unified School District

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- 79. Monterey One Water
- 80. San Luis & Delta-Mendota Water Authority
- 81. Special District Risk Management Authority
- 82. Tulare County Board of Supervisors

**Special Districts**

- 83. Alameda-Contra Costa Transit District (AC Transit)
- 84. Alameda County Mosquito Abatement District
- 85. Alameda County Water District
- 86. Arbuckle Parks and Recreation District
- 87. Arden Park Recreation and Park District
- 88. Aromas Water District
- 89. Artesia Cemetery District
- 90. Auburn Area Recreation and Park District
- 91. Auburn Public Cemetery District
- 92. Beach Cities Health District
- 93. Biola Community Services District
- 94. Brooktrails Township Community Services District
- 95. Buena Park Library District
- 96. Calleguas Municipal Water District
- 97. Camarillo Health Care District
- 98. Cambria Community Healthcare District
- 99. Cameron Park Community Services District
- 100. Casitas Municipal Water District
- 101. Castro Valley Sanitary District
- 102. Cazadero Community Services District
- 103. Central Contra Costa Sanitary District
- 104. Chester Public Utility District
- 105. Chino Valley Independent Fire District
- 106. Clear Creek Community Services District
- 107. Coastside County Water District
- 108. Conejo Recreation and Park District
- 109. Cosumnes Community Services District
- 110. Crestline Village Water District
- 111. Cucamonga Valley Water District
- 112. Del Puerto Health Care District
- 113. East Contra Costa Fire Protection District
- 114. East Side Mosquito Abatement District
- 115. Eastern Kern County Resource Conservation District
- 116. Eastern Municipal Water District
- 117. Eastern Sierra Community Services District
- 118. Ebbetts Pass Fire District
- 119. Elsinore Valley Municipal Water District
- 120. Fair Oaks Recreation and Park District
- 121. Feather River Air Quality Management District
- 122. Florin Resource Conservation District/Elk Grove Water District
- 123. Frazier Park Public Utility District

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124. Fresno Metropolitan Flood Control District
125. Fresno Mosquito and Vector Control District
126. Fulton-El Camino Recreation and Park District
127. Garberville Sanitary District
128. Georgetown Divide Public Utility District
129. Georgetown Divide Recreation District
130. Georgetown Fire Department
131. Gold Mountain Community Services District
132. Goleta Sanitary District
133. Greater Los Angeles County Vector Control District
134. Greater Vallejo Recreation District
135. Grizzly Flats Community Services District
136. Grossmont Healthcare District
137. Groveland Community Services District
138. Hayward Area Recreation and Park District
139. Heber Public Utility District
140. Helix Water District
141. Herlong Public Utility District
142. Hesperia Recreation and Park District
143. Hidden Valley Municipal Water District
144. Highlands Recreation District
145. Home Garden Community Services District
146. Humboldt Community Services District
147. Indian Wells Valley Water District
148. Inland Empire Utilities Agency
149. Jurupa Area Recreation and Park District
150. Jurupa Community Services District
151. Kensington Police Protection & Community Services District
152. Keyes Community Services District
153. Klamath Community Services District
154. La Selva Beach Recreation District
155. Lakeside Fire Protection District
156. Loleta Community Services District
157. Los Angeles County Sanitation Districts
158. Los Osos Community Services District
159. Las Virgenes Municipal Water District
160. Mammoth Community Water District
161. Mark Twain Health Care District
162. Marina Coast Water District
163. Mariposa Public Utility District
164. McFarland Recreation and Park District
165. Mendocino Coast Recreation and Park District
166. Mesa Water District
167. Midpeninsula Regional Open Space District
168. Mission Springs Water District
169. Mokelumne Hill Veteran's Memorial District
170. Monte Rio Recreation and Park District

