



Board of Supervisors

Dwight Ceresola, Vice Chair, 1st District
Kevin Goss, 2nd District
Thomas McGowan, 3rd District
Greg Hagwood, Chair, 4th District
Jeff Engel, 5th District

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON OCTOBER 3, 2023

STANDING ORDERS

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

ZOOM Participation

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Board is to attend in person or submit written comments as outlined below. Except for a noticed, teleconference meeting, the Board of Supervisors reserves the right to conduct the meeting without remote access if we are experiencing technical difficulties.

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

CALL TO ORDER

Roll Call.

Present: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

PLEDGE OF ALLEGIANCE

Supervisor McGowan led the Pledge of Allegiance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

There are no additions or deletions to 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.

Mark M. - incorrect IMD rate increases.

Clint K. - economic development, pg&e settlement funds use and congratulated on the adoption of the FY23/24 budget.

Lila L. - pg&e settlement funds.

Deb H. - Judicial Council's meeting on the new courthouse and thanked the county for the work on the FY23/24 budget.

Amy C. - Dame Shirley Plaza and the new courthouse location.

Avril K - Dame Shirley Plaza.

Zoom: Durriya S. - Northern California outreach, fire safety regulations for insurance companies.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

Sheriff Johns - increase in scams; new and previous applicants for dispatcher and jail; monitoring in order to go back to the normal patrol schedule

Planning Director Tracey Ferguson - Cares Act funding; planning department capacity is increasing with new hires; RFQ for planning positions

Librarian Lindsay Fuchs - blood pressure monitors are available to check out at the library; there is a Greenville Library located at the high school

ACTION AGENDA

1. UPDATES AND REPORTS

A. DISASTER RECOVERY OPERATIONS

Report and update Dixie Fire Recovery efforts; receive report and discussion

Patrick J. from Dixie Fire collaborative spoke on both sections A & B.

B. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

Indian Valley Innovation Hub spoke in regard to Business & Economic Recovery; national leaders in wildfire recovery; Entrepreneurs gathering; unmet needs of business fire survivors; big picture on who was impacted by the fire.

C. US FOREST SERVICE - US FOREST SERVICE

Report and update.

Planning Director Tracey Ferguson spoke regarding PCCC meeting in November, RERC, PNF, RCAC; building rural economy grant position with County match.

CAO Debra Lucero spoke in regard to another grant for a fellow that will start in January.

D. MUNIS HR/PAYROLL MODULE UPDATE

Report and update on Pentamation, Tyler/Munis software migration and efforts.

Human Resources Director Nancy Selvage spoke regarding HR getting access to Munis sharepoint site, which has no new information since 2021, HR training needs; IC has access to sharepoint now, can't go live until the chart of accounts is in place.

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.

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

A. CLERK OF THE BOARD

- 1) Approve the Meeting Minutes for all meetings held in September of 2023, as submitted.

B. FACILITY SERVICES & AIRPORTS

- 1) Approve and authorize the Director of Facility Services & Airports to waive the Courthouse rental fee for the annual Sparkle event, scheduled for Friday, December 1, 2023 from 5:00 - 8:00 p.m.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Facility Services & Airports and Silver State Elevator Company; effective at execution; not to exceed \$46,332.97; (General Fund Impact) emergency repair previously approved by the Board of Supervisors in May 2023; approved as to form by County Counsel.

C. PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Department of Public Health to recruit and fill, funded and allocated, vacant one (1.0) FTE Licensed Vocational Nurse (LVN) I/II OR Registered Nurse (RN) I/II position OR Public Health Nurse I/II/III; vacancy due to resignation; (No General Fund Impact).
- 2) Approve and authorize the Department of Public Health to recruit and fill, funded and allocated, one (1) Extra-Help driver position for the Senior Services program in the Quincy division; vacancy due to resignation; (No General Fund Impact).
- 3) Approve and authorize the Chair to ratify and sign an agreement between Plumas County Public Health Agency and Quincy Parent Cooperative Organization for a 20,000 Lives Health Equity Mini-Grant project Library Books for Reluctant/Struggling Readers; effective March 1, 2023; not to exceed \$2,000.00; (No General Fund Impact); approved as to form by County Counsel.

D. PLUMAS COUNTY LIBRARY

- 1) Approve and authorize Plumas County Library to recruit and fill, funded and allocated, vacant one (1) Extra Help Literacy Program Assistant position for the Chester Branch; (General Fund Impact).

E. BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to ratify and sign an agreement between Plumas County Behavioral Health and Sacramento Behavioral Health for an acute psychiatric hospital, offering mental health and stabilization services; effective March 1, 2023; not to exceed \$120,000; (No General Fund Impact); approved as to form by County Counsel.
- 2) Approve and authorize the Chair to ratify and sign an agreement between Plumas County Behavioral Health and Aurora Behavioral Healthcare for an acute psychiatric hospital, offering mental health and stabilization services; effective March 1, 2023; not to exceed \$100,000; (No General Fund Impact); approved as to form by County Counsel.

F. PROBATION

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Probation Department and Berry Enterprises, Inc, doing business in California as Sierra Electronics for automotive component installation services; effective September 20, 2023; not to exceed \$4,000.00; (No General Fund Impact); approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Probation Department and Environmental Alternatives, dba EA Family Services to provide housing to

Probation clients; effective August 25, 2023; not to exceed \$126,000.00; (No General Fund Impact); approved as to form by County Counsel.

G. PUBLIC WORKS

- 1) Approve and authorize Public Works/Road Department to recruit and fill, funded and allocated, vacant One (1) FTE Road Maintenance Lead Worker position in the Quincy Maintenance District; (No General Fund Impact).

H. SOLID WASTE

- 1) Approve and authorize Chair to sign an amendment to agreement between Plumas County and Vestra Resources, Inc. increasing compensation and amending Exhibits A, B & C; effective at execution; not to exceed \$97,900.00; (No General Fund Impact); approved as to form by County Counsel.

I. PLANNING

- 1) Acceptance of Notice of Partial Nonrenewal Land Conservation Contract Agricultural Preserve No. 43 (J.M. Matley, et al) and Acceptance of Notice of Nonrenewal Land Conservation Contract Agricultural Preserve No. 54 (Eugene A. & Evelyn G. Rowland) due to acquisition of properties by United States Department of Agriculture Forest Service.

J. AUDITOR-CONTROLLER

- 1) Approve and authorize the Department of the Auditor-Controller to recruit and fill, funded and allocated, vacant one (1.0) FTE Fiscal and Technical Services Assistant I/II/III; (General Fund Impact).

3. SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

A. CONVENE AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD

- 1) BCSA is requesting LATCF funds to use for the sewer lift station pump replacement; discussion and possible action.

Motion: BCSA is requesting LATCF funds, in the amount of \$150,000.00, to use for the sewer lift station pump replacement; **Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

- 2) Approve and authorize BCSA to pay Plumas Sanitation a non-contract invoice in the amount of \$8,350.00 to pump the wet well; and Jet Plumbing a non-contract invoice in the amount of \$2,467.17 to troubleshoot the pump and physically remove debris; (No General Fund Impact); discussion and possible action.

Motion: Approve and authorize BCSA to pay Plumas Sanitation a non-contract invoice in the amount of \$8,350.00 to pump the wet well; and Jet Plumbing a non-contract invoice in the amount of \$2,467.17 to troubleshoot the pump and physically remove debris; **Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

B. ADJOURN AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD AND RECONVENE AS THE BOARD OF SUPERVISORS

4. PLUMAS COUNTY FIRE SAFE COUNCIL

- A. Approve and authorize Plumas County Fire Safe Council's proposed updates to the Wildland Urban Interface (WUI) Boundaries and, in effect, formally update the map as an appendix of the Plumas County Communities Wildfire Protection Plan (CWPP); as previously presented at the September 19, 2023 Board of Supervisors meeting; discussion and possible action.

Motion: Approve and authorize Plumas County Fire Safe Council's proposed updates to the Wildland Urban Interface (WUI) Boundaries and, in effect, formally update the map as an appendix of the Plumas County Communities Wildfire Protection Plan (CWPP); as previously presented at the September 19, 2023 Board of Supervisors meeting; work to improve moving forward **Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

5. DEPARTMENTAL MATTERS

A. SHERIFF'S OFFICE - Todd Johns

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Department and DeMartile Automotive Inc. to provide vehicle repair and maintenance for Sheriff's Office vehicles; effective October 1, 2023; not to exceed \$40,000.00; (General Fund Impact) as approved in FY23/24 budget; approved as to form by County Counsel; discussion and possible action.

Motion: Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Department and DeMartile Automotive Inc. to provide vehicle repair and maintenance for Sheriff's Office vehicles; effective October 1, 2023; not to exceed \$40,000.00. **Action:** Approve,

Moved by Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Frank's Garage LLC for vehicle maintenance and repair; effective September 15, 2023; not to exceed \$60,000.00; (General Fund Impact) as approved in FY23/24 budget; approved as to form by County Counsel; discussion and possible action.

