



BOARD OF SUPERVISORS

Dwight Ceresola, Vice Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Greg Hagwood, 4th District

Jeff Engel, Chair 5th District

**AGENDA FOR REGULAR MEETING OF JULY 20, 2021 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> 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

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. Dana Loomis
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. BUILDING SERVICES**

Authorize supplemental budget transfer of \$8,130.00 from Abandoned Vehicle Abatement fund balance to Vehicle Abatement Professional Service [View Item](#)

- B. FACILITY SERVICES**

- 1) Approve and authorize the Chair to sign a Contract Amendment between Plumas County Facility Services and Skyline Home Improvement for additional dry-rot repairs to the roof at the Greenville Library; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to contract amendment between Plumas County Facility Services and Bob's Janitorial Service; services to be extended during the bidding process to September 30, 2021; not to exceed contract total \$209,178.34 [View Item](#)

- C. INFORMATION TECHNOLOGY**

Approve and authorize the Chair to sign annual agreement renewal between Plumas County and Megabyte Systems Inc.; for Megabyte Property tax software maintenance; approved as to form by County Counsel [View Item](#)

- D. PROBATION**

Approve and authorize the Chair to sign Service Agreement between Plumas County Probation Department and Plumas Rural Services to facilitate the 52 week Domestic Violence Program, per Penal Code 1203.097; not to exceed \$22,500.00; approved as to form by County Counsel [View Item](#)

- E. PUBLIC HEALTH**

Approve and authorize the Chair to sign the annual Certificates of Compliance for the Veterans County Subvention Program and the Medi-Cal Cost Avoidance Program for FY 2021/2022 form the California Department of Veterans Affairs [View Item](#)

- F. PUBLIC WORKS**

- 1) Approve and authorize the Chair to sign Contract Amendment No. 8 between Plumas and MGE Engineering Inc., for "On Call" Civil Engineering services for Transportation Improvement Projects, for the "Belden Town Bridge Painting Project"; not to exceed \$15,591.08; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign Contract Amendment No. 9 between Plumas and MGE Engineering Inc., for "On Call" Civil Engineering services for Transportation Improvement Projects, for the "Dyson Lane Bridge Painting Project"; not to exceed \$15,591.08; approved as to form by County Counsel [View Item](#)

- G. SHERIFF**

Authorize no contract payment to Driveline and Gear Service, for repair services to vehicle's the local vendor was unable to do; invoices not to exceed \$1,350.90 [View Item](#)

Cromberg Rehabilitation Project - Clint Burkenpas, Caltrans Project Manager [View Item](#)

3. DEPARTMENTAL MATTERS

A. AUDITOR/ CONTROLLER – Roberta Allen

Authorize Auditor/ Controller to recruit and fill funded and allocated, 1.0 FTE Assistant Auditor/ Controller, due to retirement notification; request approval of up to a 9 month training overlap to allow for sufficient training due to specialized field; discussion and possible action [View Item](#)

B. LIBRARY – Lindsay Fuchs

Authorize Librarian to recruit and fill vacant, Extra Help Courier position, created by resignation; funded by other wages; discussion and possible action [View Item](#)

C. PUBLIC HEALTH – Dr. Dana Loomis

1) Authorize the Director of Public Health to recruit and fill two Extra Help, Part Time Youth Prevention Advisors, funded by other Public Health Agency Programs; discussion and possible action

[View Item](#)

2) Authorize the Director of Public Health to recruit and fill, funded and allocated ; 1.0 FTE Management Analyst I/II; position has be vacant since June 25, 2021 discussion and possible action

[View Item](#)

D. PUBLIC WORKS – John Mannie

Authorize no contract payment to Aero-tech mapping for new aerial photography and computer-generated mapping to assist Federal Lands Highway Division in preliminary planning and improvements to future project; not to exceed \$6,800.00; discussion and possible action [View Item](#)

E. COUNTY ADMINISTRATOR

Update regarding Public Cooling Zones, due to the excessive heat forecasted; discussion and possible direction regarding criteria for the County initiating heating and cooling centers [View Item](#)

4. BOARD OF SUPERVISORS

A. Correspondence

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

1:00 P.M. AFTERNOON SESSION

5. PUBLIC WORKS - SOLID WASTE DIVISION – John Mannie

A. **Time Certain Public Hearing at 1:00 P.M.:** Receive a report and recommendations from the Department of Public Works Solid Waste Division pertaining to the proposed rate increase of 7.29% at transfer stations (for residential and commercial customers self-hauling solid waste to Plumas County transfer stations located in Quincy, Chester, Greenville, and LaPorte) located in Franchise Area No. 1, operated by Franchise Contractor USA Waste of California, Inc., dba Feather River Disposal.

[View Item](#)

B. Consider Adoption of proposed **RESOLUTION** establishing a Revised Fee Schedule for residential and commercial customers self-hauling Solid Waste to Plumas County Transfer Stations located in Quincy, Chester, Greenville, and LaPorte; Franchise Contractor Service Area No. 1, (rate increase of 7.29%); discussion and possible action **Roll call vote** [View Item](#)

C. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Claim against the County filed by Plumas Sierra Telecommunications (PST) on February 27, 2020
- B. Conference with Legal Counsel: Existing litigation – County of Plumas, et al v. AmerisourceBergen Drug Corp., et al., United State District Court, Eastern District of California, Case No. 2:18-at-669, consolidated into In Re: National Prescription Opiate Litigation, United State District Court for the Northern District of Ohio, Eastern Division, Case No. 1:17-MD-2804, pursuant to Subdivision (d)(1) of Government Code Section 54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, August 03, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

2A



PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street
Quincy, CA 95971-9143
(530) 283-7011

www.plumascounty.us

July 7, 2021

TO: The Honorable Board of Supervisors
FROM: Charles White, Building Services Director
SUBJECT: Agenda request for July 20, 2021; RE: Supplemental budget transfer of \$8,130 from the Abandoned Vehicle Abatement fund to Vehicle Abatement Professional Services and Transfer Out

Recommended Action

Approve the supplemental budget transfer of \$8,130 from the Abandoned Vehicle Abatement fund balance to Vehicle Abatement Professional Services (\$3,302) and Transfer Out (\$4,828).

Background

When the FY 2020/21 Abandoned Vehicle Abatement budget was prepared and submitted, the amount budgeted for Vehicle Abatement Professional Services was based on an estimation of the cost to tow vehicles. Due to the number of abandoned vehicles towed, the actual costs were \$3,302 over the budgeted amount of \$25,000. Likewise, the amount budgeted in the Transfer Out account, which is used to reimburse the Code Enforcement budget for staff time, also exceed the estimation. This amount came in \$4,828 over the budgeted amount of \$5,000.

The Abandoned Vehicle Abatement Program is 100% funded by revenue generated by vehicle registrations collected since 2007. Currently, there is a cash balance of \$30,194.28 in the Abandoned Vehicle Abatement fund.

A handwritten signature in black ink, appearing to read "Charles White".

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

Fy 2020/21

TRANSFER NUMBER (Auditor's Use Only)		
Department: Abandoned Vehicle Abatement	Dept. No: 20447	Date 7/7/21

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

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

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

Supplemental budget requests require Auditor/Controller's signature
Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

ANSWER

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) Insufficient funds budgeted (see attached memo)

B) _____

C) _____

D) _____

Approved by Department Signing Authority:

Debbie Wright

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

John Miller

7/8/2021

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: July 20, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract amendment between Facility Services and Skyline Home Improvement.

Recommendation

Approve and authorize Board Chair to sign contract amendment between Facility Services and Skyline Home Improvement.

Background and Discussion

On 12/8/20, the Board of Supervisors approved and signed a contract for \$38,450.00 with Skyline Home Improvement to repair the roof at the Greenville Library. Skyline Home Improvement started the project on or about June 17, 2021 and discovered several areas of the roof that had dry-rot and needed to be repaired in order to continue with the project. The cost of the repairs increased the contract value by \$3,637.91 and is the sole reason for this contract amendment. The dry-rot was repaired and roofing project has been completed.

Contract not to exceed \$42,087.91

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

**FIRST AMENDMENT TO AGREEMENT BY AND BETWEEN
PLUMAS COUNTY AND SKYLINE HOME IMPROVEMENTS**

This First Amendment to Agreement ("Amendment") is made on July 13, 2021, between the county of Plumas, a political subdivision of the State of California, by and through its Department of Facility Services and Airports ("COUNTY"), and Skyline Home Improvements ("CONTRACTOR") who agree as follows:

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

- a. PLUMAS COUNTY and SKYLINE HOME IMPROVEMENTS have entered into a written Agreement dated December 8, 2020, (the "Agreement"), in which Skyline Home Improvements agreed to provide roofing services to Plumas County.
- b. Because UNFORSEEN WOOD ROT UNDER THE OUTER ROOF the parties desire to amend the Agreement.

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

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

Compensation. County shall pay Contractor for the work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty-Two Thousand Eighty-Seven dollars and 91/100 (\$42,087.91) (hereinafter referred to as the 'Contract Amount'), unless the Contract Amount has been adjusted pursuant to Section 15 of this Agreement.

3. Effectiveness of Agreement: Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated December 8, 2020, shall remain unchanged and in full force and effect.

SKYLINE HOME IMPROVEMENTS
A California Partnership

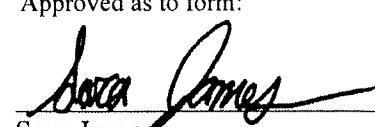
County of Plumas, a political subdivision
of the State of California

Hardy Lindhal
Owner

Jeff Engel, Chair
Board of Supervisors

Joyce Lindhal
Owner

Heidi Putnam, Clerk of the Board

Approved as to form:


Sara James
Deputy County Counsel II

7/1/2021

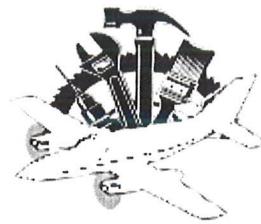


Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: July 20, 2021

TO: Honorable Board of Supervisors
FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract amendment between Plumas County and Bob's Janitorial Service.

Recommendation

Approve and authorize Board Chair to sign contract amendment between Plumas County and Bob's Janitorial Service.

Background and Discussion

The current contract executed between Plumas County and Bob's Janitorial Service will expire on July 31, 2021. At the July 6, 2021 Board of Supervisors meeting, it was requested by the Board that Facility Services open bidding for custodial services for the County's Quincy facilities. The process of procuring bids will extend beyond the expiration of the current contract therefore, Facility Services respectfully requests that the current contract executed between Plumas County and Bob's Janitorial Service be extended to September 30, 2021 so this bidding process can be completed properly. The amendment extension will add two months to the contract and increase the contract value from \$180,010.00 to \$209,178.34.

Contract not to exceed \$209,178.34

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

FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND BOB'S JANITORIAL SERVICE

This First Amendment to Agreement ("Amendment") is made on July 20, 2021, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and Tim Ringo, a sole proprietor doing business as Bob's Janitorial Service ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. PLUMAS COUNTY and Bob's Janitorial Service have entered into a written Agreement dated November 4, 2020, (the "Agreement"), in which Bob's Janitorial Service agreed to provide custodial services to Plumas County for its facilities in Quincy CA.
 - b. Because the Board of Supervisors are requiring a bidding process to take place for custodial services for its Quincy facilities to which this process will extend past the expiration date of the current and executed contract, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. Paragraph 3 is amended to read as follows:

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 Two Hundred Nine Thousand One Hundred Seventy Eight dollars and 34/100 (\$209,178.34).
 - b. Paragraph 4 is amended to read as follows:

Term: The term of this agreement shall be from August 1, 2020 through September 30, 2021, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Bob's Janitorial Service from August 1, 2020 to date of approval of this Agreement by the Board of Supervisors.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated November 4, 2020, shall remain unchanged and in full force and effect.



Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 211
Quincy, California 95971
Phone: (530) 283-6336
Email: GregEllingson@countyofplumas.com

Gregory J Ellingson
Director of Information
Technology

DATE: July 12, 2021
TO: Honorable Board of Supervisors
FROM: Greg Ellingson, Director of Information Technology
SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF JULY 20, 2021 RE:
APPROVAL OF MAINTENANCE AGREEMENT FOR SOFTWARE .**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of attached agreement for software maintenance.

Background and Discussion:

The Megabyte property tax software has been in use by Plumas County since 1999. It is the foundation for all property taxes used by the County. Funding for this agreement has been included in the 2021/2022 Information Technology budget.

Plumas County
Deputy County Counsel

Tim Ringo, Owner
Bob's Janitorial Service

Board of Supervisors, Chair
Jeff Engel

Attest, Clerk of the Board
Heidi Putnam

[\\HMXL012041\\$1 COCO SHARED\1AMENDMENT TO CONTRACT.DOC]



FY-2021/2022 MPTS Maintenance Rates

02/27/21

Plumas County:

In response to the financial burden caused by the COVID pandemic and other natural disasters, Megabyte will not be increasing support rates for FY-2021/22.

FY-2021/2022 Rates	
MPTS Property Tax System Maintenance	\$9,387.04 per month
Online Business Property Filing Maintenance/Support	\$ 271.67 per month
Public Web – Assessor / Tax Collector Modules Tax Collector – Prior Year (previous year only) View/Print Taxbill Online Tax Collector - Web Bill Print	\$ 456.36 per month \$ 46.16 per month \$ 73.65 per month
Tax Collector – Transient Occupancy Tax (TOT)	\$ 255.75 per month

**AGREEMENT
MPTS PROPERTY TAX SYSTEM
MAINTENANCE**

1 THIS SUPPORT AGREEMENT, is for the term beginning July 1st, 2021 and terminating June 30,
2 2022 by and between the COUNTY OF PLUMAS, hereinafter referred to as the "County" and
3 MEGABYTE SYSTEMS INC, whose mailing address is 2630 Sunset Blvd, Suite 100, Rocklin,
4 California 95677, hereinafter referred to as the "Contractor". Federal Id: 77-0547969.

1. The County hereby engages the services of the Contractor, and the Contractor agrees to serve County in accordance with the terms and conditions set forth herein. County's Board of Supervisors ratifies, and approves for payment, services provided by Contractor from July 1, 2021, to the date of approval of this Agreement the Board of Supervisors.
2. Work. Subject to the terms and conditions set forth in this agreement, Contractor shall provide the services described in Exhibit A.
3. Price. In consideration of Contractor's fulfillment of the promised work, County shall pay Contractor the amount set forth in Exhibit B. Support to County in excess of the terms of this agreement, as deemed necessary by County, will be billable to County at Contractor's standard hourly rate subject to advance written approval of County. If on-site support is required, travel time and expenses will be charged in addition to the hourly rate for work on-site.
4. Payments. County shall make payments of compensation hereunder monthly on submittal of an invoice. Contract payments are due and payable to Megabyte Systems, Inc. 2630 Sunset Blvd, Suite 100, Rocklin, California 95677, within 15 working days of receipt of the invoice. Invoices shall be submitted to:

Plumas County Information Technology

520 Main Street, Room 211

Quincy, CA 95971

5. Changes. Changes and modifications to this Agreement may only be made by prior written change order of County, accepted in writing by the Contractor, specifying such change(s) including adjustment(s) to price and delivery schedule (if any), as are agreed to by the parties hereto. In no case shall County pay for any extra work or material furnished except as previously agreed upon in such a written change order. The Contractor and the

29 County shall determine whether any change or modification will cause a delay in
30 Contractor completing all work and if so, the duration of such delay.

31 6. County's Responsibility to Provide. County will provide, at its own expense, access to
32 Megabyte via Megabyte's network or via the Internet as long as it is at acceptable speeds
33 (County minimum of T1 or business DSL speed).

34 7. No Waiver by County. Inspection of the work by the County, or the statement by any
35 officer, agent, or employee of the County, prior to written acceptance of the work or any
36 part thereof, indicating that the work or any part thereof complies with the requirements
37 of this Agreement, or the County's payment for the whole or any part of the work, or any
38 combination of these acts, shall not relieve the Contractor of obligation to fulfill this
39 Contract as prescribed. Waiver of any provision of this Agreement by the County in any
40 single instance shall not prejudice County's right to enforcement of all provisions of this
41 Agreement in any other instance.

42 8. Hold Harmless. Contractor agrees to defend, indemnify, save and hold harmless the
43 County, its officers, agents, and employees, from and against any and all claims and
44 losses whatsoever accruing or resulting to any and all persons, firms or corporations for
45 damage, injury or death as a result of negligence by Contractor in Contractor's
46 performance of this Agreement.

47 9. Patent or Copyright Infringement.

48 A. Contractor represents that the materials and products produced hereunder do not
49 violate others intellectual property rights (which include patent, copyright, trademark,
50 trade secret or other proprietary right.) In the event a claim, cause of action,
51 proceeding or other legal action should arise in which there are claims that the
52 materials and/or products infringe or violate another's intellectual property rights,
53 Contractor shall undertake to protect, defend, settle or resolve the proceeding at no
54 cost, whatsoever, to County, including, but not by way of limitation, legal fees,
55 disbursements, judgments, or the like. Contractor shall protect, defend and
56 indemnify and hold County harmless, subject only to County giving Contractor
57 prompt written notice of any such third party claim, cause of action or proceedings
58 and rendering to Contractor any reasonable information, assistance or access to
59 documents and materials required in the defense of any such cause of action.

60 B. Should the materials and/or products in Contractor's opinion, be likely or become the
61 subject of a claim of infringement of a patent, copyright or trademark, Contractor
62 may do any of the following: (1) obtain a legally binding right for County to use, at

no cost to County, the material and/or product; (2) replace or modify the material and/or product so that it is non-infringing yet still complies with the RFP and the Contract specifications; (3) repurchase the material and/or product by refunding all moneys paid by County to Contractor for the material and/or product less depreciation and reasonable costs for use and such other amounts as are mutually agreeable to County and Contractor.

10. Title to Work. Upon termination of this agreement for any reason title to, ownership of, and all applicable patents, copyrights and trade secrets in the MPTS software, shall remain with the contractor as owner/holder of such patents, copyrights, and trade secrets, who shall retain complete rights to market such product, and no such rights shall pass to County. However, County shall receive, at no additional cost, a perpetual license to use such products for its own use.
11. Source Code. Contractor shall place source code for the licensed software and any changes thereto, into a software escrow account. County shall have access to the source code in the event Contractor fails to fulfill its maintenance and support obligations, or in the event of bankruptcy, dissolution, or appointment of a receiver for Contractor. County shall be able to use the source code according to the terms of this agreement, and must also be permitted to modify the code for its own use consistent with this agreement.
12. Insurance. Contractor shall maintain, at Contractor's own expense during the term hereof, insurance with respect to Contractor's performance of this Agreement of the types and in the minimum amounts described generally as follows:
 - A. Full Workers' Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
 - B. Comprehensive Public Liability Insurance or Comprehensive Liability Insurance (Bodily Injury and Property Damage) of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence (claim made).
 - C. Comprehensive Automobile Liability Insurance (Bodily Injury and Property Damage) on owned, hired, leased and non owned vehicles used in conjunction with Contractor's business of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence (claim made).
13. Proof of Insurance. Simultaneous with the execution of this Agreement, proof of the aforementioned insurance shall be furnished by the Contractor to the County by

95 certificates of insurance. Such certificates shall specify that County must be given written
96 notice 30 days prior to the cancellation or modification of any such insurance.

97 14. Insurance in Force and Effect During Contract Period. The insurance specified above
98 shall be in a form and placed with an insurance company or companies satisfactory to
99 County, and shall be kept in force and effect until completion to the satisfaction and
100 acceptance by County of all work to be performed by the Contractor under this
101 Agreement.

102 15. Confidentiality. Confidential information is defined as all information disclosed to
103 Contractor which relates to the County's past, present, and future activities, as well as
104 activities under this Contract. Contractor will hold all such information in trust and
105 confidence. Upon cancellation or expiration of this Agreement, Contractor will return to
106 County all written and descriptive matter which contains any such confidential
107 information. This provision shall survive the termination or expiration of this agreement.

108 16. Independent Contractor. Contractor shall perform this contract as an independent
109 contractor for all purposes. Contractor is not, and shall not be deemed, a County
110 employee for any purpose, including worker's compensation. Contractor shall, at
111 Contractor's own risk and expense, determine the method and manner by which the
112 duties imposed on Contractor by this contract shall be performed; provided that County
113 may monitor the work performed by Contractor; and provided further that Contractor shall
114 observe and comply with all laws and rules applicable to County in performing the work.
115 Contractor, not County, shall be responsible for Contractor's negligence and that of
116 Contractor's agents and employees in performing the work. Contractor shall be entitled
117 to none of the benefits accorded to a County employee. County shall not deduct or
118 withhold any amounts whatsoever from the compensation paid to Contractor, including
119 but not limited to amounts required to be withheld for state and federal taxes. Contractor
120 alone shall be responsible for all such payments.

121 17. Termination. The County or Contractor may terminate this agreement with 60 days
122 written notices.

123 18. Notices. All notices provided for by this Agreement shall be in writing and may be
124 delivered by deposit in the First Class United States mail, by certified, or by registered
125 mail, postage prepaid. All notices appertaining to the provisions of this Agreement, shall
126 be addressed to Contractor's office, located at 2630 Sunset Blvd, Suite 100, Rocklin,
127 California 95677. Notices to the County shall be addressed to Plumas County

128 Information Technology. 520 Main Street, Room 211. Quincy, CA 95971. Effective date
129 of all notices shall permit a minimum of five (5) days for transit in the mails.

130
131
132 COUNTY OF PLUMAS, a political subdivision of
133 the State of California
134
135
136 By _____
137 Jeff Engel, Chair Board of Supervisors
138
139 Dated: _____
140
141
142
143 CONTRACTOR: Megabyte Systems, Inc
144
145
146 By _____
147 Nicholas M Betts, President/Secretary.
148 "CONTRACTOR"
149
150 Dated: _____
151
152

Approved as to form:


Sara James
Deputy County Counsel II

7/12/2021



FY-2021/2022 MPTS Maintenance Rates

02/27/21

Plumas County:

In response to the financial burden caused by the COVID pandemic and other natural disasters, Megabyte will not be increasing support rates for FY-2021/22.