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171. Monte Vista Water District
172. Montecito Fire Department
173. Monterey Peninsula Water Management District
174. Monterey Regional Waste Management District
175. Moss Landing Harbor District
176. Moulton Niguel Water District
177. Municipal Water District of Orange County
178. Napa County Regional Park and Open Space District
179. Newcastle Fire Protection District
180. Nipomo Community Services District
181. North County Fire Protection District
182. North Humboldt Recreation and Park District
183. North of the River Recreation and Park District
184. North Tahoe Public Utility District
185. Northern Sonoma County Fire Protection District
186. Olivenhain Municipal Water District
187. Olympic Valley Public Service District
188. Orange County Cemetery District
189. Orangevale Recreation and Park District
190. Otay Water District
191. Oxnard Harbor District – The Port of Hueneme
192. Padre Dam Municipal Water District
193. Palmdale Water District
194. Palos Verdes Library District
195. Patterson Tract Community Services District
196. Peninsula Fire District
197. Placer County Air Pollution Control District
198. Pleasant Hill Recreation and Park District
199. Pleasant Valley Recreation and Park District
200. Port San Luis Harbor District
201. Rancho Santa Fe Fire Protection District
202. Rancho Simi Recreation and Park District
203. Reclamation District No. 1000
204. Resource Conservation District of Tehama County
205. Rincon del Diablo Municipal Water District
206. Rio Linda-Elverta Recreation and Park District
207. Riverdale Memorial District
208. Rossmoor Community Services District
209. Sacramento Municipal Utility District
210. Sacramento-Yolo Mosquito and Vector Control District
211. San Bernardino County Fire Protection District
212. San Diego Air Pollution Control District
213. San Juan Water District
214. San Mateo County Mosquito and Vector Control District
215. San Mateo Resource Conservation District
216. Santa Clara Valley Water District
217. Santa Cruz Port District

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- 218. Santa Margarita Water District
- 219. Santa Nella County Water District
- 220. Santa Ynez Community Services District
- 221. Santa Ynez River Water Conservation District
- 222. Sierra County Fire Protection District #1
- 223. Sierra Resource Conservation District
- 224. Solano Irrigation District
- 225. Soledad Community Health Care District
- 226. South Coast Air Quality Management District
- 227. South Santa Clara Valley Memorial District
- 228. South Tahoe Public Utility District
- 229. Southern Marin Fire Protection District
- 230. Stallion Springs Community Services District
- 231. Stege Sanitary District
- 232. Tahoe City Public Utility District
- 233. Tamalpais Community Services District
- 234. Templeton Community Services District
- 235. Three Valleys Municipal Water District
- 236. Truckee-Donner Recreation and Park District
- 237. Tulare Mosquito Abatement District
- 238. Tuolumne City Sanitary District
- 239. Tuolumne Utilities District
- 240. Turlock Irrigation District
- 241. Twain Harte Community Services District
- 242. Twentynine Palms Water District
- 243. Union Public Utility District
- 244. United Water Conservation District
- 245. Vacaville-Elmira Cemetery District
- 246. Vallecitos Water District
- 247. Vallejo Flood and Wastewater District
- 248. Valley Center Cemetery District
- 249. Valley Center Municipal Water District
- 250. Valley Sanitary District
- 251. Valley-Wide Recreation and Park District
- 252. Vandenberg Village Community Services District
- 253. Ventura Port District
- 254. Visalia Memorial District
- 255. Walnut Valley Water District
- 256. Weed Recreation and Parks District
- 257. West Side Recreation and park District
- 258. Westlands Water District
- 259. Winton Water and Sanitary District
- 260. Yolo-Solano Air Quality Management District

**Community Leaders\***

- 261. Georgette Aaberg, Volunteer, ETI Corral 37
- 262. Nicklas Aaberg, Volunteer, ETI Corral 37