Motion: Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Frank's Garage LLC for vehicle maintenance and repair; effective September 15, 2023; not to exceed \$60,000.00. **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

B. FACILITY SERVICES & AIRPORTS - JD Moore

- 1) Approve and authorize the Director of Facility Services & Airports to begin contract negotiations with Brandley Engineering for Airport consulting services; recommendation of award; discussion and possible action

Motion: Approve and authorize the Director of Facility Services & Airports to begin contract negotiations with Brandley Engineering for Airport consulting services; recommendation of award. **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

- 2) Adopt **RESOLUTION** of the Plumas County Board of Supervisors authorizing the Director of Airports or County Administrative Officer to (1) Submit pre-applications and applications for Airport Improvement Program (AIP) grants, (2) Accept AIP grant funds, and (3) Execute AIP grant agreements; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

Motion: Adopt [**RESOLUTION No. 23-8853**](#) of the Plumas County Board of Supervisors authorizing the Director of Airports or County Administrative Officer to (1) Submit pre-applications and applications for Airport Improvement Program (AIP) grants, (2) Accept AIP grant funds, and (3) Execute AIP grant agreements. **Roll call vote**, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

C. PLUMAS COUNTY LIBRARY - Lindsay Fuchs

- 1) Adopt **RESOLUTION** to authorize the Plumas County Librarian to execute the Grant Funding Agreement number CLLS 23-61; in the amount of \$28,500.00; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

Motion: Adopt [**RESOLUTION No. 23-8854**](#) to authorize the Plumas County Librarian to execute the Grant Funding Agreement number CLLS 23-61; in the amount of \$28,500.00. **Roll call vote**,

Action: Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

D. BEHAVIORAL HEALTH - Sharon Sousa

- 1) Adopt **RESOLUTION** to authorize the Director of Behavioral Health to Ratify and sign agreement with Nevada County Department of Behavioral Health for after-hours telephone services; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action.

Roll call vote

Motion: Adopt [**RESOLUTION No. 23-8855**](#) to authorize the Director of Behavioral Health to Ratify and sign agreement with Nevada County Department of Behavioral Health for after-hours telephone services. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 1 Ceresola.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

E. HUMAN RESOURCES - Nancy Selvage

- 1) Adopt **RESOLUTION** appointing John Cunningham, retired annuitant, as the Interim Director of Building Services for Building Department Government Code Section 21221(h); (General Fund Impact); discussion and possible action. **Roll call vote**

Motion: Adopt [**RESOLUTION No. 23-8856**](#) appointing John Cunningham, retired annuitant, as the Interim Director of Building Services for Building Department Government Code Section 21221(h).

Roll call vote, Action: Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 1 Ceresola.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

- 2) Adopt **RESOLUTION** Ratifying the Memorandum of Understanding Between the County of Plumas and the Bargaining Unit of General Unit Represented by Operating Engineers Local #3; and Adopt **RESOLUTION** Ratifying the Memorandum of Understanding Between the County of Plumas and the Bargaining Unit of Management & Supervisors Unit Represented by Operating Engineers Local #3; some positions within these units have a General Fund Impact and others do not; discussion and possible action. **Roll call vote**

Motion: Adopt [**RESOLUTION No. 23-8857**](#) Ratifying the Memorandum of Understanding Between the County of Plumas and the Bargaining Unit of General Unit Represented by Operating Engineers Local #3; and Adopt [**RESOLUTION No. 23-8858**](#) Ratifying the Memorandum of Understanding Between the County of Plumas and the Bargaining Unit of Management & Supervisors Unit Represented by Operating Engineers Local #3. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

6. COUNTY ADMINISTRATIVE OFFICE - DEBRA LUCERO

A. County Administrative Officer's Report

CAO Debra Lucero provided an update and report for September 2023.

7. BOARD OF SUPERVISORS

A. APPOINTMENTS

- 1) Appoint Greg Ramelli to the Museum Board, to serve until December 2023; discussion and possible action

Motion: Appoint Greg Ramelli to the Museum Board, to serve until December 2023. **Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

Vote: Motion Passed by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor - District 4 Hagwood, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 1 Ceresola, Supervisor - District 5 Engel.

B. CORRESPONDENCE

Supervisor Hagwood received correspondence regarding Dame Shirley Plaza; consolidation of Quincy and Meadow Valley CSDs and the new camping ordinance.