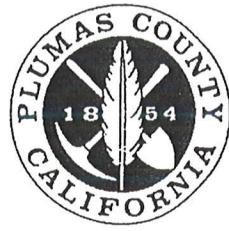
FY-2021/2022 Rates	
MPTS Property Tax System Maintenance	\$9,387.04 per month
Online Business Property Filing Maintenance/Support	\$ 271.67 per month
Public Web – Assessor / Tax Collector Modules Tax Collector – Prior Year (previous year only) View/Print Taxbill Online Tax Collector - Web Bill Print	\$ 456.36 per month \$ 46.16 per month \$ 73.65 per month
Tax Collector – Transient Occupancy Tax (TOT)	\$ 255.75 per month



Erin Metcalf
Chief Probation Officer

County of Plumas

Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



Phone: (530)283-6200
FAX: (530)283-6165

DATE: July 6, 2021

TO: Honorable Board of Supervisors

FROM: Keevin Allred, Chief Probation Officer

SUBJECT: Approve the contract between the Plumas County Probation Department and Plumas Rural Services Batterer's Treatment Program

Recommendation

Approve and authorize the Chair to sign a contract that shall not exceed \$22,500 between the Plumas County Probation Department and Plumas Rural Services for the Batterer's Treatment Program.

Background and Discussion

The Probation Department contracts with Plumas Rural Services to provide services which facilitate offender compliance with statutory requirements related to Domestic Violence cases. It is a goal that persons convicted of Domestic Violence crimes be rehabilitated with strategies, programs and services that change their behavior.

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 PROBATION DEPARTMENT (hereinafter referred to as "County) and Plumas Rural Services, a corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide 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 Twenty-Two Thousand, Five Hundred Dollars (\$22,500).
3. Term. The term of this agreement shall be from July 1, 2021 through June 30, 2022, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Plumas Rural Services from July 1, 2021 to the date of approval of this Agreement by the Board of Supervisors.
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, 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.

MCP

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 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 limited 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

MCP

- 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 expressively 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.

MLP

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. This 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:

Probation Department
County of Plumas
270 County Hospital Rd., Ste. 128
Quincy, CA 95971
Attention: Chief Probation Officer

Contractor:

Plumas Rural Services
711 E. Main St.

MUR

Quincy, CA 95971
Attention: Michele Piller, Executive Director

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. 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.
25. 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 null and void.

MLP

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

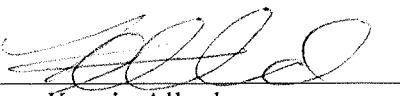
CONTRACTOR:

Plumas Rural Services, a corporation

By: 
Name: Michele Lynn Piller
Title: Executive Director
Date signed:

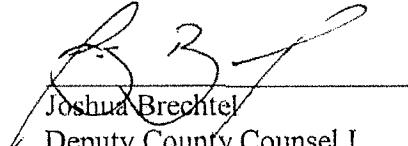
COUNTY:

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

By: 
Name: Keevin Allred
Title: Chief Probation Officer
Date signed:



Approved as to form:


By: _____
Name: Joshua Brechtel
Title: Deputy County Counsel I
Date signed: 6/28/2021

By: _____
Name: Jeff Engel
Title: Board of Supervisors - Chair
Date signed:

Attest:

By: _____
Name: Heidi Putnam
Title: Clerk of the Board of Supervisors
Date signed:

MLP

EXHIBIT A

Scope of Work

Plumas Rural Services Domestic Violence Batterer's Treatment Program (PRS-DVBTP) will use methods from the Anderson and Anderson's Domestic Violence Batter's Intervention Program to provide effective services to help individuals change their beliefs and behavior and lead a non-violent life. The primary purpose of PRS-DVBTP is to protect community members who have been victims of domestic violence. To meet this purpose the program offers skills of healthy life choices, accountability and maintaining non-violent relationships. These skills are to be used as options when coping with difficult relationships.

Each program participant will follow a specific Treatment plan that addresses regular program topics and, if needed, will also address issues specific to the participant. The PRS-DVBTP meets all requirements of the California Penal Code 1203.097 and will be facilitated by instructors who have completed all required training.

PRS-DVBTP will provide one (1) weekly group session for female participants and two (2) weekly group sessions for male participants requiring DV Batterer's Intervention Treatment. Sessions are open and participants may join the group at any time. Each participant is required to complete 52 sessions. Participants must commit to attending the 52-session program which addresses education, realization and behavioral modification. This commitment will require an immediate end to any and all abuse, consistent and timely attendance, completion of all program requirements including weekly groups and completion of homework as well as payment of all required fees.

Staff of the PRS-DVBTP will complete the intake and assessment process, develop treatment plans, facilitate groups, write evaluations, appear in court, confer with attorneys and court representatives and all other tasks needed to assist participants in the successful completion of the program.

Participants are responsible for the payment of the following fees:

- Intake & Assessment \$65
For probationers that cannot pay the \$65 fee up front, PRS will develop a payment plan. Probationers must provide at least 24 hours' notice to cancel a scheduled intake/assessment meeting. Failure to do so will result in the probationer incurring a \$20 no call/no show fee.
- Weekly two (2) hour group sessions \$45/meeting
- Quarterly review meeting \$40
Probationers must provide at least 48 hours' notice to cancel a scheduled quarterly review meeting. Failure to do so will result in the probationer incurring a \$20 no call/no show fee.
- A Ray of Hope Workbook \$30
- Court Appearances (door to door time) \$50/hour
Probationers shall not incur a charge for court appearances that are rescheduled or continued, provided the probationer notifies PRS with 24 hours' notice. If a court appearance is rescheduled or delayed on the day of the appearance, the probationer shall not incur a cancellation fee. If the probationer has more than 24 hours' notice of the rescheduled court appearance and does not notify PRS of the same with 24 hours' notice in advance of the originally scheduled appearance, the probationer shall incur a \$20 cancellation fee.

• Exit Interview & Assessment	\$65
• Re-enrollment fee	\$45

If a probationer re-enrolls in the program within 2 months the probationer's last exit from the program, it will be considered a re-enrollment incurring a \$45 re-enrollment fee. If the probationer re-enrolls more than 2 months after the probationer's last exit from the program, it will be considered a new enrollment and will incur the \$65 intake/assessment fee previously listed.

- Missed class fee \$45
If a probationer fails to attend a class, a \$45 missed class fee will be incurred. This will be applicable to each class a probationer fails to attend. The payment for a missed class is due at the next class of attendance, in addition to the fee for that class. For probationers that cannot afford to pay for missed classes at the time of the next meeting, a payment plan will be established. In the event of illness, a probationer may provide a doctor's note attesting to their inability to attend as a result of illness; the probationer must provide this note within two weeks of the missed class in order to have the missed class considered excused and avoid incurring the fee.
- Leave of absence policy
In the event a probationer is granted a Leave of Absence (LOA) by the Probation Officer, no missed class fees will be incurred. During an approved LOA, the probationer will not be considered to have exited the program.

A sliding scale for intake & assessment, weekly groups and exit interview & assessment are available upon request and qualification. In the event a probationer misses a class, the probationer is responsible for the full cost of the missed class; the sliding scale does not apply to missed class fees or re-enrollment fees.

All charges except Court Appearances are due and payable at the time of service. Charges for Court Appearances are due within 14 days of service. Any returned check fees will be charged back to the participant.

PRS-DVBTP will negotiate with the Probation Department for any special necessity one to one sessions for males or females.

PRS-DVBTP will submit to the Plumas County Superior Court and/or Probation Department any necessary and relevant reports including, but not limited to, proof of enrollment, fees charged, progress reports and a final evaluation.

The County will provide the following:

- a. Conference room space and room preparation to hold three (3) weekly groups.
- b. A Probation Officer assigned to provide ongoing liaison to PRS-DVBTP.

EXHIBIT B

Fee Schedule

Plumas County Probation will provide compensation to PRS for PRS-DVBTP Groups. CONTRACTOR will be paid the sum of One Hundred Twenty-Five Dollars (\$125) for each group session conducted to cover costs not recouped by participants for DV Batterer's Treatment Program provided in Plumas County.

_____ COUNTY INITIALS

- 9 -

CONTRACTOR INITIALS MLP



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: June 30, 2021

To: Honorable Board of Supervisors

From: Dana Loomis

Agenda: Consent Item for July 20, 2021

Description/Recommendation: Approve and authorize the Chair to sign the Annual Certificates of Compliance for the Veterans County Subvention Program and the Medi-Cal Cost Avoidance Program for FY 2021/2022 from the California Department of Veterans Affairs.

Background Information: The State of California, through the California Department of Veterans Affairs (CDVA) provides funds to the Plumas County Veterans Services Office budget. The California Military and Veterans Code, Sections 972.1 and 972.2 outline how these funds will be distributed.

This revenue is generated through three State implemented programs: County Subvention, Medi-Cal Cost Avoidance (MCCA) and the Veterans Service Office Fund (VSOF), and are distributed through the California Department of Veterans Affairs. As all fifty-eight Counties participate equally in these revenue programs, actual revenue per County can fluctuate dramatically from year to year depending on the workload and other factors of each office during each reporting period.

Subvention Funding is a constant fund to all participating counties on a pro rata basis. This allocation is based on the overall State Workload of all County Veterans Service Offices, and stable allocations, one to assist with covering the administrative costs of running the office.

Medi-Cal Cost Avoidance funding is distributed to all participating counties on a pro rata basis using a formula based on the number of claims processed as a direct result of referrals from the Department of Social Services.

Veterans Service Officer Funds are distributed to each county based on Net County Cost of the County Veterans Service Office. This funding is derived from sale of special veteran's license plates.

2FI

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 July 20, 2021 meeting of the Plumas County Board of Supervisors

Date: July 12, 2021

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

Subject: **Authorize Execution of Amendment No. 8 to the MGE Engineering, Inc. Professional Services Agreement for “On-call Civil Engineering Services for Transportation Improvement Projects” for the “Belden Town Bridge Painting Project” in an amount not to exceed \$15,591.08.**

A handwritten signature in blue ink that reads "John Mannle".

Project Background:

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is providing civil engineering services in support of the Belden Town Bridge Painting Project. The project site is located on County Road 303 (Belden Town Road), over the North Fork of the Feather River, near the community of Belden and adjacent State Route 70.

The structure is a steel truss bridge constructed in 1912 that is eligible for the National Register of Historic Places (Caltrans Historic Bridge Inventory Category 2). The County proposes to rehabilitate and extend the life of the bridge by removing old paint, cleaning and repainting all steel elements, performing minor preventative maintenance to steel elements, and removing any unauthorized signs, lights, and electrical wiring.

The proposed work on the bridge is subject to the Secretary of the Interior’s Standards for the Treatment of Historic Properties Action Plan (SOIS Action Plan) that outlines appropriate treatments for the bridge to maintain its historic appearance. For the repainting project, the County must engage a qualified Architectural Historian to oversee implementation of the SOIS Action Plan, which involves consultation with the County Project Manager, Project Engineer, Caltrans staff, Contractors, and potentially the State Historic Preservation Officer (SHPO).

The project is federally funded through the Federal Highway Bridge Program, which is administered by the California Department of Transportation (Caltrans).

The attached MGE Engineering, Inc. Amendment No. 8 to the Professional Service Agreement has been approved as to form by the County Counsel’s Office.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 8 to the MGE Engineering, Inc. Professional Services Agreement for “On-call Civil Engineering Services for Transportation Improvement Projects” for the “Belden Town Bridge Painting Project” in an amount not to exceed \$15,591.08.

Attachment: Amendment No. 8 to the Professional Services Agreement between the County of Plumas and MGE Engineering, Inc.

**AMENDMENT NO. 8
to the
PROFESSIONAL SERVICES AGREEMENT**

**On-Call Civil Engineering Services for
Transportation Improvement Projects
For the
Belden Town Bridge Painting Project**

The December 22, 2020, PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS (“County”) and MGE Engineering, Inc., a California Corporation (“Consultant”), County Contract No. P.W.R.D. 21-005, is hereby amended as follows:

Project Background

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is providing civil engineering services in support of the Belden Town Bridge Painting Project. The project site is located on County Road 303 (Belden Town Road), over the North Fork of the Feather River, near the community of Belden and adjacent State Route 70.

The structure is a steel truss bridge constructed in 1912 that is eligible for the National Register of Historic Places (Caltrans Historic Bridge Inventory Category 2). The County proposes to rehabilitate and extend the life of the bridge by removing old paint, cleaning and repainting all steel elements, performing minor preventative maintenance to steel elements, and removing any unauthorized signs, lights, and electrical wiring.

The proposed work on the bridge is subject to the Secretary of the Interior’s Standards for the Treatment of Historic Properties Action Plan (SOIS Action Plan) that outlines appropriate treatments for the bridge to maintain its historic appearance. For the repainting project, the County must engage a qualified Architectural Historian to oversee implementation of the SOIS Action Plan, which involves consultation with the County Project Manager, Project Engineer, Caltrans staff, Contractors, and potentially the State Historic Preservation Officer (SHPO).

The project is federally funded through the Federal Highway Bridge Program, which is administered by the California Department of Transportation (Caltrans).

Scope of Work

The Scope of Work includes Architectural Historian services by a subcontractor as set forth in the attached Scope of Work attached hereto as Exhibit A.

Compensation

Consultant shall be paid in accordance with the Fee Schedule, included as Exhibit “B” and incorporated herein by reference. The cost of the project is Fifteen Thousand, Five Hundred Ninety-One Dollars and Eight Cents (\$15,591.08).

Consultant shall submit an invoice to County no more frequently than each calendar month, and County shall issue payment to Consultant within thirty (30) days of County’s receipt of an

____ Consultants Initials

____ County Initials

undisputed invoice. Each invoice must specify the hours worked, services purchased from sub-consultants, or other expenses incurred consistent with the Scope of Work.

Project Schedule.

The Consultant shall complete the project as set forth in the Scope of Work.

Other Contract Provisions.

All other contract provisions set forth in the December 22, 2020, Professional Services Agreement first referenced above remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 8 to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS
A political subdivision of the State of California

Date: _____

Jeff Engel, Chair
Board of Supervisors

ATTEST:

Date: _____

Heidi Putnam
Clerk of the Board of Supervisors

CONSULTANT
MGE Engineering, Inc.

Date: _____

Robert E. Sennett, Vice President

Date: _____

Fred Huang, Chief Financial Officer

APPROVED AS TO FORM:



County Counsel

Date: 6/30/2021

Taxpayer ID Number – 68-0231292

Attachments: Exhibit A - Scope of Work
Exhibit B – Fee Schedule

Exhibit A



AECOM
2020 L Street, Suite 400
Sacramento, CA 95811
www.aecom.com

916.414.5800 tel
916.414.5850 fax

March 17, 2021

Robert Sennett, SE
MGE Engineering, Inc.
7415 Greenhaven Drive, Suite 100
Sacramento, CA 95831

**Subject: Architectural Historian Services for the Belden Town Road Over North Fork
Feather River Bridge (09C0042) Repainting Project**

Dear Mr. Sennett:

AECOM Technical Services, Inc. (AECOM) is pleased to submit this proposal to complete Architectural Historian services for the Belden Town Road Over North Fork Feather River Bridge (09C0042) Repainting Project on behalf of the County of Plumas.

Based on the information provided in the Secretary of the Interior's Standards for the Treatment of Historic Properties Action Plan for the bridge, we will bring an effective approach to fulfilling the planned actions related to the preservation of the historic bridge.

AECOM is dedicated to helping the County meet the project requirements in a timely and efficient manner and would coordinate closely with County staff and Contractors upon receipt of the notice to proceed.

Sincerely,

Trina Meiser
Senior Architectural Historian
D (619) 610-7885
M (765) 702-1987
trina.meiser@aecom.com

Petra Unger
Principal/AECOM Contract Manager
D (916) 414-5835
M (916) 712-3740
petra.unger@aecom.com

Project Understanding

The County of Plumas (County), in conjunction with the California Department of Transportation (Caltrans), is proposing to extend the life of the Belden Town Bridge (09C0042) by washing and blast-cleaning old paint, repainting all steel elements, performing minor preventative maintenance to steel elements, and removing any unauthorized signs, lights, and electrical wiring. The project is a federally funded, Local Assistance project through the Federal Statewide Transportation Improvement Program, Highway Bridge Program, which is administered by Caltrans on behalf of the Federal Highway Administration (FHWA). The repainting project is subject to compliance with Section 106 of the National Historic Preservation Act. To avoid adverse effects on historic properties, the bridge has an established Secretary of the Interior's Standards for the Treatment of Historic Properties Action Plan (SOIS Action Plan) that outlines appropriate treatments for the bridge to maintain its historic appearance. For the repainting project, the County must engage a qualified Architectural Historian to oversee implementation of the SOIS Action Plan, which involves consultation with the County Project Manager, Project Engineer, Caltrans staff, Contractors, and potentially the State Historic Preservation Officer (SHPO). Anticipated tasks are described in the following Scope of Work.

Scope of Work

All work will be overseen by a qualified architectural historian, who is a Caltrans PQS-equivalent Principal Architectural Historian and meets the Secretary of the Interior's Professional Qualifications Standards (48 Federal Register 44738) in Architectural History and History. All work will comply with the SOIS Action Plan for the bridge repainting project (prepared by JRP Historical Consulting, LLC for Plumas County Public Works Department and reviewed by Caltrans in December 2019).

Task 1 – Architectural Historian Services

Task 1.1 – Pre-Project Tasks

AECOM's Architectural Historian will work directly with Project Engineer and County Project Manager to ensure the SOIS are clearly described and illustrated in the plans, specifications, and estimates (PS&E). Once drafted, AECOM will review the PS&E package to ensure conformance or address any non-conformance issues. AECOM will verify that County Project Manager ensures that the SOIS Action Plan is included in the Project Engineer's Project File.

- Assumes AECOM will draft language to contribute to the PS&E and will conduct three rounds of PS&E review.
- Assumes plans will conform with the SOIS; includes one round of consultation with the Caltrans PQS Architectural Historian to verify compliance.

AECOM will coordinate with the Project Engineer in advance of project activities and will notify the Caltrans PQS Architectural Historian when project activities will begin.

- Assumes notification from the Project Engineer at least three calendar weeks prior to commencement of project activities.

AECOM will coordinate with the Project Engineer and County Project Manager to perform field review of the Belden Town Bridge for SOIS implementation. AECOM will attend the pre-construction meeting and will present the character-defining features of the bridge and the actions required under the SOIS Action Plan.

- Assumes the pre-construction meeting will occur at least one calendar week prior to project activities.
- Assumes one site visit; may be coordinated with other County task (Dyson Lane Bridge Repainting Project).

AECOM will consult with the Project Engineer on paint color analysis and on all materials scheduled for removal, regarding historical provenance of the unauthorized materials. AECOM will notify Caltrans PQS Architectural Historian upon completion of paint analysis.

- Assumes Project Engineer will conduct a paint layer analysis and provide results to AECOM for review and comment.
- Assumes one round of consultation with Caltrans PQS Architectural Historian.

Task 1.2 – During Project Tasks

During construction, AECOM will consult with the County Project Manager and Project Engineer to confirm the PS&E are being followed, as they pertain to compliance with the SOIS. AECOM will examine proposed project activities not represented in the PS&E to ensure they meet the SOIS. AECOM will consult with Caltrans PQS Architectural Historian regarding any activities that do not meet with the SOIS or would result in an adverse effect.

- Assume up eight teleconference meetings.
- Assume no construction monitoring is required per SOIS Action Plan.
- Assume no changes that result in a new potential adverse effect would require consultation with SHPO.

Task 1.3 – Post-Project Tasks

Once the project is complete and the County Project Manager has informed AECOM of completion, AECOM will conduct a post-project review to ensure the SOIS were followed and will coordinate with County Project Manager and Project Engineer regarding the results of this review. AECOM will provide the Caltrans PQS Architectural Historian a memorandum, including photographs, confirming the project's completion and compliance with the SOIS.

- Assume one site visit to document project completion and compliance with SOIS.
- Assume one round of comments from the County, one round of comments from Caltrans PQS Architectural Historian.

Project Schedule

AECOM will immediately begin work at notice to proceed (NTP). AECOM will coordinate with the County Project Manager and Project Engineer to contribute to the PS&E. The schedule is otherwise dependent on the construction schedule.

Post-project, AECOM will conduct the final site visit within one calendar week of project completion. AECOM will prepare the post-project memorandum and will deliver an electronic draft copy within 14 calendar days from the date of the site visit. AECOM will deliver a final electronic copy and a hard copy after issuance of edits, comments, and/or approval by Caltrans. We will be in close coordination with the County regarding the schedule and will prioritize completing this project in an expedited manner.

Cost Estimate

We anticipate the project can be completed for a cost not to exceed \$13,232. A detailed cost estimate is included.

Project Team

Trina Meiser will be the primary contact on this project for the technical analysis and deliverables. She is a historic preservation planner and meets the Secretary of Interior's qualifications (36 CFR Part 61) in architectural history and history, and is Caltrans PQS-equivalent Principal Architectural Historian. Trina has 20 years of experience in identifying, evaluating, and planning for cultural resources, including historic structures, districts, and landscapes. She specializes in technical analysis to support regulatory compliance, specifically under Section 106 of the NHPA. She conducts cultural resources studies, including inventory, survey, and evaluation reports, and impact analyses and findings of effect. She consults on a variety of transportation, energy, military, housing, and community projects with clients, designers, and agency representatives. Her experience in historic preservation planning provides a strong understanding of federal, state, and local historic preservation laws, and a thorough knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties and their function in historic preservation planning. Trina has extensive experience on Caltrans projects in Districts 4, 7, 8 and 11.

Monica Wilson is a Secretary of the Interior-qualified Architectural Historian and Historian with AECOM. Ms. Wilson has five years of experience in the fields of history and archives. She has served on a variety of historic projects in California. Ms. Wilson also has experience conducting historical research, writing reports, and conducting oral history interviews. At AECOM, Ms. Wilson has completed technical reports for a variety of buildings and structures such as historical theaters, lighthouses, aircraft hangars, hotels, prisons, commercial and residential buildings, transmission lines, substations, ranches and rural properties. She has experience with several Caltrans Local Assistance projects in Districts 7 and 11.