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- 263. Jonathan Abboud, General Manager, Isla Vista Community Services District
- 264. Kristen Abrams, Project Manager, Mike Rovner Construction
- 265. Aram Agdaian, Negotiator, SEIU Local 721
- 266. Lance Aguiar, Founder, Aguiar Tennis
- 267. Alexander Alekseenko, Professor, California State University Northridge
- 268. Mrs. Kimberly Alikhan
- 269. Kerri Arnold, Bookkeeper, Csis
- 270. Marilyn Arvizu
- 271. Douglas Askegard, Vice Chair, IEEE Buenaventura Section
- 272. David Assorson, Tennis Professional, Conejo Unified School District
- 273. Chakameh Azimpour
- 274. Jeffrey Baarstad, Retired Superintendent, Conejo Valley Unified School District
- 275. Dara Baf, Assistant Coach, Simi Valley Judo Club
- 276. Stephanie Bailey, Treasurer, SMRPD
- 277. Janet Barlet, Educator, CVUSD
- 278. Chris Barajas, Councilmember, Jurupa Valley
- 279. Shelley Barnes, Principal, Shelley Barnes Communications
- 280. Mark Bartel, Retired
- 281. Kelli Bauwens, Homemaker
- 282. Janice Bell, Emergency Services Technician, Colusa County Sheriff/OES
- 283. Gloria Berghoefer, Controller, Sunquest
- 284. Nancy Berk, Homeowner
- 285. Pamela Bermann Casa of Ventura County
- 286. Nancy Berry
- 287. Nicole Best, Community Member
- 288. Vivian Bi, Researcher, Amgen Inc.
- 289. Samantha Bilodeau, Headmistress, Madjy's Academy of Creative Discovery
- 290. Yessika Bischel, Manager, Superior Pools and Spas
- 291. Mike Blondino, District Administrator, Carmichael Recreation and Park District
- 292. Jeff Boberg
- 293. Tracy Bolden, Para educator, CVUSD
- 294. Maiya Borchard, Sales Support, Dole
- 295. Erin Borchard
- 296. Jayme Bosch, Parent
- 297. Karen Bradford, President, Jurupa Unified School District Board of Education
- 298. Doris Briers, Administrative Assistant, FFAM Group
- 299. Michelle Brower, Accounting Assistant II, Conejo Recreation & Park District
- 300. Nancy Buckle
- 301. Alexandra Bulcke Riba, Mother
- 302. Richard Burke
- 303. Mark Burley, Councilmember, Santa Rosa Valley Municipal Advisory Council
- 304. Amy Buss
- 305. Don Butz, Board President, Resource Conservation District of Greater San Diego
- 306. Mike Byrne, President, Conejo Disc Golf Club
- 307. Scott Byrne, Scoutmaster, Troop 711
- 308. Sara Cahill, Resident, Newbury Park

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- 309. Rochelle Callis, Administrator, Recreation & Park District, Conejo Recreation & Park District
- 310. Mrs. Laura Campagnola
- 311. Tara Campbell, Lead Preschool Teacher, Conejo Recreation and Park District
- 312. Kevin Capen, Account Executive, loanDepot
- 313. Kimberley Caputo, MD
- 314. Jeffrey Caputo, MD
- 315. Mrs. Catherine Carlton
- 316. Geraldine Caruso
- 317. Sarah Casey
- 318. Mr. Gene Cash
- 319. Terri Cata, Member, Conejo Valley Genealogical Society
- 320. Victor Cee, VP Chemistry, Oncovalent Therapeutics
- 321. Victor Dias Chavarin, Director, Armona Community Service District
- 322. Victor Chavarin, Jr., Director, Armona Community Service District
- 323. Michelle Chen, Resident
- 324. Ms. Susan Cheng
- 325. Mr. Scott Chew
- 326. Susan Choi
- 327. Wesley Clare
- 328. Alice and Phil Clark
- 329. Gordon Clint
- 330. Theresa Cohun Senior Citizen
- 331. May-Ying Coles, Human Resources Sr. Manager, BCG
- 332. Kim Consaga, Parent
- 333. Elisabeth Cortina
- 334. Marisa Cotteleer, Homeowner
- 335. Gregg Cowdery, Curator, Patterson House Museum
- 336. Jacqueline Cox
- 337. Ms. Jacqueline Cox
- 338. Brenda Coyle, Parent
- 339. Jillian Crudup
- 340. Steph Cruz
- 341. Nellie Cusworth, Board Director, Conejo Recreation and Park District
- 342. Christine Cyran, Homeowner
- 343. Jamshid Damooei, Professor of Economics, California Lutheran University
- 344. Michael Davies, General Manager, Town of Discovery Bay Community Services District
- 345. Lorraine Davis, Homemaker
- 346. Robert Davis, Atty, D&W
- 347. Cristina de la Torre
- 348. Margaret De Rose
- 349. Charles Deboer, Resident, Wildwood Elementary
- 350. Debra DeGoey
- 351. Matt DeHaro, Mail carrier, USPS
- 352. Natalie DeSavia, Theatre Communications Specialist, Conejo Recreation & Park District
- 353. Shannon Diffner

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- 354. John Dixon, Managing Attorney, Dixon Law Office
- 355. Joe Dodge, Irrigation Tech, Conejo Recreation and Park District
- 356. Rebecca Doll
- 357. Boyd Donavon, Personal/Volleyball Manager, Conejo Recreation & Park District
- 358. Ping Dong, PVA President, CCCA
- 359. Marla Donley
- 360. Connor Donohoe, Member, Conejo Recreational Park District
- 361. Christy Douglass, Faculty, Moorpark College
- 362. Jody Dubuque, Account Executive, Sierra
- 363. Tim Duerr, Recreation Services Manager, Conejo Recreation and Park District
- 364. Ms. Amy Dunn Citizen of Thousand Oaks
- 365. Michael Eaton, Owner, Stellar Connect LLC
- 366. Carina Eddy, Resident
- 367. Carina Eddy, Resident
- 368. Ms. Grace Ellerbrock
- 369. Amy Endo, Resident
- 370. Scott Engel, Retired
- 371. Kala Everhart
- 372. Jenna Fante, The Firefly Revolution
- 373. Ms. Tara Farkash
- 374. Vincent Ferrante, Commissioner, Moss Landing Harbor District
- 375. Erik Fido
- 376. David Filgas, Trail Runner
- 377. Michelle Fishman Resident
- 378. Michael Fletcher
- 379. April Flores
- 380. Statia Foresti, Student, Conejo Valley Adult School
- 381. Christine Formica, Hemet Stake Just Serve Specialist
- 382. Edward Formica, Vice President, Western Science Center Foundation
- 383. Mrs. Brooke Foxworthy
- 384. Lisa Friedman, Consultant, Lisa Friedman Consulting
- 385. Jennifer Friedman, Resident, Private Citizen
- 386. Tina Frugoli
- 387. Anna Fuentes, Teacher, CFSUCCESS
- 388. Linda Fullerton, ETI Past President, Equestrian Trails, Inc
- 389. Angela Fusco, Engineer, Takeda
- 390. Tom Gardner, Architect, Target
- 391. Michael Garofolo, Board Member, Thousand Oaks Girls Softball Association
- 392. Tom Garnella, President, Hemet Concert Association
- 393. Jordan Gascon, Board Member, Resource Conservation District of Greater San Diego
- 394. Nicole Gaspar, Account Manager, Gaspar Insurance
- 395. V Gee, Community Member
- 396. Michael Gennette, Head Coach Men's & Women's Tennis, California Lutheran University
- 397. Jonathan Gereige, Budget Analyst, DOI
- 398. Idine Ghoreishian, Concerned Citizen
- 399. Heidi Giddy Van Pernis, Volunteer, Adelante Comunidad

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- 400. Deb Gill
- 401. Kellie Gilmore
- 402. Teresa Gin, Self-employed
- 403. Ariella Ginoza, Resident, Thousand Oaks, CA
- 404. Stacy Glenn
- 405. Brad Glenn, Business Owner, FDPM
- 406. Griffin Glenn
- 407. Kelly Goebel, Principal, G3 Group LA, Inc.
- 408. Robin Goldfinger, Occupational Therapist/Citizen
- 409. Maggie Goodrich, Community Member
- 410. Eric Gosch
- 411. Ralph Gould
- 412. Candace Gray, Volunteer, Conejo Players Theatre
- 413. Jason Gregory
- 414. Brion Grube
- 415. Joan Gunning
- 416. Sandra Haga, Resident, Conejo Recreation and Park District
- 417. Theresa Hagman, Executive Consultant, SMPS
- 418. Jennifer Haigh, School Therapist, CVUSD
- 419. Kelli Ham, Newbury Park, CA Resident
- 420. Laila Hammes
- 421. Tanya Harrison
- 422. Steven Hawkins, Board member, AYSO
- 423. Michael Hayward, Member, Lake Lindero Homeowners Association
- 424. Robert Hazard, Assistant District Commissioner, Boy Scouts of America
- 425. Chenxu He
- 426. Nancy Healey, Volunteer, Conejo Valley Village
- 427. Greta Heath, Student
- 428. Carrie Hebert
- 429. Linda Heckendorf, Resident
- 430. John Helm
- 431. Mr. Mark Henderson
- 432. Devon Herbert
- 433. Judy Hergesheimer, Ombudsman/Long Term Care, Long Term Care Services/Vta C
- 434. M Hernandez, QA Manager
- 435. Philip Herrera
- 436. Victoria Hervey
- 437. Sally Hibbitts AAUW Thousand Oaks
- 438. Anthony Hoffman
- 439. Kirsten Hoffman, Retired
- 440. Angela Hong, Director, Bank of America
- 441. Tina Hoover, VP Licensing, Scientific Games
- 442. Mila Horak, USPTA Pro, RSTA
- 443. Rebecca Houseman Attorney at Law
- 444. Patricia Howard, Attorney and Resident
- 445. Shawn Howie, Coach, AYSO
- 446. Karen Hribar, ESL Teacher, CVAE