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FEE ESTIMATE PROPOSAL - ARCHITECTURAL HISTORIAN SUPPORT
Belton Town Road Bridge, BRO-590910922

January 2018



2F2

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., Asst. Director Joe Blackwell, Deputy Director

CONSENT AGENDA REQUEST

For the July 20, 2021 meeting of the Plumas County Board of Supervisors

Date: July 12, 2021

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

Subject: **Authorize Execution of Amendment No. 9 to the MGE Engineering, Inc. Professional Services Agreement for “On-call Civil Engineering Services for Transportation Improvement Projects” for the “Dyson Lane Bridge Painting Project” in an amount not to exceed \$15,591.08.**

A handwritten signature in blue ink that reads "John Mannle".

Project Background:

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is providing civil engineering services in support of the Belden Town Bridge Painting Project. The project site is located on County Road 107 (Dyson Lane), over the Middle Fork of the Feather River, approximately 5.4 miles south of the community of Beckwourth.

The existing bridge is a steel truss bridge constructed in 1908 that is eligible for the National Register of Historic Places. The County proposes to rehabilitate and extend the life of the bridge by removing old paint via blasting, cleaning, and repainting all steel elements. In addition, the proposed project will include minor preventative maintenance repairs to steel elements per Caltrans Bridge Inspection Reports.

The proposed work on the bridge is subject to the Secretary of the Interior’s Standards for the Treatment of Historic Properties Action Plan (SOIS Action Plan) that outlines appropriate treatments for the bridge to maintain its historic appearance. For the repainting project, the County must engage a qualified Architectural Historian to oversee implementation of the SOIS Action Plan, which involves consultation with the County Project Manager, Project Engineer, Caltrans staff, Contractors, and potentially the State Historic Preservation Officer (SHPO).

The project is federally funded through the Federal Highway Bridge Program, which is administered by the California Department of Transportation (Caltrans).

The attached MGE Engineering, Inc. Amendment No. 9 to the Professional Service Agreement has been approved as to form by the County Counsel’s Office.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 9 to the MGE Engineering, Inc. Professional Services Agreement for “On-call Civil Engineering Services for Transportation Improvement Projects” for the “Dyson Lane Bridge Painting Project” in an amount not to exceed \$15,591.08.

Attachment: Amendment No. 9 to the Professional Services Agreement between the County of Plumas and MGE Engineering, Inc.

AMENDMENT NO. 9
to the
PROFESSIONAL SERVICES AGREEMENT

**On-Call Civil Engineering Services for
Transportation Improvement Projects
For the
Dyson Bridge Painting Project**

The December 22, 2020, PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS (“County”) and MGE Engineering, Inc., a California Corporation (“Consultant”), County Contract No. P.W.R.D. 21-005, is hereby amended as follows:

Project Background

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is providing civil engineering services in support of the Belden Town Bridge Painting Project. The project site is located on County Road 107 (Dyson Lane), over the Middle Fork of the Feather River, approximately 5.4 miles south of the community of Beckwourth.

The existing bridge is a steel truss bridge constructed in 1908 that is eligible for the National Register of Historic Places. The County proposes to rehabilitate and extend the life of the bridge by removing old paint via blasting, cleaning, and repainting all steel elements. In addition, the proposed project will include minor preventative maintenance repairs to steel elements per Caltrans Bridge Inspection Reports.

The proposed work on the bridge is subject to the Secretary of the Interior’s Standards for the Treatment of Historic Properties Action Plan (SOIS Action Plan) that outlines appropriate treatments for the bridge to maintain its historic appearance. For the repainting project, the County must engage a qualified Architectural Historian to oversee implementation of the SOIS Action Plan, which involves consultation with the County Project Manager, Project Engineer, Caltrans staff, Contractors, and potentially the State Historic Preservation Officer (SHPO).

The project is federally funded through the Federal Highway Bridge Program, which is administered by the California Department of Transportation (Caltrans).

Scope of Work

The Scope of Work includes Architectural Historian services by a subcontractor as set forth in the attached Scope of Work attached hereto as Exhibit A.

Compensation

Consultant shall be paid in accordance with the Fee Schedule, included as Exhibit “B” and incorporated herein by reference. The cost of the project is Fifteen Thousand, Five Hundred Ninety-One Dollars and Eight Cents (\$15,591.08).

Consultant shall submit an invoice to County no more frequently than each calendar month, and County shall issue payment to Consultant within thirty (30) days of County’s receipt of an

____ Consultants Initials

____ County Initials

undisputed invoice. Each invoice must specify the hours worked, services purchased from sub-consultants, or other expenses incurred consistent with the Scope of Work.

Project Schedule.

The Consultant shall complete the project as set forth in the Scope of Work.

Other Contract Provisions.

All other contract provisions set forth in the December 22, 2020, Professional Services Agreement first referenced above remain unchanged.

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

COUNTY OF PLUMAS
A political subdivision of the State of California

Date: _____

Jeff Engel, Chair
Board of Supervisors

ATTEST:

Date: _____

Heidi Putnam
Clerk of the Board of Supervisors

CONSULTANT
MGE Engineering, Inc.

Date: _____

Robert E. Sennett, Vice President

Date: _____

Fred Huang, Chief Financial Officer

APPROVED AS TO FORM:



County Counsel

Date: 6/30/2021

Taxpayer ID Number – 68-0231292

Attachments: Exhibit A - Scope of Work
Exhibit B – Fee Schedule

Exhibit A



AECOM
2020 L Street, Suite 400
Sacramento, CA 95811
www.aecom.com

916.414.5800 tel
916.414.5850 fax

March 17, 2021

Robert Sennett, SE
MGE Engineering, Inc.
7415 Greenhaven Drive, Suite 100
Sacramento, CA 95831

Subject: Architectural Historian Services for the Dyson Lane over Middle Fork Feather River Overflow Bridge (09C0001) Repainting Project

Dear Mr. Sennett:

AECOM Technical Services, Inc. (AECOM) is pleased to submit this proposal to complete Architectural Historian services for the Dyson Lane over Middle Fork Feather River Overflow Bridge (09C0001) Repainting Project on behalf of the County of Plumas.

Based on the information provided in the Secretary of the Interior's Standards for the Treatment of Historic Properties Action Plan for the bridge, we will bring an effective approach to fulfilling the planned actions related to the preservation of the historic bridge.

AECOM is dedicated to helping the County meet the project requirements in a timely and efficient manner and would coordinate closely with County staff and Contractors upon receipt of the notice to proceed.

Sincerely,

Trina Meiser
Senior Architectural Historian
D (619) 610-7885
M (765) 702-1987
trina.meiser@aecom.com

Petra Unger
Principal/AECOM Contract Manager
D (916) 414-5835
M (916) 712-3740
petra.unger@aecom.com

Project Understanding

The County of Plumas (County), in conjunction with the California Department of Transportation (Caltrans), is proposing to extend the life of the Dyson Lane Bridge (09C0001) by washing and blast-cleaning old paint, repainting all steel elements, and performing minor preventative maintenance to steel elements. The project is a federally funded, Local Assistance project through the Federal Statewide Transportation Improvement Program, Highway Bridge Program, which is administered by Caltrans on behalf of the Federal Highway Administration (FHWA). The repainting project is subject to compliance with Section 106 of the National Historic Preservation Act. To avoid adverse effects on historic properties, the bridge has an established Secretary of the Interior's Standards for the Treatment of Historic Properties Action Plan (SOIS Action Plan) that outlines appropriate treatments for the bridge to maintain its historic appearance. For the repainting project, the County must engage a qualified Architectural Historian to oversee implementation of the SOIS Action Plan, which involves consultation with the County Project Manager, Project Engineer, Caltrans staff, Contractors, and potentially the State Historic Preservation Officer (SHPO). Anticipated tasks are described in the following Scope of Work.

Scope of Work

All work will be overseen by a qualified architectural historian, who is a Caltrans PQS-equivalent Principal Architectural Historian and meets the Secretary of the Interior's Professional Qualifications Standards (48 Federal Register 44738) in Architectural History and History. All work will comply with the SOIS Action Plan for the bridge repainting project (prepared by JRP Historical Consulting, LLC for Plumas County Public Works Department and reviewed by Caltrans in December 2019).

Task 1 – Architectural Historian Services

Task 1.1 – Pre-Project Tasks

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FEE ESTIMATE PROPOSAL - ARCHITECTURAL HISTORIAN SUPPORT
Dyson Lane Bridge, BRL-O-5909(092)
MGE Engineering
Exhibit B

January 2018



Office of the Sheriff

Office of Emergency Services

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: July 8, 2021
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *TJ*
RE: Agenda Items for the meeting of July 20, 2021

It is recommended that the Board:

Approve and authorize Auditor to pay invoices for service provided without a contract to DriveLine And Gear Service.

Background and Discussion:

The Plumas County Sheriff's Office needed repairs done to vehicles and was unable to have the work done with a local contracted vendor. The initial quotes were under \$1,000 for both vehicles; however, additional work was required. Please be advised that if any future work is needed from this vendor, a contract will be put in place for their services.

The Sheriff's Office respectfully requests approval to submit invoice #W123154 in the amount of \$759.22 and invoice #W122276 in the amount of \$591.68 received from DriveLine And Gear Service and authorize the Auditor to pay the invoices submitted without a contract for service.



CROMBERG REHABILITATION PROJECT

Caltrans Project 02-1H580

Plumas County, State Route 70,

Post Mile 58.2/R78.4

Cromberg

POP 261 ELEV 4,290

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
PROJECT PLANS FOR CONSTRUCTION ON
STATE HIGHWAY

IN PLUMAS COUNTY AT AND NEAR
CROMBERG FROM GILL RANCH ROAD
TO 0.2 MILE WEST OF BIG
GRIZZLY CREEK BRIDGE

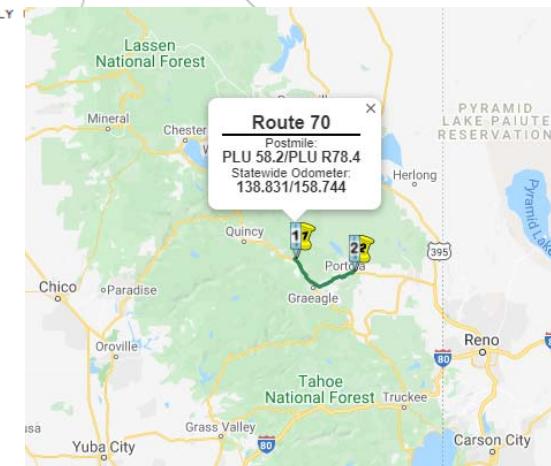
IN PLUMAS COUNTY NEAR BLAIRSDEN
FROM 0.4 MILE EAST OF LITTLE BEAR ROAD
TO 0.4 MILE WEST OF ROUTE 89

TO BE SUPPLEMENTED BY STANDARD PLANS DATED 2018

STRUCTURES
XX-XXX NAME OF BRIDGE, Br No. XX-XXXX
XXX-XXX NAME OF BRIDGE, BR No. XX-XXXXXX

THE STANDARD PLANS LIST APPLICABLE TO THIS CONTRACT IS INCLUDED IN THE NOTICE TO BIDDERS AND SPECIAL PROVISIONS BOOK.

NO SCALE



Project Need & Purpose

Need

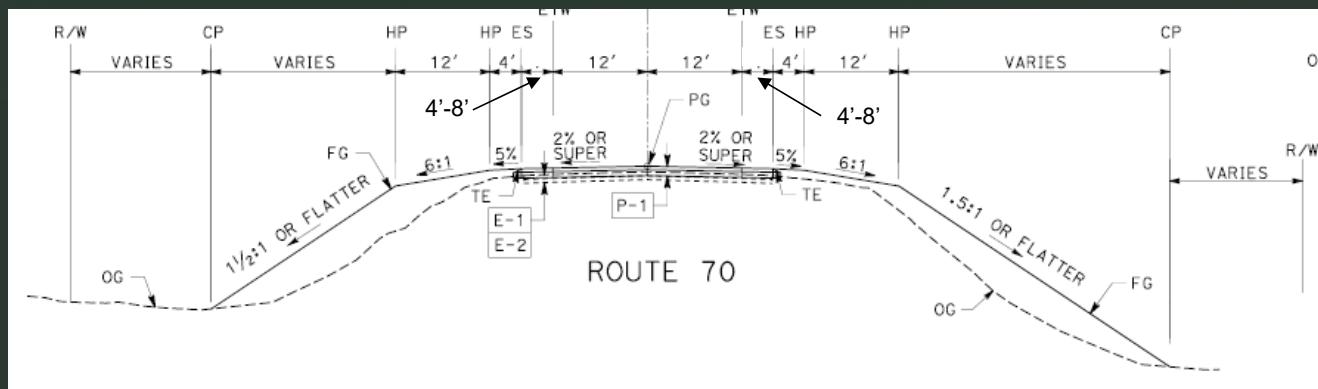
- The existing pavement through the project limits has exceeded its service life.
- Currently, less than 10 percent of the pavement is in good condition, and by 2024, 100 percent of the pavement will be in fair condition.
- The roadway exhibits poor ride quality, and preventative maintenance measures are no longer cost-effective.
- Many of the existing culverts are undersized or have met their service life and need to be replaced.
- Guardrail and roadside signs do not meet current design guidance.
- There are also several existing nonstandard roadway features, noncompliant ADA curb ramps, missing and damaged sidewalk, and the facility experiences a higher-than-average collision rate for total, fatal plus injury, and fatal collision types.

Purpose

The purpose of the Cromberg Rehabilitation Project is to reduce distressed lane miles, improve ride quality, prevent further extensive maintenance efforts, extend the pavement life of this segment of highway for a minimum of 20 years, and improve safety for all modes of transportation.

Planned Project Features – Cross Section

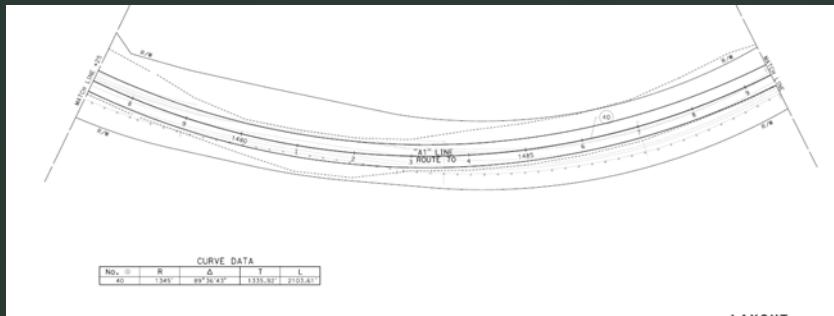
- The pavement will be fully rehabilitated utilizing full depth reclamation – cement (FDR-C) rehabilitation where possible and roadway reconstruction where necessary to provide a 20-year service life.
- Lanes will be widened to a consistent 12 feet throughout the project.
- Four-foot-wide shoulders are proposed from the beginning of the project to the junction of Routes 70 and 89 where traffic volumes are less. Eight-foot-wide shoulders are proposed for the remainder of the project limits.
- Clear recovery zone improvements are proposed through the entire project. Trees and other fixed objects will be removed to a minimum of 20 feet from the edge of travelled way (ETW) to meet the current standards. Where feasible, fill slopes will be constructed at 4:1 or flatter (typically 6:1) for a minimum of 20 feet from the ETW.



Planned Project Features – Curve Improvements

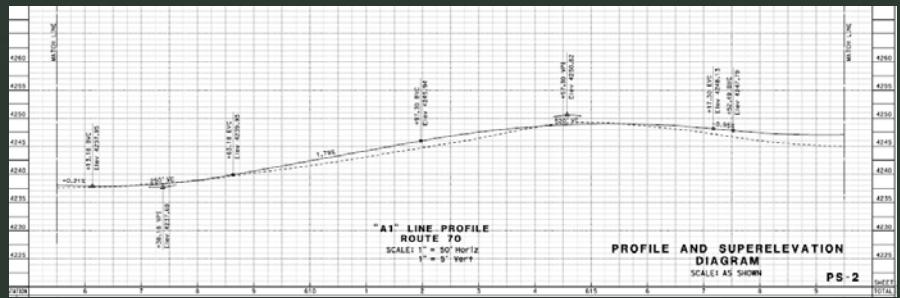
Horizontal Curves

- The proposed horizontal alignment matches the existing centerline for most of the project limits, but there are several locations where realignment of up to 20 feet is necessary to meet geometric design standards or to provide adequate width for lane and shoulder widening.



Vertical Curves

- Vertical curves will be lengthened throughout the project limits to improve sight distance and ride quality. The profile in these locations will be raised or lowered up to six feet.



Planned Project Features – Multimodal

Pedestrian and Bicycle Facilities

- Proposed shoulder widths will improve mobility for bicyclists.
- Within the City of Portola, broken and severely deteriorated sidewalk sections will be replaced to better accommodate pedestrians. Approximately 300 linear feet of new six-foot-wide sidewalk will be constructed to close a gap in the network between the recently built Dollar General store and Willow Street. There are also 24 curb ramps that will be reconstructed to meet ADA standards.
- *Caltrans is seeking input on whether to restripe the existing two lanes in each direction through Portola to instead one lane in each direction, a center double left turn lane, and a bike lane in each direction. Existing parking, sidewalk, curb and gutter, and pavement widths would be unaffected.*

Transit Facilities

- A paved pullout is planned near the C Road intersection (PM 69.38) as requested by the Plumas Unified School District to allow school buses to safely drop off and pick up students.
- The project engineer has reached out to Plumas Transit Systems which operates a transit service between Quincy and Portola to see if there are additional needs that could be addressed with the project.

Planned Project Features – Drainage

▪ *Culverts*

- Nearly all the approximate 210 existing drainage systems within the project limits are proposed to be improved.
- 134 systems will be replaced due to their condition or insufficient hydraulic capacity.
- Approximately 37 culverts will be upsized to reduce the possibility of localized flooding or overtopping the highway. Three of these culverts will be designed to accommodate aquatic organism passage.
- In addition to the culvert replacements, there are approximately 15 culverts that will be rehabilitated using liners, 27 that will be extended, and nine that will be abandoned or removed.

▪ *Flooding*

- There are several documented rain events where storm water runoff overtopped the highway near the Sleepy Pines Motel at PM 75.0. To reduce the frequency of this overtopping, it is proposed to raise the highway profile approximately two feet at and upsize three drainage systems at this location.



Planned Project Features – Intersection Improvements

Three intersections will be improved to meet current design guidance. The earthwork and paving necessary to make these intersection improvements will be minimal.

Junction of State Routes 70 and 89

- The left-turn lane approach tapers and deceleration lanes at the SR 70/89 junction will be lengthened to meet current guidance, improve safety, and meet operational needs.

Feather River Inn Road and Mohawk Road Intersection

- There are two “T” intersections near each other at PM R66. Mohawk Road connects to SR 70 on the south side of the highway and Feather River Inn Road connects 500 feet east of Mohawk Road on the north side of the highway. The existing approach tapers and deceleration lengths for the left-turn lane from SR 70 to Mohawk Road will be lengthened.
- Plumas County has potential plans for a future project that will move the Feather River Inn Road connection to align with Mohawk Road, making a four-leg intersection at PM R65.97. A separate project, the Feather River Inn Road Intersection Project, is proposed to widen the SR 70 westbound shoulder at Mohawk Road to provide enough pavement width for right-turn lanes once the future County project is constructed. The Feather River Inn Road Intersection project will be combined with the Cromberg Rehabilitation project for one construction package.

Delleker Road Intersection

- The Delleker Road intersection at PM 74.18 will be improved to meet the guidance for left turn lane taper lengths. Deceleration lanes will also be lengthened to improve safety and meet operational needs.

Planned Project Features – Operational Features

Truck Climbing Lane Extension

- The truck climbing lane between PM 68.6 and PM 69.2 merges back to one lane approximately 1200 feet before the crest of the existing grade. This climbing lane will be extended to the top of the grade at PM 69.43. A bus stop pullout will also be constructed at the end of this climbing lane as discussed above.

Chain On Area

- A chain-on area with lighting will be constructed at the junction of SR 89. The chain-on area will be approximately 500 feet long by 20 feet wide and will be just west of the junction in the westbound direction.

Maintenance Sand House and Park & Ride Facility

- The Maintenance Sand House at PM 70.67 and the Park & Ride facility at PM R66.63 (SR 89 Junction) both have severely deteriorated pavement and will be repaved as part of the project.

Planned Project Features – Traffic Safety & Electrical

Signing and Striping

- There are approximately 160 roadside signs that will be replaced and seven turnable signs that will be reconstructed to meet current standards.
- New traffic stripes will mostly remain in their existing configurations.

Bridge Rail and Guardrail

- The bridge rail at the Humbug Creek Bridge is proposed to be replaced with a standard 42-inch high rail to improve safety. An architectural treatment is proposed to enhance aesthetics for roadway users and the community. Because the new rail is wider than the existing, the bridge deck will have to be widened approximately one foot on each side to maintain an eight-foot shoulder width.
- Existing metal beam guardrail will be replaced with MGS. Approximately 18,000 linear feet of new MGS will be installed throughout the project limits.

Electrical Work

- Replace traffic loops at five traffic count stations.
- Construct lighting improvements for the proposed westbound chain-on area at the 70/89 junction.
- Potential relocation of a traffic signal pole within the City of Portola.

Planned Project Features – Geotechnical

Earthwork

- Roadway realignment and widening will require constructing large cut and fill slopes.
- The current design balances cut and fill.
- Roadway excavation is estimated at 275,000 cubic yards.

Retaining Walls

- There are two locations that will likely require retaining walls to create the needed roadway width. The wall type will likely be a gabion basket wall pending further geotechnical evaluation.
- There are eight existing locations of rock-fall protection fencing on the existing cut slopes which are proposed to be moved and reconstructed to allow for expanded clear recovery zones and to have a more maintenance-friendly design.

Planned Project Schedule & Estimate

Project Schedule

- The Draft Project Report and Draft Environmental Document have been completed and are currently out for public review and comment. The comment period closes on August 2, 2021.
- The final project report and environmental document is anticipated to be completed by August 30, 2021.
- The project plans, specifications, and bid documents are anticipated to be completed by June 30, 2022, though there are risks that this schedule may need to be extended by several months.
- The project is anticipated to begin construction as soon as late fall 2022, but more likely in the spring of 2023. Construction is anticipated to last 3 years.

Project Estimate

- Escalated Construction Costs are currently estimated at just under \$91M.

Questions or Comments?