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- 447. Lily Huang, Technical Lead, Corptax
- 448. Mr. Frank Huchingson
- 449. Charles Huffer, Director, Conejo Recreation & Park District
- 450. Catrina Iacovelli, Senior Business Systems Analyst, Macerich
- 451. Barbara Ikenouye
- 452. Mrs. Ellen Jelinek
- 453. Dena Jenson, Director, California Lutheran University, Center for Nonprofit Leadership
- 454. Linda Joachims, Parent
- 455. Allison Johnson Mother of Adult Son with Autism
- 456. Tamara Johnson, Registered Nurse
- 457. Mrs. Leslie Jones
- 458. Thomas Jones
- 459. Michelle Jordanhazy, HR, Hazy Inc
- 460. Christina Kajita, Community Resident
- 461. Nick Karim, Resident
- 462. Julie Kassan, Tennis Player/Hiker
- 463. Bennett Katz, Retired Resident
- 464. Mrs. Diana Kauffman
- 465. Wakako Kawashima
- 466. Matt Kaweck, Parent
- 467. Beverly Kemmerling, Retired, Nurse practitioner
- 468. Robert Kemmerling, President, Kemmerling and Associates
- 469. Merritt Kent, US Army Active Duty Soldier
- 470. Isabell Kerins, President, Silverado Modjeska Recreation and Park District
- 471. Mrs. Zarrinfar Ketabi
- 472. Jessica Khan, Manager, Farmers Insurance
- 473. Carrie Kim, Resident and Supporter
- 474. Mary Kimball, Executive Director, US Quidditch
- 475. Scott Kittinger, Retired
- 476. Roger Klausler, Secretary, Kiwanis of Conejo Valley
- 477. Ellen Klein, Citizen
- 478. Todd Klipp, Property Owner, Klipp Family
- 479. Ken Knipe
- 480. Lorraine Kollman
- 481. Carl Kolvenbach
- 482. Diane Kolvenbach, Specialist Paralegal, Amgen
- 483. Carolyn Kopp, Retired
- 484. Brenda Kriger
- 485. Linda Krupa, Council Member, City of Hemet
- 486. Susie Kubes
- 487. Susan Labadie, Rn
- 488. Rosario Lahoud, HR Assistant, Conejo Recreation and Park District
- 489. Ms. Carol Lambert
- 490. Thomas Lasater, CEO, Creative Concepts Inc.
- 491. Elaine Lawrence, Contractor,
- 492. Michelle LeBlanc, CEO, Free Speech Coalition
- 493. Bette Lee

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- 494. Amy Leicht
- 495. Pricilla Lemette
- 496. Sheryl Lewanda, Retired
- 497. Marisol Lewis
- 498. Julie Lewis, Community Member
- 499. Karen Lieberman, President, Lieberman Financial Services
- 500. Arlynn Liebster, Parent
- 501. Britt Lind, President, People for Reason in Science and Medicine
- 502. Eloda Linehan, Resident
- 503. Nicole LoBianco, Parent
- 504. Ms. Shelly Machell
- 505. Laura Mackney, Owner, Sancho Cycles
- 506. Diane Mader
- 507. Mr. James Malch
- 508. William Maple, Resident, Newbury Park, CA
- 509. Merissa Marcuccella, Owner, Integrity Cacao
- 510. Terri Maria, Resident
- 511. Ashley Marth, Specialist, DHHS
- 512. Patricia Martin
- 513. Zyg Martynowicz
- 514. Jacqueline Mason
- 515. Kevin Mason
- 516. Laura Mazur
- 517. Jeffrey McCormick, Scientist, Amgen
- 518. Steve McDaniel
- 519. Sherill McMichael
- 520. Matthew McNey, Grounds Worker II, Conejo Recreation & Park District
- 521. Deborah McNulty, Self Employed
- 522. Liliana Means, Instructor, Conejo Recreation and Park District
- 523. Kendra Mellinger, Director of Marketing, 2018 Conejo Valley Pride Festival
- 524. Sarita Meresman
- 525. Claudia Michelson - Garcia, Parent
- 526. Robert Mihailovich
- 527. Nicole Mikals, Parent
- 528. Raymond Milewski, Citizen
- 529. Nate Miley, Vice President, Alameda County Board of Supervisors – 4<sup>th</sup> District
- 530. Kelly Milgalter, Mom
- 531. Jill Miller
- 532. Jerry Miller, President Emeritus, California Lutheran University
- 533. William Miller
- 534. Dana Miller, Recreation Supervisor, Conejo Recreation and Park District
- 535. Michael Minore
- 536. Casey Morris, Resident
- 537. Rusty Morris, Board Member, Silverado Modjeska Recreation and Park District
- 538. Anthony Morro
- 539. Debbie Muffoletto, Member, Ahh chorus
- 540. Raisa Muraoka, Community Resident

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- 541. Ken Murray, Professor, CSUN
- 542. Evelyn Nacif, Dance Teacher, Deseo Flamenco
- 543. Binnie Nadler
- 544. Paula Neustadt, Resident
- 545. Patricia M Newman, Senior
- 546. Alissa Nial, HR Manager, Outsourced Recruiting
- 547. Doug Nickles, Chair/Director, Conejo Recreation and Park District
- 548. Shane Niebergall
- 549. Kazzy Nishida
- 550. Robert Nunes, Grounds Supervisor, Conejo Recreation and Park District
- 551. Paul Nuttall, Homeowner
- 552. CarolAnn O'Rourke
- 553. Paula Osterbink, Citizen
- 554. Ms. Kristin Owens
- 555. Ann Paglia, Conejo Valley Citizen
- 556. Bill Palermo, Park Operations Analyst, Conejo Recreation and Park District
- 557. Ms. Olga Panina
- 558. Gerardo Pantoja, Director of Major and Planned Giving, Ventura College Foundation
- 559. Linda Pappas Diaz, Retired, Assistant City Manager, City of Thousand Oaks
- 560. Nam Park, Pastor, Immanuel Bible Church
- 561. Desiree Patenaude
- 562. Jennifer Patrick, Branding and Packaging, Patagonia
- 563. Andrea Patrick, Community Member
- 564. Ms. Robin Paul
- 565. Jack Paulson, Retired, TOSS
- 566. Elaine Pawelczyk, Contractor, Conejo Recreation and Park District
- 567. Deirdre Pearson, Supervisor, Conejo Recreation and Park District
- 568. Laurie Perdue, Sr Benefit Analyst, Teledyne
- 569. Karen Persichetti
- 570. Laura Peterson Conejo Valley Unified School District
- 571. Chaitanya Phade, Software Engineer, Pontis Research Inc.
- 572. Thuy Phan, Retiree
- 573. Michael Phillips, Owner, Art of Michael Phillips
- 574. Richard Piernot, President, Friends of the Thousand Oaks Library
- 575. John Pirie, Parent
- 576. Sally Pittman-rabbin, Self-employed, Concerned citizen
- 577. Mrs. Susan Poprock
- 578. James Power, Director, Kenrose Kitchen Table Foundation
- 579. Alfred Powers, Retired
- 580. Poornima Prasad, Treasurer, Rotary Club of Westlake Village
- 581. Robert Prendergast, Resident, Thousand Oaks
- 582. Joanne Ratshin, Mother
- 583. Jean Rauch-Fontayne, Owner, EcoStar Holdings
- 584. Mike Record, Board Member, Friends of Valley Wide
- 585. Mr. Chance Redmond
- 586. Kenneth Reed, San Jacinto Lions Club
- 587. Christine Reiber, Community Member