<https://dot.ca.gov/caltrans-near-me/district-2/d2-projects/d2-cromberg-rehab-public-notice>

Comments relating to this proposed project can be submitted in writing by August 2, 2021 to:

Caltrans Office of Environmental Management MS-30

Attn: Andre Benoist

1657 Riverside Drive

Redding, CA 96001

or by email at d2pio@dot.ca.gov or by phone at (530) 225-3426.

PLUMAS COUNTY AUDITOR / CONTROLLER

3A

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



Date: 07/20/2021

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller

Subject: Authorize Auditor/Controller to recruit and fill the position of Assistant Auditor/Controller which will become vacant due to the retirement of the current Assistant as planned for 6/1/22, and authorize the replacement to be hired as soon as possible so that there is an overlap of up to nine months to allow for sufficient training on property tax and other responsibilities.

Recommendation:

Authorize Auditor/Controller to recruit and fill the position of Assistant Auditor/Controller which will become vacant due to the retirement of the current Assistant as planned for 6/1/22, and authorize the replacement to be hired as soon as possible so that there is an overlap of up to nine months to allow for sufficient training on property tax responsibilities.

Background:

The Assistant Auditor/Controller is a key position in the Auditor's Department. This position is assigned, among many other important functions, the responsibility of maintaining the property tax rolls, processing property tax apportionments, reconciling property tax trust funds, and filing of numerous reports as required by the State of California. The Assistant calculates and updates the bond rates annually to ensure the proper amount is collected for the bond payments. The Assistant makes necessary changes to the tax roll and calculations that result from tax appeals. The Assistant is the point person for property tax audits performed by the State Controller's Office.

Property tax is a highly specialized field and relatively few candidates possess experience in this area. Counties across California find it difficult to fill vacancies in their property tax divisions due to the scarcity of experienced property tax specialists. To ensure that the Auditor's office has sufficient time to hire and train a replacement, we ask for authorization to begin recruiting immediately and hire the replacement as soon as possible. Property tax activities and deadlines occur monthly, quarterly and annually as evidenced by the attached schedule. It is requested that the recruitment start right away to have time to search for a qualified candidate, and to ensure the most seamless transition the Auditor respectfully requests permission for an overlap of up to nine months to allow for the necessary training.

Property Tax Due Dates and Other Responsibilities

FY 2020/21

Monthly	Balance Property Taxes	Monthly
	Balance Trust Funds 5078 5079	Monthly
	Book Airport Fuel Expense	by 3rd
	Cash Count Reconciliation	by 3rd
	Cash with Fiscal Agent Balancing	Monthly
	Monthly and Quarterly TC-31s to State, Annual Reporting	by 20th
	Refunds, Property Tax and TTC Refunds	Weekly
	Roll Changes	Weekly
Other Activities		
<i>Special District Admin: Monthly Munis Reports</i>		
<i>Special District Admin: Annual Financial Transaction Reports to SCO</i>		
<i>Special District Admin: Audit Support</i>		
<i>Calcard Admin and Reconciliation Fund 5033, Audit and JE as needed</i>		
<i>Trust Fund Admin for all Trust Funds</i>		
<i>Trust Fund Recons 5002, 5030, 5072, 5560, 5575</i>		
<i>Insurance, Overhead Journals Quarterly</i>		
<i>Sales Tax Return and Submission Quarterly to SBOE</i>		
<i>Investment Reconciliation Quarterly</i>		
August	50/50 split to State	Aug 15th
	BOE-822 reporting to State	Aug 15th
	Bond Rate Calculations (before Secured Extension)	Aug 15th
	Bond Rate Resolution (needs to be approved before Secured Extension)	September
	Direct Charges - Import Secured/Specific (before Secured Extension)	Aug 10th
	Report to Dept of Education school taxes (Annual)	Aug 15th
September	Bill Sierra County (after budget is approved)	September
	Calculate AB8 Factors	September
	Calculate Railroad Unitary Factors	September
	Calculate Unitary Factors	September
	CFP Payment to State	Oct 1st
	Fine & Forfeiture MOE to State	Oct 1st
	Secured Extension (<i>Bond Resolution has to be approved first</i>)	September
October	Balance Investments (Quarterly Jul-Sep)	October
	Calculate SB 2557 charges - Property Tax Admin Fees	October
	DNA Funds to State (Quarter 1 ~ Jul-Sep)	October
	HOE claim due to State	Nov 1st
November	Annual Property Tax Report due to State-Needed to calc "Selected Data"	Dec 1st
	Estimated Boat Revenue to Sheriff	Nov 15th
	Report to Dept of Education Community College taxes (CCFS-329)	Nov 15th
	Report to Dept of Education school taxes (P1)	Nov 15th
	Selected Data from the Annual Report of Property Taxes - To BOE	Nov 15th
December	Apportion HOE (should receive DP 11/30)	December
	Apportion Sales Tax (50% - 1st Inst)	December
	Apportion Taxes (<i>Sec, Unsec, Del Unsec, Supl, Unitary, RR Unitary, SB 2557</i>)	December
	Apportion Timbervield (should receive DP 11/30)	December
	Apportion VLF (50% - 1st Inst)	December
	Apportionment payments to Districts	December
	CFP Payment to State	Jan 1st
	Fine & Forfeiture MOE to State	Jan 1st

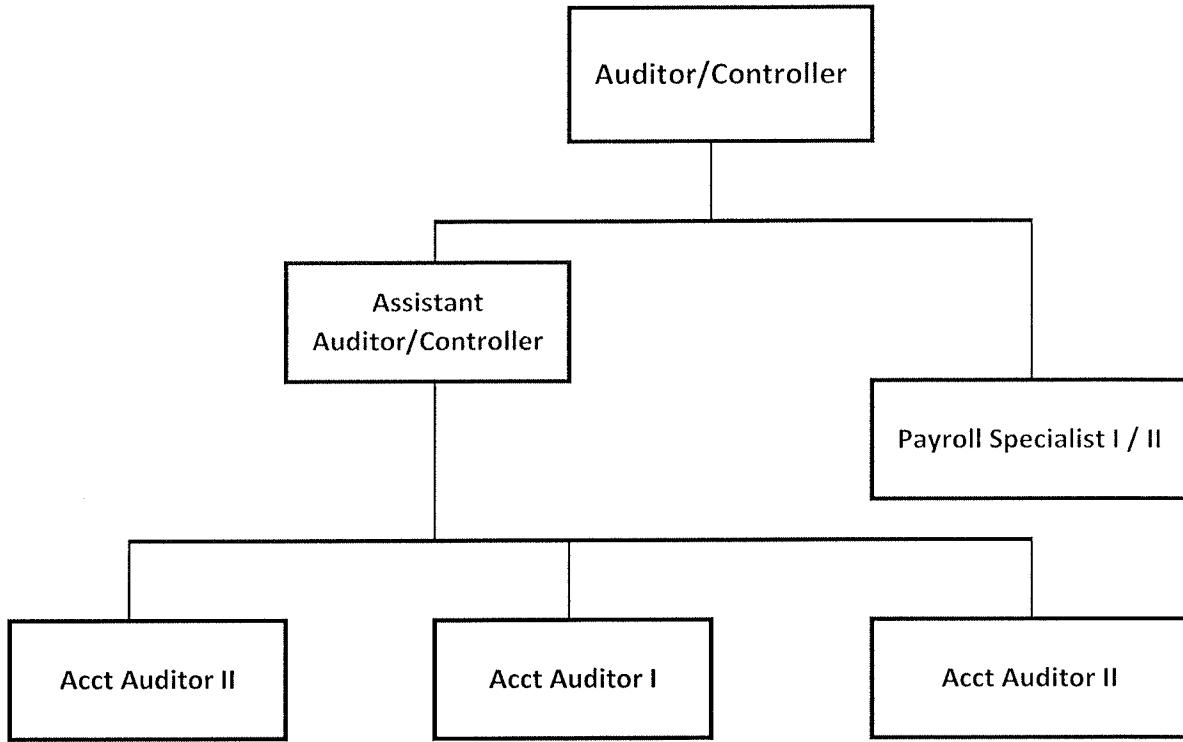
Property Tax Due Dates and Other Responsibilities

FY 2020/21

January	Apportion HOE (should receive DP 12/31)	January
	Balance Investments (Quarterly Oct-Dec)	January
	DNA Funds to State (Quarter 2 ~ Oct-Dec)	January
	ERAF / Prop 172 Estimate to CSAC (received via email)	Jan 24th
	Semi-Annual DAR-225 State Redemption Fees (06/01 - 12/31)	Jan 15th
February	DNA Annual Report	Apr 1st
March	CFP Payment to State	Apr 1st
	Fine & Forfeiture MOE to State	Apr 1st
	Watch for CD from SBE	March
April	Apportion Sales Tax (50% - 2nd Inst)	April
	Apportion Taxes (<i>Sec, Unsec, Del Unsec, Supl, Unitary, RR Unitary, SB 2557</i>)	April 15th
	Apportion VLF (50% - 2nd Inst)	April
	Apportionment payments to Districts	April
	Balance Investments (Quarterly Jan-Mar)	April
	DNA Funds to State (Quarter 3 ~ Jan-Mar)	April
	Report to Dept of Education Community College taxes (CCFS-329)	April 15th
	Report to Dept of Education school taxes (P2)	April 15th
May	Apportion HOE (should receive DP 04/30)	May
	Prop 4 / GANN's Limits Calculation (dof.ca.gov/research/demographic/)	May
	Prop 4 Resolution (Needs to be approved for State Budget Book in December)	May
	Fine & Forfeiture MOE to State	May 1st
June	Apportion HOE (should receive DP 05/31)	June
	Apportion Timbervield (should receive DP 05/31)	June
	CFP Payment to State (<i>Pre-pay</i>)	July 1st
	Direct Charges - Export Unsecured to Districts	June
	Semi-Annual DAR-225 State Redemption Fees (01/01 - 05/31)	June 15th
	VLF State Report	June
July	Apportion Taxes (<i>Sec, Del Sec, Unsec, Del Unsec, Supl, Unitary, RR Unitary</i>)	July 31st
	Apportionment payments to Districts	July 31st
	Balance Investments (Quarterly Apr-Jun)	July
	Direct Charges - Export Secured/Specific to Districts	July
	PUSD 2016 Go Bond Payment-auditor to send ET not TTC due 8/1/18	
	DNA Funds to State (Quarter 4 ~ Apr-Jun)	July
	Direct Charges - Import Unsecured (during Unsecured Rollover / Extension)	July
	Utility - Load into Megabyte	July
	Unsecured Rollover / Extension-7/16-7/18	July
	Year End Trust Fund Balancing / Close (5078, 5079, & 5080)	July

Auditor Department

Organizational Chart



ASSISTANT AUDITOR/CONTROLLER

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of the County Auditor/Controller's Office; to provide staff supervision, evaluation, and training; to perform a variety of the most complex fiscal and budget administration responsibilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which oversees the daily operations of the County Auditor/Controller's office and provides administrative support for the County Auditor/Controller. Incumbents are responsible for administering and maintaining the County's property tax roll, interpreting and applying Revenue and Taxation code and keeping abreast of all changes that may affect property taxes.

REPORTS TO

County Auditor/Controller.

CLASSIFICATIONS DIRECTLY SUPERVISED

Accountant, Accountant Auditor/Liability Risk Analyst, Accountant/Workers Compensation Analyst, Payroll Specialist I or II, Fiscal Support Coordinator, Lead Fiscal Technical Service Assistant, Auditor Accounting Technician, Auditor Accounting Clerk I or II. .

ASSISTANT AUDITOR/CONTROLLER - 2

EXAMPLES OF DUTIES

- Assists the County Auditor/Controller with planning and directing the functions and operations of the Auditor Controller Office.
- Oversees auditing activities.
- Assists in developing financial recordkeeping methods and procedures.
- Formulates policies and procedures in consultation with the Auditor-Controller.
- Plans and coordinates work assignments.
- Supervises, trains, and evaluates the work of professional fiscal and fiscal support staff.
- Directs financial work related to the collection, disbursement, and proper allocation of County funds.
- Participates in budget preparation and administration for the Auditor's Office.
- Compiles the preliminary County budget, using past years' expenditures, estimated revenue by classification and fund, fund balances, and estimated amounts to be raised by tax levy.
- Explains and provides advice on budget development procedures.
- Assists in preparing final budget and compiling annual financial report for the Board of Supervisors.
- Assists in reviewing budget adjustments and transfers throughout the year.
- Prepares special State reports, such as Trial Court Funding, Taxes & ERAF Reporting for schools and colleges ; analyzes and uses appropriation ledgers, general ledgers, and bond and interest records in the development of budgets and financial reports.
- Compile and calculate periodic State reporting and remitting of funds to include but not limited to: Sales & Use tax, court TC31 collections, Court facility & MOU payments.
- Assists with compilation and compiles financial information for external auditors and consultants.
- Assists in conducting audits of County departments, including the review of existing accounting procedures and internal control methods.
- Prepares and answers correspondence in consultation and approval of the Auditor/Controller.
- Acts for the Auditor/Controller when necessary.
- Serves as a liaison with other persons, committees, boards, groups, and associations as assigned by Auditor/Controller.
- Processing additions, changes, and deletions to the County tax rolls.
- Prepares all tax reports and apportions taxes to entities.
- Maintains proper tax roll fiscal balances.
- Computes and figures tax penalties as appropriate.
- Analyzing the impact of the tax roll changes on County revenue.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Complete the monthly cash counts and quarterly investment audit reviews.
- Assists with maintaining proper controls on trust accounts.

ASSISTANT AUDITOR/CONTROLLER - 3

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, policies, and legal requirements of County budget preparation.
- Legal provisions related to the audit, verification, and distribution of tax funds and taxes collected.
- Operations, rules, policies, and procedures of the Plumas County Auditor/Controller's Office.
- County fund disbursements, auditing, and record keeping principles and practices.
- Organization and functions of the departments and political subdivisions of the County.
- Office management methods and procedures.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Assist with the planning, direction, and management of the functions and operations of the County Auditor-Controller Office.
- Supervise, train, and evaluate the work of assigned staff.
- Perform a wide variety of complex and specialized financial analysis and administrative support assignments for the Plumas County Auditor/Controller.
- Interpret, explain, and apply a variety of County Auditor/Controller policies, rules, procedures, and regulations.
- Analyze, develop, and modify auditing, accounting, and financial recordkeeping procedures.
- Maintain or supervise the maintenance of tax records and develop statistical and accounting reports on tax matters.
- Gather, organize, analyze, and present a variety of data and information.
- Oversee the development and preparation and prepare accurate financial statements, records, and reports.
- Effectively represent the County Auditor-Controller in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

ASSISTANT AUDITOR/CONTROLLER - 4

Training and Experience:

At least five (5) years of responsible experience in accounting, auditing, and related financial recordkeeping work, preferably including a minimum of one (1) year in a supervisory position.

AND

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university; or successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case bases.

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.

STAFFING REQUEST FORM

Department AUDITOR CONTROLLER DEPARTMENT

Add Delete

FTE 1.0

Position Title ASSISTANT AUDITOR - CONTROLLER

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

The Assistant Auditor/Controller is a key position in the department, providing administrative and managerial support. In addition to numerous duties, the Assistant is responsible for property tax processing throughout the year. Property tax is a highly specialized area and this position requires special training and continuing education. The Assistant is responsible for bond rate calculations and updating bond rates collected on property tax bills, provides information and updates tax rolls related to tax appeals, and provides data and is the point person for property tax audits performed by the State Controller's Office. The Assistant position requires knowledge and experience in accounting.

See attachment

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

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

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

Describe:

None

Describe:

None

Calculate anticipated Salary and Benefit costs for each of the *next four* years using anticipated increases:
93,450.00 yr. 1 98,109.00 yr. 2 103,068.00 yr. 3 108,227.00 yr. 4 *Benefits include WC, UI, OPEB, CalPERS, FICA/IMC, Group Insur*

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

Are any *new revenues* expected to cover the cost of the requested position? Yes No
If yes, are the revenues certain? Yes No and if certain, the revenues are certain for how many years? _____ Years. Attach supporting material.

See Attached

Reviewed and supporting by Critical Staffing Committee

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

Committee Comments:

AUDITOR CONTROLLER DEPARTMENT

ASSISTANT AUDITOR/CONTROLLER

ATTACHMENT – CRITICAL STAFFING REQUEST FORM

Consequences of not filling position:

The primary responsibility of the Assistant Auditor/Controller is to manage the property tax duties required constantly throughout the year. The property tax rolls are updated weekly, the AB8 factors and tax apportionment spreadsheets are updated annually, and tax apportionments are processed three times each year to the schools, special districts, and the county. The property tax trust funds are reconciled each month. Special assessments from districts are entered into the property tax system, and there are numerous calculations needed throughout the year for events such as district annexations. Bond rates are calculated annually so that the correct amounts can be collected on the property tax bills. Roll changes and refunds are calculated that result from tax appeals. This is a highly specialized position that requires continuing education to keep up with changes in property tax law. The property tax duties are substantial and the workload is such that other staff members would be unable to pick up the property tax duties if the Assistant position were vacant.

Anticipated Salary:

\$58,406.40 (STEP 1 = 28.08/hr) - \$61,318.40 (STEP 2 = 29.48/hr) Salary will depend on experience.

PLUMAS COUNTY LIBRARY

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

3B



Lindsay Fuchs
County Librarian

DATE: July 9, 2021

TO: Honorable Board of Supervisors

FROM: Lindsay Fuchs, Plumas County Librarian

RE: Authorize the County Librarian to recruit and fill vacant Extra-Help Courier position.

Recommendation:

Authorize the County Librarian to recruit and fill vacant Extra-Help Courier position.

Background:

Our current courier has resigned. This position delivers and picks up our bins between library branches on a weekly basis. This is necessary to move materials for borrowers, time-sensitive documents and reports, deposits, and other necessary items.

The appropriate Critical Staffing Questionnaire is attached.

Fiscal Impact:

Other Wages to fulfill this Extra Help position have already been marked for in the Library budget for 21/22FY. This position starts at \$14/hr per the CA minimum wage.

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR
FISCAL YEAR 2021/2022

1. Is this a legitimate business, statutory, or financial justification to fill the position?

Yes. This position delivers and picks up our bins between library branches on a weekly basis. This is necessary to move materials for borrowers, time-sensitive and otherwise documents and reports, cash deposits, and other necessary items.

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

Our current courier resigned.

3. How long has this position been vacant?

It is not currently.

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

This position is paid for by Other Wages.

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

Most libraries have some form of courier service between branches, either internal or through a third party. It is more cost effective for us to be internal.

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

We will not be able to make bin deliveries, which in turn will affect both the service provided to the community and the staffs' ability to turn in necessary documentation and deposits by their deadlines.

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

Items will have to be sent in by mail (USPS), which will create a major increase in costs as well as staff time.

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?

No

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 position is currently and will continue to be budgeted for under Other Wages, matching current CA minimum wage standards.

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

N/A

3CI



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: June 28, 2021

To: Honorable Board of Supervisors

From: Dana Loomis

Agenda: Item for July 20, 2021

Recommendation: Authorize the Director of Human Resources to recruit and fill two Extra Help Part Time Youth Prevention Advisors.

Background Information: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. It is critical that this position be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to several different vulnerable populations.

Plumas Youth Undivided is a youth development program that meets at schools in the county during student's lunch hour weekly, and occasionally after school and on weekends. Youth gain leadership skills and learn how to be youth advocates. They also identify issues in their communities and work with adults and community leaders to address these issues.

Fiscal Impact: There is no fiscal impact on the county as these positions are fully funded through programs within the Public Health Agency.

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



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



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

Plumas County Public Health Agency's Alcohol and Other Drug Prevention Program is hiring for two (2) Extra Help Positions for Youth Prevention Advisors

- Plumas Youth Undivided is a youth development program that meet at schools in the county during student's lunch hour weekly, and occasionally after school and on weekends. Youth gain leadership skills and learn how to be youth advocates. They also identify issues in their communities and work with adults and community leaders to address these issues.

Information about this Employment Opportunity:

- This extra-help employment opportunity will be for a minimum of 4 months and pays \$17 an hour.
- There are two (2) advisor positions. I will be between 10-15 hours a week and the second for 20 hours per week.
- Applicants will work as facilitators for 6th grade curriculum one day per week, and as program advisors for junior high and high school lunch meetings that take place weekly on school campuses. They may also have the opportunity to advise additional after school activities during the afternoon/evenings and weekend activities.
- Advisors are expected to facilitate youth development activities and provide education to youth about public health related topics, including alcohol and drug use, tobacco use, and nutrition.
- Advisors also help to facilitate and lead positive and healthy activities for youth, such as community movie and game nights.
- This would be an ideal opportunity for a Feather River College student who wishes to work with youth in the future or within a government agency, for example someone pursuing a career as a teacher, a social worker, in law enforcement or in probation.

Employment Opportunity Requirements:

- Have a high school diploma. Additional education preferred.
- Valid Driver's License.
- Be available to work between 10AM-3PM on Mondays and/or Fridays.
- Must be able to work independently and to drive to schools throughout the county.
- Experience working with youth is preferred. Experience with junior high and high school aged youth is ideal.

For more information or to apply please contact:

- Nicole Reinert (530) 283-6990 or e-mail Nicolereinert@countyofplumas.com

3CZ



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: June 28, 2021

To: Honorable Board of Supervisors

From: Dana Loomis

Agenda: Item for July 6, 2021

Recommendation: Authorize the Director of Human Resources to recruit and fill a budgeted 1.00 FTE Management Analyst I/II position due to vacancy effective June 25, 2021

Background Information: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. It is critical that this position be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to several different vulnerable populations.

This position is responsible for the development, maintenance, and tracking of a program's fiscal information and data; program invoicing, office management duties for an assigned department; to perform a variety of difficult, complex, and specialized information gathering and information preparation.

Fiscal Impact: There is no fiscal impact on the county as Public Health has allocated and budgeted a 1.00 FTE for this position of MA I/II which is fully funded through programs within the Public Health Agency.

A copy of the Critical Staffing Request and organizational charts are attached for your review.