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- 588. Joseph Riccio, Independent Contractor, Basketball Instructor/Official
- 589. Sharon Rocha, Information Risk Analyst, Amgen
- 590. Tara Romero, Conejo Valley Resident
- 591. Megan Rooks
- 592. Stefanie Rosen
- 593. Ana Rubio, Corporate Events Planner, SAGE
- 594. Zachary Russell, Naturalist
- 595. Parisa Samii, Concerned Parent / Citizen,
- 596. Ajit Sankhe, PT, Select Rehab
- 597. Ms. Mariana Santangelo Westlake Elementary School
- 598. Anand Satyadev
- 599. Gregory Schrader, Grounds Worker III, Conejo Recreation and Parks District
- 600. George Schultz, Retired
- 601. Maryza Seal, Resident of Thousand Oaks
- 602. Irene Seda
- 603. John Seybold, Citizen
- 604. Baharak Shahidi
- 605. Namita Shanbhag
- 606. Josh Shayne
- 607. Dan Sheldon, Athlete speed and agility training, My Speed Secrets
- 608. Barry Sheppard, Retired
- 609. Ms. Sharon Siemering
- 610. Marc-Antoine Simard, Managing Member, Collectivity Trading
- 611. Frances Smith
- 612. John Smith, President, Carnegie General Insurance Agency
- 613. Shirley Smith, Homeowner
- 614. Tim Smith, Recreation Coordinator, Conejo Recreation and Park District
- 615. Elizabeth Sorensen, Youth Outreach Worker, Conejo Recreation and Park District
- 616. Anastasia Soroa
- 617. Ms. Betty Soucy
- 618. Jeff Spahr, Father
- 619. Ashlee Spear
- 620. Pamela Stark, Resident
- 621. Roslyn Stewart, Former Board Member, Play Conejo
- 622. Neal Storm, Regulatory Affairs Director, Amgen
- 623. Mrs. Denice Stouffer
- 624. Jessica Stull, Citizen
- 625. Whitney Stuver, Citizen
- 626. Erin Sweeney, Administrative Clerk, Conejo Recreation & Park District
- 627. Laci Sylvester, Parent
- 628. Paul Teplitz, Concerned Parent
- 629. Joseph Thomas, Thousand Oaks Resident
- 630. Christopher Todd
- 631. Robert Tokin, Resident - Newbury Park CA
- 632. Rodney Tolliver, Friends of Valley Wide
- 633. Jonathon Trent
- 634. Mrs. Heather Trifiro

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- 635. Eileen Tseng, Club Member, Thousand Oaks Badminton Organization
- 636. Jeannine Tuveson, Resident
- 637. Bruce Underwood, Trustee, Coachella Valley Public Cemetery District
- 638. Christina Varble, Co Owner, Rick Varble Inspections Inc
- 639. Emily Velasco, Resident
- 640. Jason Venable, Customer Service Supervisor, Lake Hemet Municipal Water District
- 641. Vijay Velusamy, Technical Lead, Farmers Insurance Group
- 642. Mrs. Connie Vine
- 643. Xavier Volgenau, Aquatics Coordinator, Conejo Recreation & Park District
- 644. Preetaman Wadhwa, Director, Amgen
- 645. Tonya Wagner, Homeschooling Teacher, Blue Ridge Academy
- 646. Janet Wall, Member, Conejo Oak Tree Advocates
- 647. Bruce Wallis, President, Healthy Valley Foundation
- 648. Brett Wample
- 649. Xinxin Wang, Senior Manager, Amgen
- 650. Cindy Wang, Conejo Chinese Cultural Association
- 651. Grahame Watts, Emergency Services Manager, City of Thousand Oaks
- 652. John Watts, Chair, Oak Park-Recreation and Park Planning Committee
- 653. Karen Weisskirch
- 654. Sherri Wentworth, CEO, Left Brain, Right Brain
- 655. Christy Whisman
- 656. Steve Wiley, Retired
- 657. Wendy Williams, Citizen
- 658. Ron Winzelberg, Homeowner
- 659. Tony Wold, Attorney, County of Ventura
- 660. Mr. Bill Wolff Anthem Inc.
- 661. Mr. Brett Wolmrans
- 662. Susan Wood, Communications Manager, California Lutheran University
- 663. Nicole Wright, Videographer, Seven Star Films
- 664. David J. Yanez, Associate Attorney, McCormick Kabot Jenner & Lew
- 665. Sherry Yas, Caregiver, Visiting Angels
- 666. Alex Yefimova, Parent
- 667. Corinne Yost
- 668. Rosa Zapata
- 669. Jeff Zatlin, Citizen
- 670. Jane Zhang

\*Titles and organizations listed by an individual's name are for purposes of reference/identification only.