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



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



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

**CRITICAL STAFFING COMMITTEE
REQUEST FORM**

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

DATE OF REQUEST: 6/28/21

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE AND BREAKDOWN FOR REQUESTED POSITION: 70560

POSITION TITLES: 1.00 FTE Management Analyst I/II

ARE POSITIONS CURRENTLY ALLOCATED? YES X NO

For Committee use only

Date of Committee Review: _____

Determination of Committee? Recommended
 Not Recommended

Comments: _____

Date to Board of Supervisors: _____

Board Action: Approved Denied

Date returned to Department: _____

Date submitted to HR Technician for recruitment: _____

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

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

1.0 Management Analyst I/II— This position became vacant in June 2021. This position is responsible for development, maintenance, and tracking of a Department's fiscal information and provides a variety of administrative, staff, and office management duties.

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

No. All positions are budgeted and funded in the current fiscal year. There are many technical aspects to public health vacant positions that require extensive training. We are not in a position to expend resources to train non-permanent staff on an ongoing basis. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also presents safety and liability concerns. The strain on all staff to balance their regular required duties with additional assignments can result in an atmosphere of tension and anxiety if they go unfilled.

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

N/A

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

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

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

Not filling the MA I/II position will result in material losses in delays in billing and revenue, exacerbating cash flow issues.

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

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

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

No.

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

No.

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

N/A. All positions requested are fully funded by contract for the 21-22 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

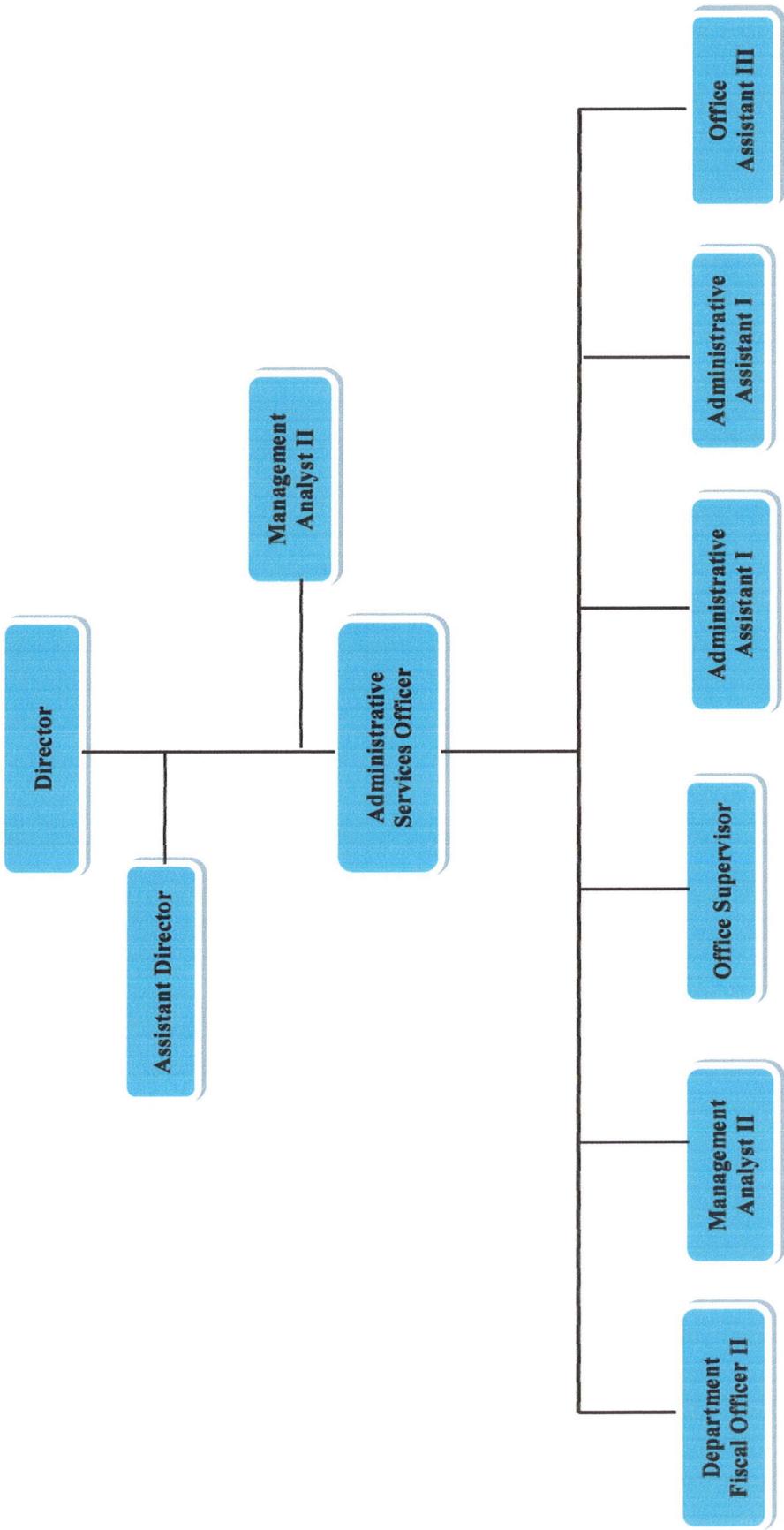
- **Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?**

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

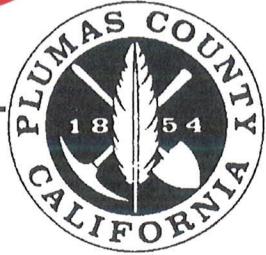
FY 17/18	Total Cash Reserves	\$ 575,661
FY 18/19	Total Cash Reserves	\$ 582,102
FY 19/20	Total Cash Reserves	\$1,410,133

PLUMAS COUNTY PUBLIC HEALTH AGENCY
ADMINISTRATION & FISCAL SERVICES DIVISION

1



3D



PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323
John Mannle, P.E., Director Joe Blackwell, Deputy Director

CONSENT AGENDA REQUEST

For the July 20, 2021 meeting of the Plumas County Board of Supervisors

Date: July 12, 2021

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

Subject: Approve Payment of Invoice to AeroTech

A handwritten signature in blue ink that reads "John Mannle".

Background:

In May 2021, the Director requested of engineering staff to obtain quotes for new aerial photography and computer-generated mapping of Quincy Junction Road between Bell Lane and Chandler Road in American Valley. The aerial and contours are used to assist the Central Federal Lands Highway Division in conducting preliminary planning for improvements to the road for a future project in 2025. Aerotech was the lowest quote out of three companies contacted with a price of \$6800. The highest quote was \$7000.

Staff placed all aerial targets prior to the flight and provided all the coordinates and elevations to Aerotech. The flight was scheduled to occur in conjunction with five other clients' needs in northern California on that day. These days, engineering staff and the Director consider simple aerial photography and computer-generated files of contour mapping to be a product similar to buying a paper map at a store. The vendor does not set foot in Plumas County. The mapping is computer generated and a link to download the files is sent to the client by email.

In June 2021, the Department received the invoice and processed a payment to AeroTech. Subsequently the Auditor notified the Director that this was not considered a purchase of a material or a commodity and should have been done by contract per the Purchasing Policy. The Auditor suggested requesting the Board's approval of the payment without a contract.

The Road Fund had adequate budget remaining under FY 20/21 Line Item 521900 – Professional Services to make payment.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors approve payment of the invoice without a contract, dated 6/10/21, totaling \$6,800.00. The Director will endeavor to avoid these purchasing mistakes in the future now that the new Department Fiscal Officer will be starting work on July 19 after the Department endured 4 months without one.

Attachment: Invoice Dated 6/10/21

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
John Mannie, P.E., Director Joe Blackwell, Deputy Director



May 4, 2021

To: John Mannie, PE | Director
From: Andrew Hammond
Subject: Aerial Survey Bids for the Quincy Junction FLAP

Background:

Plumas County Public Works (PCPW) requested bids via email to various aerial surveying / mapping companies. The mapping will be used to assist PCPW and FHWA with the design of the Quincy Junction FLAP project.

Bids received are:

NAM = \$6,885
AeroTech = \$6,800
Farr West = \$7,000

Attached are the bids we received. PCPW would like hire AeroTech due to them being the lowest bid and offering competitive services.

The bid from AeroTech for \$6,800 is in accordance with Plumas County Purchasing Policy.

Please call with any questions or comments – 530.283.6493.

WO 487 RW


Andrew Hammond, PE | PLS
Associate Engineer
Plumas County, California

*OK to Proceed
Mannie, Director
5/5/21*

AeroTech Mapping Inc
3285 N. Fort Apache Rd.
Las Vegas, NV 89129
(702)228-6277



BILL TO
Plumas County
Attn: Accounts Payable
1834 East Main Street
Quincy, CA 95971

INVOICE NV0521-127

DATE 06/10/2021 **TERMS** Net 30

DUE DATE 07/10/2021

PROJECT MGR.
Andrew Hammond, PE

PROJECT #
Plumas County PO#2476 (5.5.21)

ACTIVITY	AMOUNT
MPROJ For Photogrammetric services rendered per contract for Quincy Junction Road PM: Andrew Hammond Plumas County PO#2476 (5.5.21)	6,800.00

Thank you for your business!

Checks payable to: AeroTech Mapping

TOTAL DUE **\$6,800.00**

AeroTech Mapping Inc.

Quincy Junction Rd. Plumas County Public Works; ~500' x 5500'

1' Contours, 1"=40', Full Planimetrics, Color 0.15' Orthophoto

Fly 2 Lines, 14 Exp. 3.5cm Digital Flight, Run LiDAR Scanner at 10ppm

9 HVP; Budget quoted by Leo Torres 4-27-2021, 15 Working Days, **\$6,800.00**





PROJECT PROPOSAL

Date: **April 26, 2021**
Attention: **Andrew Hammond, PE/PLS**
Company: **Plumas County Public Works**
Re: **Quincy Junction Road Project**
Page 1 of 2

Scope of Work

North American Mapping will provide the following services:

Flying, 1"= 300' Color Photography, Film Processing, Compilation of 1"=40', 1' CI/DTM Mapping, and Digital Map Editing. Delivery will include Digital AutoCAD Mapping file.

** Project will be designed to meet or exceed National Map Accuracy Standards **

Please see enclosed layout detailing 11 panel locations and project mapping boundary. Please review and verify that the mapping boundary contains your entire project.

Cost for Services	\$	6,485.00
Option for .25' Pixel Size Digital Orthophoto	\$	450.00

Estimated Time of Completion 12 Working Days

All mapping and photo projects will be delivered within 12 working days from the date of flight and/ or after receiving ground control which ever is latter. **Weather Permitting**. N.A.M. will not be held responsible for delays due to weather and/ or delays on receiving ground control. Schedule is good for 30 days from date of proposal.

Payment Schedule - A retainer fee will not be required,

In the amount of \$ to commence mapping operations. Payment terms are 5% discount if paid 30 days from the date of invoice; 2% discount at 60 days. Payments must be postmarked within the correct time frame for discounts. Any invoices not paid within 90 days shall bear an interest charge of 1 1/2% per month from the invoice date until the account is paid in full. In the event of any controversy, claim or dispute between the parties hereto arising out of or relating to this agreement, the prevailing party shall be entitled to recover its attorneys fees, expenses and costs whether or not suit was instituted. Any work completed before cancellation of this order after notice to proceed will be billed as services rendered. Pursuant to NRS 108.245 you are hereby given notice that the Photogrammetrist providing the services indicated above may, at a future date, claim a lien as provided by law against the property if the photogrammetrist is not paid in full. All work materials used in the production of the mapping, are deemed instruments of service and shall remain the property of NAM. Unless otherwise agreed to in writing, NAM shall retain all common law and other reserved rights, including the copyright thereto. NAM also agrees that it will not reproduce or sell mapping without the written consent of the Client.

PLEASE SIGN AND RETURN TO OUR OFFICE.

SIGNED COPY WILL BE WRITTEN NOTICE TO COMMENCE WORK AND THAT YOU AGREE TO ALL CONDITIONS STATED HEREIN ... THANK YOU!

NORTH AMERICAN MAPPING INC.

NAME: _____

NAME: David Gray

SIGNATURE: _____

SIGNATURE: _____

TITLE: _____

TITLE: President, Certified Photogrammetrist

DATE: _____

DATE: April 26, 2021



Project Layout



Hammond, Andrew

From: Phil Reimer <preimer@farrwestengineering.com>
Sent: Thursday, April 29, 2021 9:41 AM
To: Hammond, Andrew; George Nicholas
Cc: Brian Blair
Subject: RE: Aerial Survey Bid - Please

Good morning Andrew, George asked me to follow up, he is out flying drones in the desert. My understanding is that you are looking for a flight for a 2 mile section of road and contours. The cost for that is \$7,000 He also mention you may be looking for cost for right of way survey. if you could let me know the area, I can provide an exact cost. Boundary estimates requires a little more review. Please feel free to call me directly to discuss, if you'd like.

Thank You

Phil Reimer
(775) 284-7177

From: Hammond, Andrew <AndrewHammond@countyofplumas.com>
Sent: Tuesday, April 27, 2021 8:18 AM
To: George Nicholas <george.nicholas@striximaging.com>
Cc: Brian Blair <brian.blair@striximaging.com>; Phil Reimer <preimer@farrwestengineering.com>; George Nicholas <gnicholas@farrwestengineering.com>
Subject: RE: Aerial Survey Bid - Please

Please provide a rough budget number for the flight and images (no lidar needed unless lidar is need for the topo). And another rough number for the boundary survey. Thank you!

Sincerely,
Andrew Hammond, PE | PLS
Plumas County Public Works

From: George Nicholas <george.nicholas@striximaging.com>
Sent: Monday, April 26, 2021 5:29 PM
To: Hammond, Andrew <AndrewHammond@countyofplumas.com>
Cc: Mannle, John <JohnMannle@countyofplumas.com>; Brian Blair <brian.blair@striximaging.com>; preimer@farrwestengineering.com; gnicholas@farrwestengineering.com
Subject: Re: Aerial Survey Bid - Please

Hi Andrew,

I can certainly get you a bid for that. When you say property lines, are you supplying the property lines to us? If not, we'll have to provide a boundary survey. Do you know if you're going to need LiDAR or will photogrammetry work?

Also, I've CC'd my Farr West Engineering email to this email. All Strix employees now work at Farr West, Farr West acquired all of Strix's equipment, and is fulfilling all future contracts for Strix. I believe Farr West is currently the consulting engineer for Plumas County so that should make this easy.

COUNTY ADMINISTRATOR

Gabriel Hydrick



AGENDA REQUEST AND STAFF REPORT

For the July 20th, 2021 meeting of the Plumas County Board of Supervisors

SUBJECT: CRITERIA FOR THE COUNTY STANDING UP HEATING AND COOLING CENTERS**To:** Honorable Board of Supervisors, Clerk of the Board, County Counsel**From:** Gabriel Hydrick, County Administrator**Date:** 7/12/2021**Strategic****Relevance:** N/A**Background/Introduction:**

Due to the excessive heat warnings and as per Board direction on 7/6/2021, County staff moved to stand up cooling centers throughout the County to help residents and visitors manage the excessive heat we experienced over the weekend. This is the first time the County has performed such a task. If we set up cooling zones, does it make sense to set up warming centers also?

Finding Analysis:

Being the first time standing up a cooling center, there are a number of critical elements that were realized to improve the next opportunity. First and foremost is identifying a set of criteria that once triggered initiate standing up a cooling center. The criteria should consider County, residential and tourism infrastructure and average temperatures and funding abilities. Typically, excessive heat warnings are put in to place once the temperature meets or exceeds 10 degrees Fahrenheit of the average high.

Additionally, cooling zones are not an OES function; however OES was a critical support this last week. The County needs to identify how and who the cooling zones will be staffed and funded. Funding is important because there likely won't be reimbursement for expenditures from OES or FEMA or any other agency. The logistics for finding, scheduling and placing County staff volunteers and who manages this needs to be identified. The logistics of payroll need to be identified also. All of this worked well last week and will likely become the standard practice for the County to respond to the need of standing up cooling zones. Lastly, the Board will likely need to allocate funds for such needs, including minor expenditures for Incident Command Centers.

Recommended Actions:

Staff respectfully recommends the Board of Supervisors:

- Provide input for: criteria and thresholds that must be met prior to standing up cooling/warming zones, identify funding sources, identify logistical guidelines and key positions for managing the entire event of standing up cooling/warming zones.
- Adopt the recommendation of a temperature range to initiate cooling zones where the average high (day) and low (night) is exceeded by 13 degrees Fahrenheit.

Or

- Provide staff different direction

Fiscal Impact:

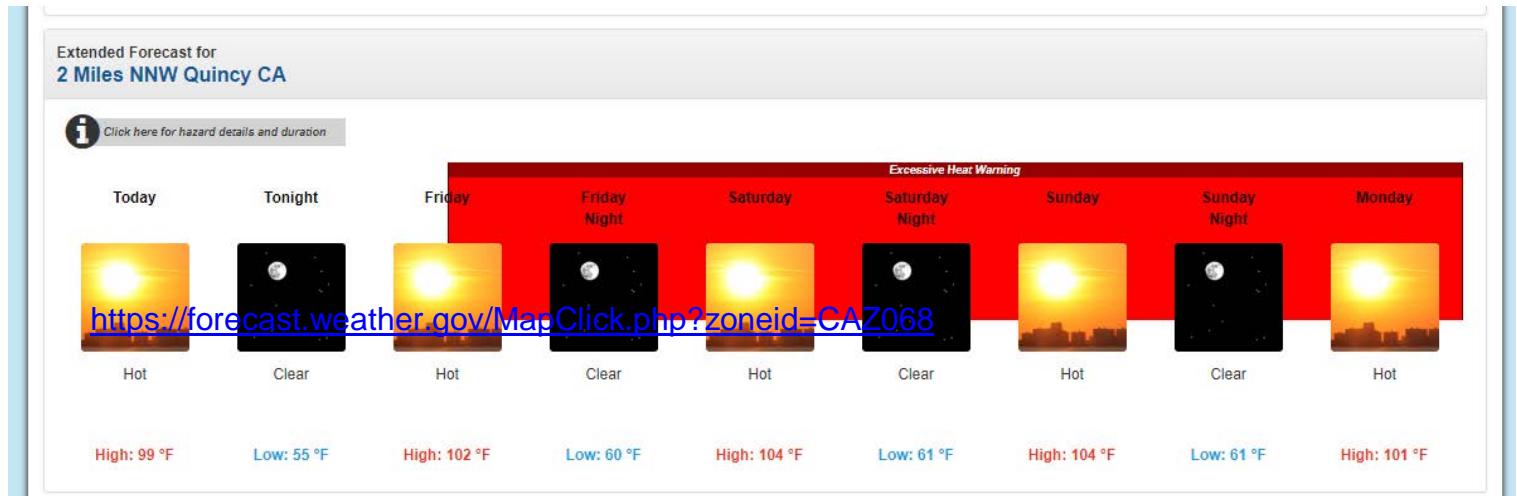
Incident Command Centers and cooling zones and other similar centers are becoming more common as local government meets the needs of residents; therefore, it is recommended that the County have at least \$1,500 – \$3,000 set aside in a specific fund to meet needs of setting up and operating these centers. Costs will be reimbursed if the event is eligible (e.g. OES, FEMA).

Attachments:

Attachment 'A': RFP

7/8/2021 10AM	
Detailed forecast for	
Western Plumas County/Lassen Park	
Today	Sunny. Highs 77 to 92 higher elevations...84 to 99 lower elevations. Light winds becoming southwest 5 to 15 mph in the afternoon.
Tonight	Clear. Lows 56 to 71. Prevailing southwest winds 5 to 15 mph in the evening becoming light.
Friday	Sunny, warmer. Highs 82 to 97 higher elevations...88 to 103 lower elevations. Prevailing east winds up to 10 mph shifting to the southwest in the afternoon.
Friday Night	Clear. Lows 61 to 76. Prevailing south winds up to 10 mph.
Saturday	Sunny, warmer. Highs 84 to 99 higher elevations... 90 to 105 lower elevations. Light winds becoming southwest up to 10 mph in the afternoon.
Saturday Night	Clear. Lows 62 to 77.
Sunday	Sunny. Highs 88 to 103.
Sunday Night Through Tuesday	Clear. Lows 59 to 74. Highs 85 to 100.
Tuesday Night And Wednesday	Clear. Lows 54 to 69. Highs 81 to 96.

<https://forecast.weather.gov/MapClick.php?zoneid=CAZ068>



5A +B

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268

John Mannle, P.E., Director of Public Works, John Kolb, Interim Solid Waste Manager

AGENDA REQUEST

for the July 20, 2020 Meeting of the Board of Supervisors

July 12, 2021

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

Subject: Consideration of a proposed Rate Increase of 7.29% (for residential and commercial customers self-hauling solid waste to Plumas County the transfer stations located in Quincy, Chester, Greenville and LaPorte) for disposal of solid waste at said transfer stations, as operated by franchise contractor USA Waste, of California, Inc. dba Feather River Disposal, serving Franchise Area No. 1.



PREFACE:

The primary purpose of this Agenda Request, in compliance with Proposition 13, is to enable the Board of Supervisors to:

- 1. Receive a report and recommendations from the Department of Public Works pertaining to a Rate Increase of 7.29% at transfer stations (for residential and commercial customers self-hauling solid waste to the Plumas County transfer stations located in Quincy, Chester, Greenville and LaPorte) for the disposal of solid waste at said transfer stations, as operated by franchise contractor Feather River Disposal, serving Franchise Area No. 1.*
- 2. Enable commentary by the franchise contractor, Feather River Disposal.*
- 3. Conduct a Public Hearing to enable commentary by the general public and other governmental officials, if any.*
- 4. Consider the adoption of the attached, proposed Resolution to Increase Rates by 7.29% at the Franchise Area No. 1 Transfer Stations.*

BACKGROUND:

2020:

On June 16, 2020, the former Director of Public Works recommended a 3.30% rate increase for residential collection, and 3.30% rate increase (commercial collection). The Board of Supervisors adopted the Rate Increase Resolution for solid waste services related collection fees, which cover residential and commercial customers self-hauling solid waste to Plumas County the transfer stations located in Quincy, Chester, Greenville and LaPorte within Franchise Area No. 1, as

operated by franchise contractor USA Waste of California, Inc., dba Feather River Disposal. Resolution No. 20-8497, may be viewed on the Plumas County website at: <https://californiaplumascounty2.civicplus.com/2616/17509/Public-Documents>

2021:

On March 15, 2021, Feather River Disposal submitted an Audited Financial Statement for the Period Ending December 31, 2020. Public Works staff reviewed the audited financial statement and subsequently forwarded the documentation to the County's solid waste consultant, R3 Consulting Group (R3), requesting that R3 apply the Refuse Rate Increase (RRI) procedure, as set forth in the replacement Franchise Agreement that took effect on April 1, 2017. R3 Consulting Group reviewed the audited financial statement and concluded that FRD was entitled to a solid waste fee increase in the amount of 2.46%, based upon increased operational costs.

Plumas County Counsel notified the Solid Waste Division of the Department of Public Works that a proposed settlement had been reached in a legal action brought by Waste Management (dba Feather River Disposal) in 2019 against Plumas County. This settlement includes a 2.33% Rate increase over the next five (5) years (from the commencement date of the new rates.)

In addition, a 2.50% increase in the Franchise Fees paid by Feather River Disposal that was initiated by Plumas County on January 1, 2019 has been deemed to have been put into place without using proper Proposition 218 procedures, and as a "pass-through" cost per the current Franchise Agreement between Plumas County and Feather River Disposal, should have been included at that time as a Rate increase.

PROPOSED RATE INCREASE SUMMARY FOR FRD:

The cumulative proposed fee increases described above are summarized as follows:

- 7.29% (residential and commercial customers self-hauling to transfer stations).

Note: This Agenda Request does not pertain to door-to-door collection, transfer, hauling and ultimate disposal activities of solid waste collected on collection routes, as the proposed rate increase for those services will be considered by the Board of Supervisors at a future Board of Supervisors meeting.

CONSIDERATION BY THE SOLID WASTE TASK FORCE:

On May 25, 2021, the Plumas County Integrated Waste Management Task Force conducted a Solid Waste Task Force Meeting to consider these proposed fee increase matters and develop advice for consideration by the Board of Supervisors. The Solid Waste Task Force voted to recommend a 7.29% Rate increase to the Board of Supervisors.

PUBLIC NOTICE:

On July 1, 2021, Plumas County Public Works, Solid Waste Division implemented the public notification actions associated with Proposition 13 for the proposed Rate Increase for disposal of solid waste as operated by franchise contractor Feather River Disposal (serving Franchise Area No. 1) for residential and commercial customers self-hauling to Plumas County transfer stations located in Quincy, Chester, Greenville and LaPorte, and directed Public Works staff to implement the notification actions associated with Proposition 13.

PUBLIC DOCUMENTS:

In addition to the enclosures listed below, the following documents are pertinent to this Rate Increase:

- 2020 FRD Audited Financial Statements
- 2020 Refuse Rate Index (RRI) Adjustments for FRD, dated April 5, 2020
- FRD Proposed 2021 Rate Adjustment Table
- 2020 FRD Rate Increase, Resolution 20-8498

Copies of the above documents are available for public viewing at:

- Department of Public Works Office
1834 E Main Street, Quincy, CA 95971,
between the hours of 8am – 5pm, Monday through Friday, or
- Office of the Clerk of the Board of Supervisors
520 Main Street, Room # 309, Quincy, CA 95971,
between the hours of 8am – 5pm, Monday through Friday, or
- May be viewed on the Plumas County website at:
<https://ca-plumascounty2.civicplus.com/2616/17509/Public-Documents>

RESOLUTION OF PROPOSED RATE INCREASE:

For the time period January 1, 2020 through December 31, 2020, Public Works staff, with the assistance of R3 Consulting Group, calculated a proposed rate increase of 2.46% related to increased operational costs for solid waste services for residential and commercial customers self-hauling solid waste to Plumas County transfer stations located in Quincy, Chester, Greenville and LaPorte within Franchise Area No. 1, as operated by franchise contractor USA Waste of California, Inc., dba Feather River Disposal.

In addition, Plumas County has negotiated a settlement of an action brought against them by Feather River Disposal that will result in a Rate increase of 2.46% for solid waste services related to collection fees, which shall cover self-hauling residential and commercial customers to the County transfer stations located in Quincy, Chester, Greenville and LaPorte within Franchise Area No. 1 for the next five (5) years from the commencement date of the new rates.

Agenda Request

FRD – Proposed Rate Increase – Transfer Station

Page 4

Finally, Plumas County intends to modify a procedural interpretation in the implementation of an increase of Franchise Fees implemented in 2019 by including that 2.50% increase in this Request for Rate increase.

The last rate increase authorized for FRD for solid waste services related to collection fees, which covers residential and commercial customers self-hauling solid waste to Plumas County transfer stations located in Quincy, Chester, Greenville and LaPorte, was approved by the Board of Supervisors on June 16, 2020.

RECOMMENDATION:

The Director of Public Works respectfully recommends that the Board of Supervisors vote to adopt the attached proposed Rate Increase Resolution for residential and commercial customers self-hauling to the County transfer stations located in Quincy, Chester, Greenville and LaPorte within Franchise Area No. 1, operated by franchise contractor Feather River Disposal.

ATTACHMENTS:

- Notice of Public Hearing (and was posted in three public places within the jurisdiction).
- Proposed Resolution for Transfer Station Rate Increase
- Advice letter from Solid Waste Task Force, dated May 25, 2021

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268

John Mannle, P.E., Director of Public Works

John Kolb, Interim Solid Waste Manager

NOTICE OF PUBLIC HEARING

**PROPOSED FEE INCREASE FOR DISPOSAL OF SOLID WASTE
AS OPERATED BY FRANCHISE CONTRACTOR FEATHER RIVER DISPOSAL
(A DIVISION OF USA WASTE CALIFORNIA, INC., A DELAWARE CORPORATION)
FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS SELF-HAULING TO
PLUMAS COUNTY TRANSFER STATIONS LOCATED IN
CHESTER, GREENVILLE, LAPORTE AND QUINCY**

In accordance with Plumas County Code “Sec. 6-10.208 - Fee schedule for collection, transfer, and related services” (i.e., Section 6-10.208 of Article 2 of Chapter 10 of Title 6 of the Plumas County Code) and in accordance with “Article 12.04, Refuse Rate Index – Adjustment to the Rates,” as set forth in the Solid Waste Franchise Agreement dated March 31, 2017 between Plumas County and Feather River Disposal. The proposed fee increase has been calculated in part as a result of a Cost of Services Rate Study, 2021 “Refuse Rate Index” (“RRI”) (Prepared from Calendar Year 2020 Financial Statements) in the amount of 2.46% for all solid waste services, a 2.50% increase that is a result of an increase in the Franchise Fees paid to Plumas County by the franchise contractor, and a limited term 2.33% negotiated fee increase, representing the settlement of a legal action between Feather River Disposal and Plumas County that will be in place from 2021 to 2026, resulting in a total increased fee of 7.29% for residential curbside solid waste pickup and 7.29% for commercial curbside solid waste pickup. A fee increase in the amount of 7.29% for residential curbside solid waste pickup and 7.29% for commercial curbside solid waste pickup is proposed by the Plumas County Franchise Contract Administrator (Director of Public Works).

Pursuant to this Notice, the Plumas County Board of Supervisors will conduct a Public Hearing, on a proposed fee increase on July 20, 2021, beginning at 1:00 PM, in the Board of Supervisors Meeting Room, located in the Courthouse (Room 308) at 520 Main Street, Quincy, California.

Following the Public Hearing, the Board of Supervisors will immediately consider a replacement of current Resolution 20-8497 with a revised Resolution to include the proposed fee increase of 7.29% for residential curbside solid waste pickup and 7.29% for commercial curbside solid waste pickup.

If adopted by the Board of Supervisors on July 20, 2021, the proposed new rates will become effective July 21, 2021.

The following additional information is pertinent:

- This Public Notice pertains only to Franchise Service Area 1, as depicted in Attachment B-1 (follow link to view: <https://ca-plumascounty2.civicplus.com/2616/17509/Public-Documents>) to the above mentioned Franchise Contract. The Franchise Contractor for Franchise Service Area 1 is Feather River Disposal, with headquarters located at 1166 Industrial Way, Quincy, CA 95971.

- This proposed fee increase is applicable only to self-haulers (commercial and residential), who transport their solid waste to any of the County Transfer Stations located in Chester, Greenville, LaPorte or Quincy
- A copy of the entire proposed revised fee schedule is available for public viewing inspection at 1834 East Main Street, Quincy, CA 95971 between the hours of 8am-5pm, Monday through Friday, or may be viewed at <https://ca-plumascounty2.civicplus.com/2616/17509/Public-Documents>

John Mannle
Director of Public Works, and
Franchise Contract Administrator
Plumas County

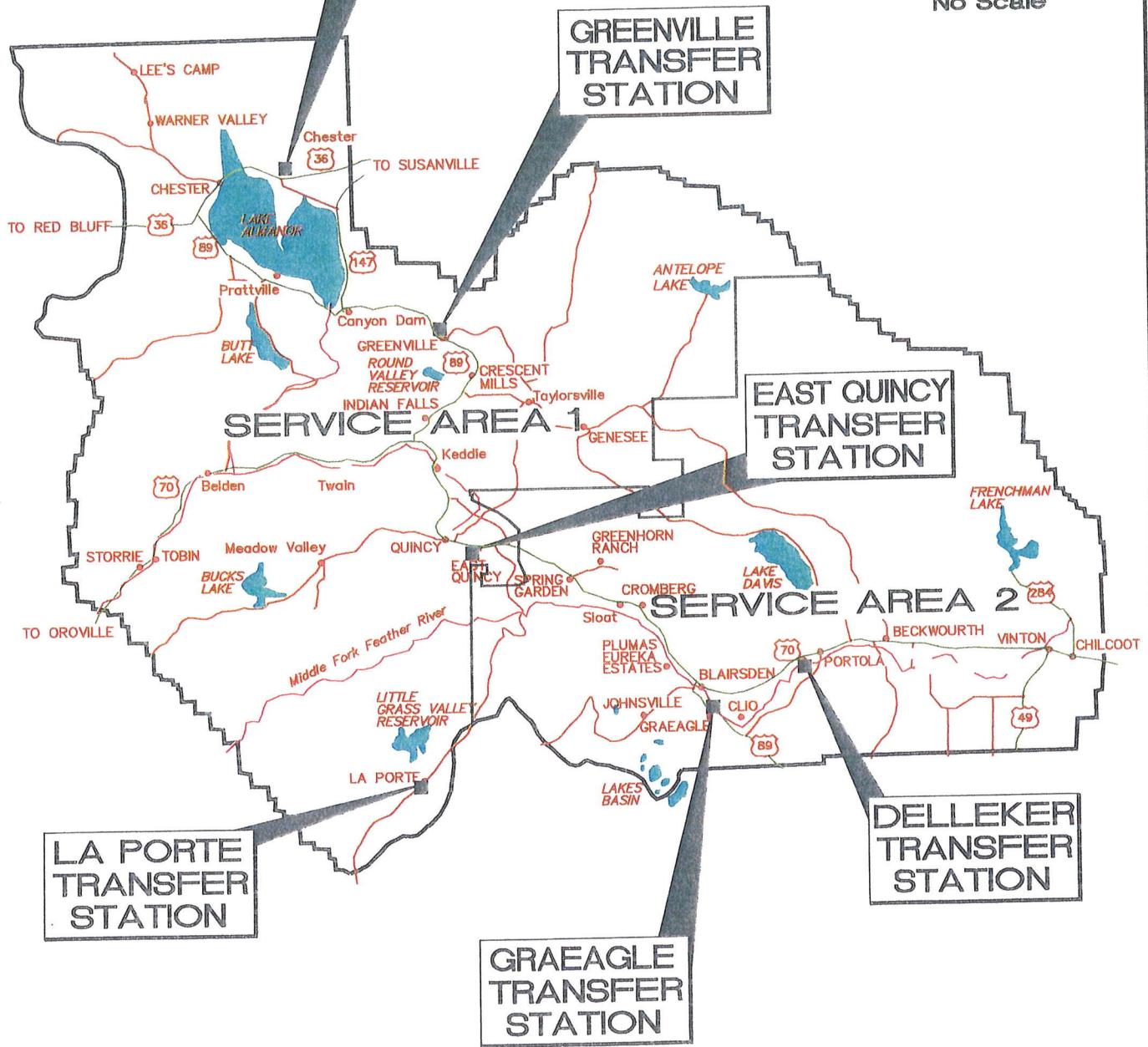
Date: _____

ATTACHMENT B-1

CHESTER TRANSFER STATION

NORTH

No Scale



PLUMAS COUNTY MAP SHOWING SOLID WASTE FRANCHISE SERVICE AREAS AND CURRENT TRANSFER STATIONS

RESOLUTION NO. 21-_____

**REVISING THE FEE SCHEDULE FOR RESIDENTIAL AND
COMMERCIAL CUSTOMERS SELF-HAULING SOLID WASTE
TO PLUMAS COUNTY TRANSFER STATIONS IN FRANCHISE
SERVICE AREA NO. 1
(OPERATED BY FEATHER RIVER DISPOSAL)**

WHEREAS, the Plumas County Board of Supervisors, on June 16, 2020, did adopt replacement Resolution No. 20-8498, thus establishing a revised fee schedule for residential and commercial customers self-hauling to Plumas County Transfer Stations in Franchise Service Area No. 1, pursuant to Plumas County Code Section 6-10.208, and

WHEREAS, the request of USA Waste of California doing business as Feather River Disposal for a rate increase was considered at the duly noticed public hearing held on July 20, 2021, and

WHEREAS, it is the conclusion of the Board of Supervisors, based on the evidence presented at the public hearing, that the franchisee for Service Area No. 1 is entitled to rate increases to the fee schedule that is presently in place pursuant to Plumas County Resolution No. 20-8498

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas that, pursuant to Plumas County Code Section 6-10.208, this Board revises the existing fee schedule, set by Resolution No. 20-8498, for collection, transfer and related solid waste services in Franchise Service Area No. 1, as follows:

- (a) **General.** For purposes of this section "franchisee" shall refer to a solid waste collector as defined in Chapter 10 of Title 6 of the Plumas County Code of Ordinances. The fees below apply to only Franchise Service Area No. 1, as defined in the County Solid Waste Management Plan, currently serviced by Feather River Disposal.
- (b) **Fees for unloading at transfer sites or landfills.** The following fees, as described below and shown as "Adjusted Rate" on the attached Exhibit "A", shall be collected from the public for unloading at transfer sites or landfills, and such fees shall be the franchisee's sole compensation for the handling, transfer, hauling, and ultimate disposal activities.
 - (1) **Minimum fee.** The minimum fee for unloading shall be \$9.40; for the equivalent of two (2) cans or standard containers the fee shall be \$9.40; for the equivalent of three (3) cans the fee shall be \$14.95; and the fee shall be \$19.60 for the equivalent of four (4) cans.
 - (2) **Vehicle unloading fee.** When waste is unloaded from vehicles and such waste exceeds an amount equivalent of four (4) cans or standard containers, then the following charges shall apply on the basis of vehicle size and type:
 - (A) Station wagon: \$20.35
 - (B) Compact pickup truck: \$25.30
 - (C) Compact pickup truck with sideboards: \$32.35
 - (D) Standard – sized pickup truck: \$30.90
 - (E) Standard – sized pickup truck with sideboards: \$38.65

(F) Larger trucks: \$21.80 per cubic yard maximum.

(3) **Fee for unloading large and restricted items.** Unusually large items increase the time and effort of disposal, and the following charges apply:

- (A) A washer or dryer, standard size refrigerator, single bed mattress, or similar-size object: \$17.50;
- (B) A standard size deep freezer, double bed mattress, or similar-size object: \$31.70 maximum;
- (C) Each tire sixteen (16") inches or less: \$3.90; Each tire greater than sixteen (16") inches to twenty (20") inches: \$7.85; Each tire greater than twenty (20") inches: \$17.40
- (D) Tree stumps are not accepted at transfer stations or at the Chester Landfill.
- (E) Other large items not included in this section shall be charged pursuant to subsection (c) of this section.

(4) **Compacted loads.** Compacted loads shall be permitted only at transfer sites, and only if the hauler weighs the truck before and after tipping at the site. Compacted loads shall be charged at the rate of \$101.45 per ton.

(5) **Prohibited items.** None of the following items shall be permitted by the franchisee to be unloaded at transfer sites: dead animals, car bodies, tree stumps, explosives, toxic chemicals or any hazardous waste materials; except that household hazardous waste items may be accepted at designated transfer stations during the date and times set aside for special household hazardous waste disposal days as duly advertised by the County and the franchisee. Freon or other hazardous gases shall be removed from refrigerators and freezers prior to disposal.

(c) **Fees for extra services.** Services for which no fee is specified in this resolution shall be considered extra services by the franchisee, and the charges for such services shall be negotiated by the franchisee and the customer.

(d) **Rounding.** The preceding fees have been rounded to the nearest \$0.05 after adjustment.

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 20th day of July 2021, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSTAIN: Supervisors:

ATTEST:

Chair, Board of Supervisors

Clerk of the Board of Supervisors

TABLE 1 -FEATHER RIVER DISPOSAL: FEE SCHEDULE FOR COLLECTION, TRANSFER AND RELATED SOLID WASTE SERVICES - TRANSFER STATIONS

Comparison of Rates:

(1) Current Rate as of June 2020

(2) Combined Rate Adjustment: 2020 RRI Adjustment: +2.46%, Franchise Fee Adjustment: +2.50%, Legal Action Settlement Adjustment: +2.33%. Total 2021 Combined Rate Adjustment: +7.29%*

Containers/Vehicles/Item(s)	Current Rates	Adjusted Rate
Container Unloading Fees		
Minimum unloading fee	\$8.78	\$9.40
Two cans or standard containers	\$8.78	\$9.40
Three cans or standard containers	\$13.94	\$14.95
Four cans or standard containers	\$18.29	\$19.60
Vehicle Unloading Fees		
Station Wagon	\$18.98	\$20.35
Compact Truck	\$23.57	\$25.30
Compact Truck with Side Boards	\$30.15	\$32.35
Standard Size Pickup Truck	\$28.80	\$30.90
Standard Size Pickup Truck with Side Boards	\$36.03	\$38.65
Larger Trucks (per CY)	\$20.33	\$21.80
Large and Restricted Items		
Small Appliances: Washer, dryer, standard fridge, etc.	\$16.33	\$17.50
Large Appliances: Deep freezer, etc.	\$29.53	\$31.70
Tires (rim diameter)		
16 inches or less	\$3.63	\$3.90
Greater than 16 inches to 20 inches	\$7.30	\$7.85
Greater than 20 inches	\$16.21	\$17.40
Mattresses		
Twin/full	\$16.33	\$17.50
Queen/king	\$29.53	\$31.70
TVs/ Computer Monitors		
	\$3.87	\$4.15
Compacted Loads (per ton)		
	\$94.57	\$101.45

Adjusted Rates rounded to nearest \$0.05



PLUMAS COUNTY
INTEGRATED WASTE MANAGEMENT TASK FORCE (PCIWMTF)
1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
John Sciborski, Chair

MEMORANDUM

May 25, 2021

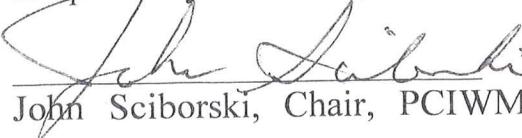
From: Plumas County Integrated Waste Management Task Force
Subject: Advice from PCIWMTF pertaining to proposed solid waste rate increases for Franchise Area No. 1 (Operated by USA Waste of California, a Delaware Corporation, dba Feather River Disposal)
To: Plumas County Board of Supervisors

On Tuesday, May 25, 2021, the Plumas County Integrated Waste Management Task Force, a Board-appointed advisory committee, conducted a duly notified Special Meeting. Five (5) Task Force Members were present, either in person or by teleconference, therefore a quorum was established.

Following consideration of the proposed rate increases of 7.29% for both curbside pick-up and self-haul to transfer stations, the Task Force unanimously developed the following advice for consideration by the Plumas County Board of Supervisors:

The PCIWMTF recommends endorsing the suggested rate increases of 7.29% for Franchise Area No. 1, the exclusive franchise area of USA Waste of California, a Delaware Corporation, dba Feather River Disposal.

Respectfully submitted,


John Sciborski, Chair, PCIWMTF

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MAR 15 2021

Department of Public Works
Plumas County, Calif

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

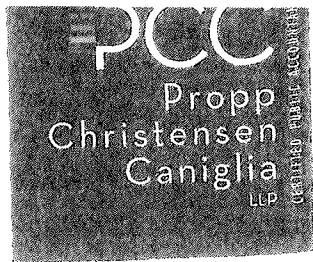
FINANCIAL STATEMENTS
December 31, 2020 and 2019

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

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INDEPENDENT AUDITOR'S REPORT



To the Management and Board of Directors
Feather River Disposal
Quincy, California

We have audited the accompanying financial statements of Feather River Disposal (the "Company") (A Division of USA Waste of California, Inc., a Delaware Corporation), which comprise the balance sheets as of December 31, 2020 and 2019, and the related statements of operations and retained earnings and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Feather River Disposal as of December 31, 2020 and 2019, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Basis of Presentation

The accompanying financial statements were prepared to present the assets, liabilities, stockholders' equity, results of operations and cash flows of Feather River Disposal, which is an operating division of USA Waste of California, Inc., and, as described in Note 2, are not intended to be a complete presentation of USA Waste of California, Inc.'s assets, liabilities, stockholders' equity, results of operations and cash flows. Our opinion is not modified with respect to that matter.

Related Party Transactions

As discussed in Note 4 to the financial statements, the Company has a net intercompany receivable from its parent company resulting from various transactions with the parent company including the sweep of all cash receipts, the purchase of fixed assets, and the payments for goods and services. Our opinion is not modified with respect to that matter.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information shown on pages 13 - 14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Restriction on Use

This report is intended solely for the information and use of the management of the Company and the County of Plumas and is not intended to be and should not be used by anyone other than these specified parties.

Proff Christensen Caniglia LLP

March 12, 2021
Roseville, California

FEATHER RIVER DISPOSAL
 (A Division of USA Waste of California, Inc., a Delaware Corporation)

BALANCE SHEETS
 December 31, 2020 and 2019

ASSETS

	<u>2020</u>	<u>2019</u>
Current assets:		
Cash and cash equivalents	\$ 6,667	\$ 7,530
Accounts receivable, net of allowance for doubtful accounts of \$396 and \$2,091, respectively	33,093	409,885
Other receivables	44,474	68,931
Inventory	43,006	28,097
Prepaid expenses and other assets	8,759	7,744
	<u>135,999</u>	<u>522,187</u>
Total current assets	345,925	296,218
Property and equipment, net	-	20,544
Construction in progress	5,990,114	5,716,592
Intercompany receivable from USA Waste of California, Inc.	-	20,593
Deferred income tax asset	<u>6,472,038</u>	<u>\$ 6,576,134</u>
Total assets	<u>6,472,038</u>	<u>\$ 6,576,134</u>

LIABILITIES AND STOCKHOLDERS' EQUITY

	<u>2020</u>	<u>2019</u>
Current liabilities:		
Accounts payable	\$ 37,378	\$ 46,310
Accrued liabilities	100,613	121,133
Deferred income	1,091	393,634
	<u>139,082</u>	<u>561,077</u>
Total current liabilities	1,641	-
Deferred income tax liability	140,723	561,077
Total liabilities	<u>140,723</u>	<u>561,077</u>
Stockholders' equity:		
Common stock	77,044	77,044
Retained earnings	6,254,271	5,938,013
	<u>6,331,315</u>	<u>6,015,057</u>
Total stockholders' equity	\$ 6,472,038	\$ 6,576,134
Total liabilities and stockholders' equity	<u>6,472,038</u>	<u>\$ 6,576,134</u>

FEATHER RIVER DISPOSAL
 (A Division of USA Waste of California, Inc., a Delaware Corporation)

STATEMENTS OF OPERATIONS AND RETAINED EARNINGS
 For the Years Ended December 31, 2020 and 2019

	2020	2019
Revenue:		
Residential	\$ 1,302,043	\$ 1,133,183
Commercial	1,883,627	1,734,434
Transfer site	575,833	471,432
Recycling materials and other revenue	134,852	204,805
Total Revenue	3,896,355	3,543,854
Costs and expenses:		
Payroll	1,060,250	1,014,076
Employee benefits	399,649	343,814
Accounting	12,029	18,900
Administrative fees	42,016	38,850
Advertising and promotion	2,855	5,515
Bad debt	7,934	15,454
Bank charges	22,379	17,005
Contract labor	33,676	49,245
Contributions	5,234	5,023
Corporate overhead	255,326	235,715
Depreciation	47,371	47,840
Equipment maintenance	94,778	94,333
Equipment rental	13,887	11,094
Gas and oil	176,921	206,903
Insurance	39,861	20,794
Miscellaneous	265	571
Office supplies	11,859	10,960
Operating supplies	4,460	5,370
Property taxes	12,412	12,532
Recycling purchases	107,390	125,486
Solid waste disposal	432,666	444,924
Subcontractor costs	567,712	540,724
Tax and licenses	22,047	27,656
Tires	25,183	33,299
Travel	6,129	5,985
Uniforms	11,753	11,972
Utilities and telephone	41,166	57,710
Total costs and expenses	3,457,208	3,401,750
Income before provision for income taxes	439,147	142,104
Provision for income taxes expense	122,889	39,580
Net income	316,258	102,524
Retained earnings, beginning of year	5,938,013	5,835,489
Retained earnings, end of year	\$ 6,254,271	\$ 5,938,013

The accompanying notes are an integral part of these financial statements.

FEATHER RIVER DISPOSAL
 (A Division of USA Waste of California, Inc., a Delaware Corporation)

STATEMENTS OF CASH FLOWS
 For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities:		
Net income	\$ 316,258	\$ 102,524
Adjustments to reconcile net income to net cash net cash provided by operating activities:		
Depreciation and amortization	47,371	47,840
Bad debt expense	6,657	14,404
Deferred tax benefit	22,234	14,636
Changes in operating assets and liabilities:		
Accounts receivable	370,135	(82,294)
Other receivables	24,457	(63,509)
Inventory	(14,909)	2,474
Prepaid expenses and other assets	(1,015)	(3,421)
Accounts payable	(8,932)	(20,982)
Accrued liabilities	(20,520)	18,875
Deferred income	(392,543)	51,013
Net cash provided by operating activities	<u>349,193</u>	<u>81,560</u>
Cash flows from investing activities:		
Purchases of equipment	(76,534)	(18,594)
Payments capitalized to construction in progress	-	(1,739)
Net cash used in investing activities	<u>(76,534)</u>	<u>(20,333)</u>
Cash flows from financing activities:		
Net change in intercompany payable to USA Waste of California, Inc.	<u>(273,522)</u>	<u>(54,297)</u>
Change in cash and cash equivalents	(863)	6,930
Cash and cash equivalents, beginning of year	<u>7,530</u>	<u>600</u>
Cash and cash equivalents, end of year	<u>\$ 6,667</u>	<u>\$ 7,530</u>

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 1: ORGANIZATION

Feather River Disposal (the "Company") is a division of USA Waste of California, Inc., a Delaware Corporation (the "Parent"). The Company primarily processes residential, commercial, and industrial refuse collected in Plumas County, California. The Company has established rates for each type of customer based on the type of waste.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Company have been prepared on the accrual basis of accounting in accordance with the accounting principles generally accepted in the United States of America.

Basis of Presentation

The Company has prepared the accompanying financial statements to present the assets, liabilities and stockholders' equity, results of operations and cash flows which have been specifically allocated to the Feather River Disposal, which is an operating division of USA Waste of California, Inc. The accompanying financial statements do not provide a complete presentation of all of USA Waste of California, Inc.'s assets, liabilities, and stockholders' equity, or the results of operations and cash flows.

Cash and Cash Equivalents

The Company has an analysis checking account which is regularly swept into the Parent's corporate checking account.

The Company considers all highly liquid debt instruments with original maturities of three months or less to be cash equivalents.

Accounts Receivable

The Company provides trade credit, in the normal course of business, to its customers. The Company utilizes the allowance method with respect to accounts receivable and estimates losses for uncollectible accounts based on the aging of the accounts receivable and the evaluation of the likelihood of success in collecting the receivable. Accounts receivable are considered past due after 30 days, not including a four-day grace period, at which time they begin to accrue finance charges at a rate of 1.5% per month. Customer accounts are unsecured.

Inventory

Inventory is stated at the lower of cost (first-in, first-out) or net realizable value, and consists of the following at December 31, 2020 and 2019:

	2020	2019
Fuel, oil and lubricants	\$ 3,974	\$ 5,397
Parts & tires	31,737	17,132
Recyclable materials	7,295	5,568
Total	\$ 43,006	\$ 28,097

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Equipment
Property and equipment is recorded at cost. Expenditures for major additions and improvements are capitalized, while minor replacements, maintenance and repairs are expensed as incurred. When property and equipment is retired, sold or otherwise disposed of, the cost and accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected in current operations. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

The estimated useful lives of property and equipment are as follows:

Buildings and improvements	15 - 20 Years
Vehicles, machinery and equipment	5 - 10 Years

Revenue Recognition
The Company recognizes revenue as services are provided for all ongoing customer contracts in accordance with the provisions of Financial Accounting Standards Board Accounting Standards Codification Topic 606 (FASB ASC 606) as revised by Accounting Standards Update 2014-09 (ASU 2014-09). This guidance requires the recognition of certain consideration payable to customers as a reduction in operating revenues.

For contracts with an effective term greater than one year, the Company has applied the practical expedient that permits the exclusion of unsatisfied performance obligations as the right to consideration corresponds directly to the value provided to the customer for services completed to date and all future variable consideration is allocated to wholly unsatisfied performance obligations. The Company has also applied the optional exemption for performance obligations related to contracts that have an original expected duration of one year or less.

Long-Term Contracts
A portion of the total revenue is derived from contracts with an effective term greater than one year. The consideration for these contracts is variable in nature. The variable elements of these contracts primarily include the number of homes and businesses served and annual rate changes based on consumer price index, fuel prices or other operating costs. Such contracts are generally within the collection, recycling and other lines of business. The Company has not disclosed the value of unsatisfied performance obligations for these contracts as the right to consideration corresponds directly to the value provided to the customer for services completed to date and all future variable consideration is allocated to wholly unsatisfied performance obligations.

Income Taxes
Income taxes are provided for the tax effects of transaction reported in the financial statements and consist of taxes currently due, plus deferred taxes related primarily to differences between the bases of certain assets and liabilities for financial and tax reporting. The deferred taxes represent the future tax consequences of those differences, which will either be taxable or deductible when the assets and liabilities are recovered or settled. The Company is included in the consolidated federal and state income tax returns filed by the Parent. The provision for income taxes allocates taxes to the Company as if it was a separate taxpayer. After they are filed, the Parent's consolidated income tax returns remain subject to examination by taxing authorities generally three years for federal returns and four years for state returns.

The Company presents all deferred tax liabilities and assets as a net noncurrent amount.

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Administrative Fees

The Company pays an administrative fee to the Nevada market area office of the parent. The administrative fee is calculated based on the Company's pro-rata share of gross operating expenses. The administrative fee charged to the Plumas County contract is limited to \$2,500 per month or \$30,000 annually. The balance of the administrative fee is allocated equally to the Quincy Community Services District and the Chester Public Utility District. In addition, the Company is charged a corporate overhead fee calculated as 6.2% of gross revenue.

Unearned Income

The Company billed commercial customers one month in advance and residential customers three months in advance. These amounts, along with cash payments received in advance of performance obligations, are originally considered to be unearned revenue which is reduced monthly as service is provided. Charges owed to customers that are deemed to be refunds are also included in unearned revenues.

Advertising

The Company expenses advertising costs as they are incurred. Advertising expense for the years ended December 31, 2020 and 2019 is \$2,855 and \$5,515, respectively.

Management's Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to use certain estimates and assumptions. Those estimates and assumptions affect the amounts recorded as contingent assets and liabilities and reported amounts of revenues and expenses during the reporting period. Although management believes its estimates are appropriate, changes in assumptions utilized in preparing such estimates could cause estimates to change in the future.

Fair Value Measurements

The Company has implemented the provisions of Financial Accounting Standards Board Accounting Standards Codification Topic 820, Subtopic 10 (FASB ASC 820-10), which defines fair value, establishes a framework for measuring fair value, and expands disclosure requirements for fair value measurements. FASB ASC 820-10 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Company determines the fair values of its assets and liabilities based on the fair value hierarchy established in FASB ASC 820-10. The standard describes three levels of inputs that may be used to measure fair value (Level 1, Level 2 and Level 3). Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Company has the ability to access at the measurement date. An active market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an on-going basis. Level 2 inputs are inputs other than quoted prices that are observable for the asset or liability, either directly or indirectly. Level 3 inputs are unobservable inputs for the asset or liability. Unobservable inputs reflect the Company's own suppositions about the assumptions market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances and may include the Company's own data.

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fair Value Measurements (Continued)

The Company reflects the carrying values of trade accounts receivable, other receivables, and trade accounts payable in the financial statements at historical cost, which is materially representative of their fair values principally because of the short-term maturities of these instruments.

The receivable from Waste of California, Inc. is a net intercompany account with no defined maturity date, resulting from transactions with the Parent; accordingly, its fair value is equal to the net amount receivable at the reporting date.

Subsequent Events

Events and transactions have been evaluated for potential recognition or disclosure through March 12, 2021, the date that these financial statements were available to be issued.

NOTE 3: PROPERTY AND EQUIPMENT

Property and equipment consists of the following at December 31, 2020 and 2019:

	2020	2019
Land	\$ 209,800	\$ 209,800
Buildings and improvements	308,762	308,762
Vehicles, machinery and equipment	<u>2,814,838</u>	<u>3,028,522</u>
Subtotal	3,333,400	3,547,084
Less accumulated depreciation	<u>(2,987,475)</u>	<u>(3,250,866)</u>
Property and equipment, net	<u>\$ 345,925</u>	<u>\$ 296,218</u>
Construction in progress	<u>\$ -</u>	<u>\$ 20,544</u>

Depreciation expense for the years ended December 31, 2020 and 2019 were \$47,371 and \$47,840, respectively.

NOTE 4: RELATED PARTY TRANSACTIONS

The Parent allocates certain general and administrative expenses and intangible charges to the Company based on estimates of usage which management believes to be reasonable. The amount of these allocated expenses was \$357,105 and \$296,727 for the years ended December 31, 2020 and 2019, respectively.

The Parent also directly pays certain expenses on the Company's behalf such as health and workers' compensation insurance, payroll, security services and property and income taxes. Additionally, the Company's accounts payable is processed through cash accounts under the control of the Parent. During the years ended December 31, 2020 and 2019, the Parent paid \$3,528,770 and \$3,359,044, respectively, on behalf of the Company for operating expenses and capital expenditures.

The intercompany receivable from USA Waste of California, Inc., is increased by cash received on behalf of the Company through its sweep account totaling \$4,135,176 and \$3,666,294 for the years ended December 31, 2020 and 2019, respectively.

FEATHER RIVER DISPOSAL
 (A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
 December 31, 2020 and 2019

NOTE 4: RELATED PARTY TRANSACTIONS (CONTINUED)

Intercompany amounts due to or from the Parent are separately maintained by each individual subsidiary or division. Because there is no intent to repay the amounts within the next operating cycle, the amounts are presented net and considered a long-term receivable from the Parent. The net intercompany receivable due from USA Waste of California, Inc., was \$5,990,114 and \$5,716,592 as of December 31, 2020 and 2019, respectively.

Direct transactions with affiliated operating or administrative divisions of the parent corporation for the years ended December 31, 2020 and 2019 consisted of the following:

	2020	2019
Revenue:		
Oakleaf Global Holdings <i>Commercial</i>	\$ 42,830	\$ 43,556
North Valley Disposal Services <i>Recycling materials and other revenue</i>	\$ 31,984	\$ 69,887
Expenses:		
Refuse, Inc. <i>Solid waste disposal</i>	\$ 337,651	\$ 357,302
USA Waste of California, Inc. <i>Administrative fees</i>	\$ 42,016	\$ 38,850

NOTE 5: INCOME TAXES

The provision for income taxes consisted of the following for the years ended December 31, 2020 and 2019:

	2020	2019
Federal income tax expense (benefit):		
Current	\$ 68,858	\$ 17,065
Deferred	<u>15,210</u>	<u>10,012</u>
Net federal income tax expense (benefit)	<u>84,068</u>	<u>27,077</u>
State income tax expense (benefit):		
Current	31,797	7,880
Deferred	<u>7,024</u>	<u>4,623</u>
Net state income tax expense (benefit)	<u>38,821</u>	<u>12,503</u>
Provision for income tax expense (benefit)	<u>\$ 122,889</u>	<u>\$ 39,580</u>

The provision for income taxes differs from the expense that would result from applying the federal and state statutory rates to income before income taxes because of certain permanent differences, including other nondeductible expenses.

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 5: INCOME TAXES (CONTINUED)

The net deferred tax assets and liabilities as of December 31, 2020 and 2019, are as follows:

	2020	2019
Deferred tax assets (liabilities):		
Allowance for doubtful accounts	\$ 111	\$ 585
Compensated absences	10,734	16,669
Accrued bonus	398	2,789
Prepaid taxes and licenses	(2,451)	(2,167)
Property and equipment	<u>(10,433)</u>	<u>2,717</u>
Net deferred tax asset (liability)	<u>\$ (1,641)</u>	<u>\$ 20,593</u>

NOTE 6: RETIREMENT PLANS

The Company provides a 401(k) plan in which all employees who have completed 90 days of service may participate. Participating employees may elect to defer up to 15% of their compensation, and the Company will match 100% of the first 3% and 50% of the next 3% of eligible employee deferrals. The Company's contributions to these plans totaled \$32,491 and \$32,916 for the years ended December 31, 2020 and 2019, respectively.

NOTE 7: COMMITMENTS AND CONTINGENCIES

Contracts and Agreements

The Company operates under franchise contracts with the Plumas County Department of Public Works, the Quincy Community Services District, and the Chester Public Utility District for refuse collection and disposal services in Plumas County, California. Substantially all of the Company's revenue is derived from these agreements. The franchise contracts include a franchise fee to be paid on gross commercial and residential revenues. The franchise fee percentage for each of the years ended December 31, 2020 and 2019 is 6%. The initial terms of the contracts expire as follows:

Plumas County	March 31, 2027
Quincy Community Services District	December 31, 2025
Chester Public Utility District	July 1, 2025

The franchise agreements include renewal provisions upon expiration of the initial terms. The Company has a contract with an affiliated landfill operator, Refuse, Inc., that operates

Lockwood Landfill, which is the only landfill operator currently utilized by the Company for ultimate refuse disposal. The initial contract term extends to October 2032. The Company may terminate the agreement with six months' written notice if utilization of the landfill is no longer "commercially feasible" as defined in the contract. The contract automatically terminates if the Company no longer operates transfer sites in Plumas County. The agreement provides for a base rate charge per ton of solid waste disposed at the operator's landfill, subject to periodic increases.

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 7: COMMITMENTS AND CONTINGENCIES (CONTINUED)

Environmental Clean-Up

The Company was involved in the operations of two Plumas County landfills that were closed in 1994. The Company's contract with Plumas County indemnifies them from closure and post-closure costs or claims relating to the landfill, except for negligent or unlawful actions on the part of the Company. Presently, there are no known issues or claims that could hold the Company responsible for environmental clean-up at these landfills.

Regulations

USA Waste of California, Inc., its subsidiaries and operating divisions, including the Company, are subject to extensive and evolving federal, state and local environmental laws and regulations that have been enacted in response to technological advances and the public's increased concern over environmental issues. As a result of the changing governmental attitudes in this area, management anticipates that the Company will continually modify or replace facilities and alter methods of operation. The majority of the expenditures necessary to comply with the environmental laws and regulations are made in the normal course of business. Although, the Company, to the best of its knowledge, is in compliance in all material respects with the laws and regulations affecting its operations, there is no assurance that the Company will not have to expend substantial amounts for compliance in the future.

Legal Contingencies

The Company is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; employee injuries and illnesses; natural disasters; and employee health, dental, and accident benefits. Commercial insurance coverage is purchased for claims arising from some of these matters. The Company is also subject to legal proceedings and claims that arise in the ordinary course of business. An accrual for estimated costs of settlement is recorded when the amount can be determined.

NOTE 8: CONCENTRATION OF CREDIT RISK

Financial instruments which potentially subject the Company to concentrations of credit risk consist principally of customer accounts receivable. The Company does not generally require collateral for its customer accounts receivable. The Company's primary source of revenue is derived from the refuse collection operations in Plumas County, California. The Company does not believe a material risk of loss exists with respect to its financial position due to these concentrations of credit risk.

NOTE 9: SUPPLEMENTAL CASH FLOW INFORMATION

During the years ended December 31, 2020 and 2019, the Company's non-cash investing and financing activities included \$20,544 and \$22,547, respectively, of net transfers and credits for property and equipment which include amounts through its intercompany account.

The Company paid no cash for interest or income taxes for the years ended December 31, 2020 and 2019. Interest and income taxes are paid by the Parent and allocated through the intercompany account.

SUPPLEMENTARY INFORMATION

FEATHER RIVER DISPOSAL
 (A Division of USA Waste of California, Inc., a Delaware Corporation)

DEPARTMENTAL STATEMENT OF OPERATIONS
 For the Year Ended December 31, 2020

	Plumas County Contract	Quincy Community Services District	Chester Public Utility District	Total
Revenue:				
Residential	\$ 901,917	\$ 153,776	\$ 246,350	\$ 1,302,043
Commercial	1,153,774	447,767	282,086	1,883,627
Transfer site	575,833	-	-	575,833
Recycling and other	133,113	389	1,350	134,852
Total revenue	2,764,637	601,932	529,786	3,896,355
Costs and expenses:				
Payroll	816,537	129,624	114,089	1,060,250
Employee benefits	308,154	48,664	42,831	399,649
Accounting	13,539	(803)	(707)	12,029
Administrative fees	32,678	5,101	4,237	42,016
Advertising and promotion	2,148	376	331	2,855
Bad debt	6,389	822	723	7,934
Bank charges	18,419	2,106	1,854	22,379
Contract labor	24,334	4,969	4,373	33,676
Contributions	2,965	2,148	121	5,234
Corporate Overhead	185,144	37,211	32,971	255,326
Depreciation	35,043	6,557	5,771	47,371
Equipment maintenance	73,230	11,461	10,087	94,778
Equipment rental	10,185	1,969	1,733	13,887
Gas and oil	133,144	23,284	20,493	176,921
Insurance	29,873	5,312	4,676	39,861
Miscellaneous	188	41	36	265
Office supplies	9,543	1,231	1,085	11,859
Operating supplies	3,255	641	564	4,460
Property taxes	8,804	1,919	1,689	12,412
Recycling purchases	107,390	-	-	107,390
Solid waste disposal	301,837	70,568	60,261	432,666
Subcontractor costs	560,030	4,086	3,596	567,712
Tax and licenses	17,087	2,638	2,322	22,047
Tires	17,745	3,956	3,482	25,183
Travel	4,482	876	771	6,129
Uniforms	9,365	1,270	1,118	11,753
Utilities and telephone	31,457	5,164	4,545	41,166
Total costs and expenses	2,762,965	371,191	323,052	3,457,208
Income (loss) before provision for income taxes	\$ 1,672	\$ 230,741	\$ 206,734	\$ 439,147

FEATHER RIVER DISPOSAL
(A Division of USA Waste of California, Inc., a Delaware Corporation)

NOTES TO SUPPLEMENTARY INFORMATION
December 31, 2020

NOTE 1: SOURCES OF REVENUE AND ALLOCATION METHOD

Revenue from refused collection and disposal services is recorded in each contract area according to where the services are provided. The Company allocates expenses to each contract based on the percentage of revenue by type, excluding transfer site revenue, of each respective contract to total revenue by type. Recycling materials purchased for the Plumas County contract are charged directly to that contract. Administration fees are charged directly to each respective contract according to each contract.

NOTE 2: NON-ALLOWABLE EXPENSES

Under the terms of the contract with Plumas County, certain agreement-related expenses are deemed as non-allowable and are designated as such. Expenses that may be deemed non-allowable include:

Promotional, business development and business-related travel	\$ 6,476
Charitable donations	<u>465</u>
Total non-allowable expenses	<u>\$ 6,941</u>

NOTE 3: PLUMAS COUNTY CONTRACT – RATE OF RETURN

The Company's contract with Plumas County calls for a targeted rate of return of 10% of gross sales after reasonable and necessary expenses. The rate of return for 2020, calculated in accordance with the County contract, is as follows:

Plumas County contract income before adjustment for non-allowable expense	\$ 1,672
Non-allowable expenses	<u>6,941</u>
Adjusted Plumas County contract loss	<u>\$ (5,269)</u>
Contract revenue – net of solid waste disposal (tipping fees)	<u>\$ 2,462,800</u>
Rate of Return (Loss)	<u>(0.002%)</u>

NOTE 4: REFUSE RATE INDEX EXPENDITURES

For ease of calculation of the annual Refuse Rate Index, expenditures are grouped into the following categories:

Expenditures	Total Expenditures	Non-Allowable Expenditures	Allowable Expenditures
Labor	\$ 1,149,025	\$ -	\$ 1,149,025
Diesel fuel	133,144	-	133,144
Vehicle replacement	17,745	-	17,745
Vehicle maintenance	73,230	-	73,230
Disposal	301,837	-	301,837
All other costs	<u>1,081,043</u>	<u>6,941</u>	<u>1,087,984</u>
Total expenditures	<u>\$ 2,756,024</u>	<u>\$ 6,941</u>	<u>\$ 2,762,965</u>



May 27, 2021

Mr. John Kolb
Plumas County
1824 East Main Street
Quincy, CA 95971-9795

Subject: Final Report - 2021 Refuse Rate Index Adjustment - Feather River Disposal

Dear Mr. Kolb:

R3 Consulting Group, Inc. (R3) was engaged by Plumas County (County) to assist with calculating the 2021 Refuse Rate Index (RRI) rate adjustment for Feather River Disposal Inc. (FRD) and Intermountain Disposal (IMD), collectively referred to as the "Contractors". This letter report presents the results of the RRI calculation for FRD. The results of our RRI calculation for IMD will be provided in a separate report.

Project Background

The County executed new franchise agreements (Agreements) with IMD and FRD effective April 1, 2017. Those Agreements terminate at midnight on March 31, 2027. Under the terms of the Agreements, beginning on July 1, 2018, and annually thereafter, the Contractors are to receive an annual adjustment to the rates through the Refuse Rate Index (RRI) process as set forth in Attachment E of the Agreements (Attachment 1). As stated in Section 12.04 of the Agreement, if the operating ratio (i.e., profit level) for the previous 12-month period falls within the range of values defined in Attachment A of the Agreements (i.e., an operating ratio of 88.00% to 92.00%) no RRI adjustment will be made.¹

As specified in Section 12.04.C of the Agreement, on or before March 15, 2020 and annually thereafter the Contractors are to deliver to the County audited financial information per Section 10.05 of the Agreement for the preceding calendar year. Such information is to be in the format as set forth in Attachment E and shall be allocated between curbside collection services and all other collection and disposal services, or as may be further revised by agreement of the County and the Contractors.

Project Objectives

To determine if:

- FRD is eligible for an RRI adjustment effective July 1, 2021; and if so
- The amount of the RRI adjustment.

Minimum Profit Level

Per Section 12.04 of the Agreement, if the Operating Ratio (i.e., profit level) for the previous 12-month period falls within the range of values defined in Attachment A (88% to 92%) no RRI adjustment will be made. The intent of that clause was to set the minimum profit level 92% that would trigger an RRI adjustment, but as drafted, unintentionally allows for an RRI adjustment for a profit level greater than

¹ As the operating ratio percentage increases the associated profit level decreases. An operating ratio of 92% equates to a profit level of 8.70%, while an operating ratio of 88% equates to a profit level of 13.64%.
1512 Eureka Road, Suite 220, Roseville, CA 95661 | p 916.782.7821 | f 916.782.7824 | www.r3cgi.com

Mr. John Kolb
May 27, 2021
Page 2 of 2

88%. As first stated in our 2018 RRI report, our understanding that the County and Contractors' intent was to set 92% as the minimum profit level below which an RRI would apply, which is how that has been interpreted for all RRI reviews to date, and is the guideline for this review.²

As defined in the Agreements:

- "Operating Ratio" means the ratio, expressed as a percentage of the net operating costs actually incurred by Contractor, exclusive of Pass-Through Costs and Non-Allowable Costs, divided by the Contractor's net income.
- "Pass-Through Costs" means a cost to which no element of overhead, administrative expense, or Profit is added, ...including, without limitation, tipping fees, assessments and other charges at any designated transfer facility or disposal site, franchise fees, or other fees payable by Contractor to County or any other governmental agency on services, including rent payment and property taxes paid for the use of County-owned facilities.
- "Non-Allowable Costs" means those contract-related costs deemed non-allowable in Section 10.05(A)(5) of this agreement.³

Findings

R3 calculated FRD's 2020 profit at 99.9% (**Attachment 2**), equating to a minimal profit for the County's franchise and less than the 92% minimum operating ratio. As such, FRD is due a July 1, 2021 RRI rate adjustment. We calculated that RRI rate adjustment at 2.46% (**Attachment 3**)

* * * * *

We appreciate the opportunity to be of service to the County. Should you have any questions regarding this submittal, or need any additional information, please contact me by phone at (916) 782-7821 or by email at wschoen@r3cgi.com.

Sincerely,

R3 CONSULTING GROUP



William Schoen | Project Director

Attachments:

- 1 Franchise Agreement Attachment E - Refuse Rate Index
- 2 FRD Profit Calculation
- 3 FRD RRI Calculation

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² The RRI calculation has historically used lagging Disposal tip fees for the Disposal component adjustment, consistent with the use of lagging indices for each of the other RRI components.

³ Section 10.05(A)(5) is an incorrect reference. Non-allowable costs are listed in Section 10.5(B)(16).

ATTACHMENT E
REFUSE RATE INDEX

The Refuse Rate Index (RRI) adjustment shall be calculated in the following manner:

1. The expenses for the required franchised services for the designated fiscal period (January – December) shall be prepared in the format set forth in the "Operating Cost Statement" below.
2. The expenses for the required franchised services shall be broken down into the following six (6) cost categories: Labor; Diesel Fuel; Vehicle Replacement; Vehicle Maintenance, All Other, and Disposal. Each cost category is assigned a weighted percentage factor based on that cost category's proportionate share of the total of the costs shown for all cost categories.
3. The following five (5) indices published by the United States Department of Labor, Bureau of Labor Statistics (BLS), and the actual change in the disposal site tip fee are used to calculate the adjustment for each cost category. The change in each index and the tip fees is calculated on a twelve-month fiscal period in accordance with the terms of the agreement. In the event any index is discontinued, a successor index shall be selected by **County**. Successor indices shall be those indices that are most closely equivalent to the discontinued indices as recommended by the BLS.

<u>Cost Category</u>	<u>Index</u>
Labor	Series ID: ceu6056210008 Professional and business services – waste collection
Diesel Fuel	California No 2 Diesel Ultra Low Sulfur (0-15 ppm) http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp
Vehicle Maintenance	Vehicle Replacement Series ID: pcu336211336211 Motor vehicle body manufacturing
All Other	Series ID: pcu333924333924 Industrial truck, trailer and stacker mfg.
Disposal	Series ID: cuusx400sa0 Consumer Price Index, All Urban Consumers, All Items; West – Size Class B/C
	The actual tip fee charged to Contractor by the disposal site.

The percentage weight for each cost category is multiplied by the change in each appropriate index to calculate a weighted percentage for each cost category. The weighted percentage changes for each of the six (6) cost categories are then added together to calculate the RRI.

Operating Cost Statement – Description

Labor: List all administrative, officer, operation and maintenance salary and benefit accounts.

- List payroll tax accounts directly related to the above salary accounts.
- List employee group medical and life accounts directly related to the above salary accounts.
- List employee retirement or profit sharing contributions accounts directly related to the above salary accounts.
- List Workers Compensation accounts directly related to the above salary accounts.
- List contract labor accounts directly related to the above salary accounts.
- List other employee costs (i.e. safety gear, boot allowance, etc.) directly related to the above salary accounts.

Diesel Fuel: List all diesel fuel accounts.

Vehicle Replacement:

List all collection and collection-related vehicle depreciation accounts.

List all vehicle lease or rental accounts related to collection or collection-related vehicles.

Vehicle Maintenance:

List all collection or collection-related vehicle parts accounts.

All Other: List all other expense accounts related to the services provided under this agreement. This category includes all insurance including general liability, fire, truck damage, and extended coverage; rent on property, truck licenses and permits; real and personal property taxes; telephone and other utilities; employee uniforms; safety equipment; general yard repairs and maintenance; non-diesel fuel; office supplies; postage; trade association dues and subscription; advertising; and miscellaneous other expenses.

Disposal: List all disposal costs related to the provision of collection services.

Note: *The enactment, or application, of the Refuse Rate Index does not require the “targeted profit amount” to be addressed.*

An Example RRI Calculation:

In this example, the Refuse Rate Index is +2.54% (i.e., rates would be increased by 2.54%)

Item #	Category	Data Source	Percent Change ⁽¹⁾	Category Weight ⁽²⁾	Weighted Percentage Change ⁽³⁾
1	Labor	Series ID: ceu6056210008 Professional and business services – waste collection	2.19%	39.05%	+0.85%
2	Diesel Fuel	California No 2 Diesel Ultra Low Sulfur (0-15 ppm) http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp	4.74%	13.15%	+0.62%
3	Vehicle Replacement	Series ID: pcu336211336211 Motor vehicle body manufacturing	6.79%	2.57%	+0.17%
4	Vehicle Maintenance	Series ID: pcu333924333924 Industrial truck, trailer and stacker mfg.	0.16%	13.46%	-0.02%
5	All Other	Series ID: cuusx400sa0 Consumer Price Index, All Urban Consumers, All Items; West – Size Class B/C	1.70%	18.75%	+0.32%
6	Disposal	Average of Change in Disposal Facility Tip Fees	4.60%	13.02%	+0.60%
Example RRI				100%	+2.54%

⁽¹⁾ The percentage change in the indices from year to year.

⁽²⁾ Each category's percentage of the **Contractor's** total operating costs.

⁽³⁾ The product of percentage change x category weight.

Attachment 2

PROFIT ANALYSIS			
	Pass-Through Costs	Non- Allowable Costs	Profit Base
Cost and Expenses			
Payroll	\$816,537		
Employee Benefits	\$308,154		
Accounting	\$13,539		
Administrative Fees	\$32,678		
Advertising and Promotion	\$2,148		
Bad Debt	\$6,389		
Bank Charges	\$18,419		
Contractor Labor	\$24,334		
Contributions	\$2,965		\$465
Corporate Overhead	\$185,144		
Depreciation	\$35,043		
Equipment Maintenance	\$73,230		
Equipment Rental	\$10,185		
Franchise Fee			\$0
Gas and Oil	\$133,144		
Insurance	\$29,873		
Miscellaneous	\$188		
Office Supplies	\$9,543		
Operating Supplies	\$3,255		
Property Taxes	\$8,804		
Recycling Purchases	\$107,390		
Solid Waste Disposal	\$301,837		
Subcontractor Costs	\$560,030		
Tax and Licenses	\$17,087		
Tires	\$17,745		
Travel	\$4,482		
Uniforms	\$9,365		
Utilities and Telephone	\$31,457		
Total Costs	\$2,762,965		
Income before provisions for Income Taxes		\$1,672	
Operating Ratio (Profit)		99.9%	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													2020
2													Total FRD
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RRI Adjustment = 2.46%

FEATHER RIVER DISPOSAL - CURRENT VS. PROPOSED FEE SCHEDULE FOR COLLECTION, TRANSFER AND RELATED SOLID WASTE SERVICES - TRANSFER STATIONS

Comparison of Rates:

(1) Current Rates (as of June 2020)

(2) Combined Rate Adjustment: 2021 RRI Adjustment: +2.46%, Franchise Fee Adjustment: +2.50%, Legal Action Settlement Adjustment: +2.33%. Total Combined Rate Adjustment: +7.29%*

Containers/Vehicles/Item(s)	Current Rate (1)	Proposed Rate (2)	Rate Increase	
			+	% incr
Container Unloading Fees				
Minimum unloading fee	\$8.78	\$9.42	\$0.64	\$0.07
Two cans or standard containers	\$8.78	\$9.42	\$0.64	7.29%
Three cans or standard containers	\$13.94	\$14.96	\$1.02	7.29%
Four cans or standard containers	\$18.29	\$19.62	\$1.33	7.29%
Vehicle Unloading Fees				
Station Wagon	\$18.98	\$20.36	\$1.38	7.29%
Compact Truck	\$23.57	\$25.29	\$1.72	7.29%
Compact Truck with Side Boards	\$30.15	\$32.35	\$2.20	7.29%
Standard Size Pickup Truck	\$28.80	\$30.90	\$2.10	7.29%
Standard Size Pickup Truck with Side Boards	\$36.03	\$38.66	\$2.63	7.29%
Larger Trucks (per CY)	\$20.33	\$21.81	\$1.48	7.29%
Large and Restricted Items				
Small appliances: Washer, dryer, standard fridge ¹ , etc.	\$16.33	\$17.52	\$1.19	7.29%
large appliances: Deep freezer, etc.	\$29.53	\$31.68	\$2.15	7.29%
Tires (rim diameter)				
16 inches or less	\$3.63	\$3.89	\$0.26	7.29%
Greater than 16 inches to 20 inches	\$7.30	\$7.83	\$0.53	7.29%
Greater than 20 inches	\$16.21	\$17.39	\$1.18	7.29%
Mattresses				
Twin/full	\$16.33	\$17.52	\$1.19	7.29%
Queen/king	\$29.53	\$31.68	\$2.15	7.29%
TVs/Computer monitors				
	\$3.87	\$4.15	\$0.28	7.29%
Compacted Loads (per ton)				
	\$94.57	\$101.46	\$6.89	7.29%

RESOLUTION NO. 20-8498

**A RESOLUTION ESTABLISHING A REVISED FEE SCHEDULE
FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS SELF-
HAULING SOLID WASTE TO PLUMAS COUNTY TRANSFER
STATIONS IN FRANCHISE SERVICE AREA NO. 1
(OPERATED BY FEATHER RIVER DISPOSAL)**

WHEREAS, the Plumas County Board of Supervisors, on July 2, 2019, did adopt replacement Resolution No. 19-8412 thus establishing a revised fee schedule for residential and commercial customers self-hauling to Plumas County Transfer Stations in Franchise Service Area No. 1, pursuant to Plumas County Code Section 6-10.208, and

WHEREAS, the request of USA Waste of California, Inc. doing business as "Feather River Disposal" for a rate increase was considered at the duly noticed public hearing held on June 16, 2020, and

WHEREAS, it is the conclusion of the Board of Supervisors, based on the evidence presented at the public hearing, that the Franchise Contractor for Service Area No. 1 is entitled to rate increases to the fee schedule that is presently in place pursuant to Plumas County Resolution No. 19-8412

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas that, pursuant to Plumas County Code Section 6-10.208, this Board revises the existing fee schedule, set by Resolution No. 19-8412, for collection, transfer and related solid waste services in Franchise Service Area No. 1, as follows:

- (a) General. For purposes of this section "franchisee" shall refer to a solid waste collector as defined in Chapter 10 of Title 6 of the Plumas County Code of Ordinances. The fees below apply to only Franchise Service Area No. 1, as defined in the County Solid Waste Management Plan.
- (b) Fees for unloading at transfer sites or landfills. The following fees shall be collected from the public for unloading at transfer sites or landfills, and such fees shall cover the handling, transfer, hauling, and ultimate disposal activities.
 - (1) **Minimum fee.** The minimum fee for unloading shall be \$8.78; for the equivalent of two (2) cans or standard containers \$8.78; for the equivalent of three (3) cans \$13.94; and \$18.29 for the equivalent of four (4) cans.
 - (2) **Vehicle unloading fee.** When waste is unloaded from vehicles and such waste exceeds an amount equivalent of four (4) cans or standard containers, then the following charges shall apply on the basis of vehicle size:

- (I) Station wagon: \$18.98
- (II) Compact pickup truck: \$23.57
- (III) Compact pickup truck with sideboards: \$30.15
- (IV) Standard – sized pickup truck: \$28.80
- (V) Standard – sized pickup truck with sideboards: \$36.03
- (VI) Larger trucks: \$ 20.33 per cubic yard maximum.

(3) **Fee for unloading large and restricted items.** Unusually large items increase the time and effort of disposal, and the following charges apply:

- I. A washer or dryer, standard – sized refrigerator, single bed mattress, or similar – sized object: \$16.33;
- II. A standard – sized deep freezer, double – bed mattress, or similar – sized object: \$29.53 maximum;
- III. Each tire sixteen (16") inches or less: \$3.63; Each tire seventeen (17") inches to twenty (20") inches: \$7.30; Each tire more than twenty (20") inches: \$16.21
- IV. Tree stumps shall be unloaded only at landfills, not transfer sites. Each stump twelve (12") inches or less: \$23.57; Each stump thirteen (13") to twenty-four (24") inches: \$47.21; Each stump more than twenty – four (24") inches: \$70.79
- V. Cathode ray tubes and televisions shall only be accepted at transfer stations. Each cathode ray tube (computer monitor) and television: \$3.87
- VI. Other large items not included in this section shall be charged pursuant to subsection (c) of this section.

(4) **Compacted loads.** Compacted loads shall be permitted only at transfer sites, and only if the hauler weighs the truck before and after tipping at the site. Compacted loads shall be charged at the rate of \$94.57 per ton.

(5) Prohibited items. None of the following items shall be permitted by the franchisee to be unloaded; dead animals; car bodies; tree stumps at transfer sites; explosives; toxic chemicals or any hazardous waste materials; except that steel items and car bodies will be accepted free of charge at the Greenville Transfer Site.

(c) Fee for extra services. Services for which no fee is specified in this resolution shall be considered extra services by the franchisee, and the charges for such services shall be negotiated by the franchisee and the customer.

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 16th day of June 2020, by the following vote:

AYES: Supervisors: SIMPSON, THRALL, ENGEL, GOSS

NOES: Supervisors: NONE

ABSTAIN: Supervisors: NONE



Chair, Board of Supervisors

ATTEST:



Nancy Latino

Clerk of the Board of Supervisors

EXHIBIT A

TABLE 1 -FEATHER RIVER DISPOSAL: FEE SCHEDULE FOR COLLECTION, TRANSFER AND RELATED SOLID WASTE SERVICES

Comparison of Rates:

(1) Current Rate as of August 2019

(2) R3 Consulting Group Recommended 2019 Refuse Rate Index Adjustment of 3.30%*

Description of Service	Current Rates	Adjusted Rate
	All	Proposed Residential Rate 2020
Transfers Station Unload Fees		
Two cans or standard containers	\$8.50	\$8.78
Three cans or standard containers	\$13.49	\$13.94
Four cans or standard containers	\$17.71	\$18.29
Station Wagon	\$18.37	\$18.98
Compact Truck	\$22.82	\$23.57
Compact Truck with Side Boards	\$29.19	\$30.15
Standard Size Pickup Truck	\$27.88	\$28.80
Standard Size Pickup Truck with Side Boards	\$34.88	\$36.03
Larger Trucks (per CY)	\$19.68	\$20.33
Transfer Station - Large and Restricted Items		
Washer, dryer, standard fridge, single mattress	\$15.81	\$16.33
Deep freezer, double mattress	\$28.59	\$29.53
Tire - 16" or less	\$3.51	\$3.63
Tire - 16.1" to 20"	\$7.07	\$7.30
Tire - 20" or more	\$15.69	\$16.21
Tree Stumps		
12 inches or less	\$22.82	\$23.57
13 inches to 24 inches	\$45.70	\$47.21
Greater than 24 inches	\$68.53	\$70.79
Cathode Ray Moniter or TV	\$3.75	\$3.87
Compacted Loads (per ton)	\$91.55	\$94.57

FEATHER RIVER DISPOSAL - CURRENT VS. PROPOSED FEE SCHEDULE FOR COLLECTION, TRANSFER AND RELATED SOLID WASTE SERVICES

Comparison of Rates:

(1) Current Rates (as of August 2019)

(2) R3 Consulting Group Recommended 2020 Refuse Rate Index Adjustment of 3.30%*

Description of Service	Current Rates		2020 Rate Adjustment (3.30%*)			2020 Rate Adjustment (3.30%*) versus Current Rates		
	All	Proposed Residential Rate	Proposed Commercial Rate	Proposed Transfer Station Rate	Residential Rate	Commercial Rate	Transfer Station Rate	
Transfers Station Unload Fees								
Two cans or standard containers	\$8.50			\$8.78			\$0.28	3.30%
Three cans or standard containers	\$13.49			\$13.94			\$0.45	3.30%
Four cans or standard containers	\$17.71			\$18.29			\$0.58	3.30%
Station Wagon	\$18.37			\$18.98			\$0.61	3.30%
Compact Truck	\$22.82			\$23.57			\$0.75	3.30%
Compact Truck with Side Boards	\$29.19			\$30.15			\$0.96	3.30%
Standard Size Pickup Truck	\$27.88			\$28.80			\$0.92	3.30%
Standard Size Pickup Truck with Side Boards	\$34.88			\$36.03			\$1.15	3.30%
Larger Trucks (per CY)	\$19.68			\$20.33			\$0.65	3.30%
Transfer Station - Large and Restricted Items								
Washer, dryer, standard fridge, single mattress	\$15.81			\$16.33			\$0.52	3.30%
Deep freezer, double mattress	\$28.59			\$29.53			\$0.94	3.30%
Tire - 16" or less	\$3.51			\$3.63			\$0.12	3.30%
Tire - 16.1" to 20"	\$7.07			\$7.30			\$0.23	3.30%
Tire - 20" or more	\$15.69			\$16.21			\$0.52	3.30%
Tree Stumps								
12 inches or less	\$22.82			\$23.57			\$0.75	3.30%
13 inches to 24 inches	\$45.70			\$47.21			\$1.51	3.30%
Greater than 24 inches	\$68.53			\$70.79			\$2.26	3.30%
Cathode Ray Monitor or TV	\$3.75			\$3.87			\$0.12	3.30%
Compacted Loads (per ton)	\$91.55			\$94.57			\$3.02	3.30%