Supervisor Engel received correspondence regarding Graeagle FPD and CSD in regard to Measures E & F.

C. WEEKLY REPORT BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED BOARDS AND ASSOCIATIONS

Reported by Supervisor McGowan regarding matters related to County Government and include town hall meeting in Chester, Chester FD consolidation, RCRC Conference, improving trails and rural healthcare.

Reported by Supervisor Goss regarding matters related to County Government and include HR4970 tax bill now HR5863 (tax on PG&E settlement funds); wildfire leadership summit; RCRC conference; LAFco conference this month.

Reported by Supervisor Engel regarding matters related to County Government and included RSF; Beckwourth Peak FPD meeting; Highway 70 construction meeting.

Reported by Supervisor Ceresola regarding matters related to County Government and include Beckwourth Peak FPD meeting; air quality meeting.

8. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. **Time Certain 1:00 p.m.** Personnel: Public employee appointment or employment - Clerk of the Board of Supervisors
- B. Public Employee Employment, Appointment, Recruitment, Performance Evaluations, Including Goals, Pursuant to Government Code Section 54957:
 - 1. Agricultural Commissioner
 - 2. Behavioral Health Director
 - 3. Building Services Director
 - 4. Chief Probation Officer
 - 5. Child Support Services Director
 - 6. County Administrative Officer
 - 7. County Counsel
 - 8. Environmental Health Director
 - 9. Facility Services Director
 - 10. Fair Manager
 - 11. Human Resources Director
 - 12. Information Technology Director
 - 13. Library Director
 - 14. Museum Director
 - 15. Planning Director
 - 16. Public Health Director
 - 17. Public Works Director
 - 18. Risk & Safety Manager
 - 19. Social Services Director
- C. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- D. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 - California Dept. of Water Resources v. All Persons Interested in the Matter of the Authorization of Delta Program Revenue Bonds, the Issuance, Sale and Delivery of Delta Program Revenue Bonds Series A, Series B and Subsequent Series, the Adoption of the Delta Program Revenue Bond General Bond Resolution and the Supplemental Resolutions Providing for the Issuance of Delta Program Revenue Bonds, and the Proceedings Related Thereto, Superior Court of California, County of Sacramento, Case No. 34-2020- 00283112
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – Central Delta Water Agency, et al. v. Department of Water Resources, Third District Court of Appeals, Case No. C078249, C080572, and C086215
- F. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (1 case)

G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(2) of Government Code Section 54956.9 (1 case)

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Chair Hagwood reported that there was no reportable action taken during closed session.

9. ADJOURNMENT

Adjourned meeting to Tuesday, October 10, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California

PLUMAS COUNTY

CALIFORNIA County Administrative Officer



TO: Honorable Chair and Board of Supervisors
FROM: Debra Lucero, CAO
Meeting Date: October 3, 2023
Subject: CAO Report 9/06/23 – 10/2/23

BUDGET PROCESS

Here is a high-level review of the FY23-24 Budget Project. We are still finalizing the process for the next fiscal year, which will turn into a timeline for next fiscal year.

- CLA was asked to assist with the FY23-24 Budget starting on June 12 as a priority item as part of our CAST accounting and finance assistance project
- During this first week, we determined the following regarding the budget process:
 - The Auditor-Controller had distributed budget worksheets to department heads and met with department heads & CAO on initial plans
 - Past budget processes and information was not in documented form- leaving many unknowns to the process and ensuring all requirements were captured
 - 60 Budgets had yet to be completed or turned into Auditor-Controller
 - Allocations from HR on Headcount, Salary, Group Insurance needed to be finalized/completed
 - The County had many departments/funds that were likely not in use and may need to be eliminated from the budget
 - Recommended Budget needed to be published online by June 20, forcing the County to move forward with a "Rollover" Recommended Budget
- After the "Rollover" Recommended Budget was completed on June 20, our focus as a team, in collaboration with the CAO and Auditor Controller has been to prepare the Adopted Budget for Board Review on September 29 including the following:
 - Collecting the missing department/fund budgets
 - Identifying and confirming with Department Managers which departments/funds were no longer in use
 - Updating the Salary & Wages (multiple revisions)
 - Preliminary load of budget data & review of the Department Budgets (Schedule 9's) with the CAO & follow up with Department Managers on unknown variances
 - Analysis on Utilities & adjustments made to budgeted data
 - We held several meetings and collaborated with County of Plumas Leaders on the following topics:
 - UAL (HR/ Auditor-Controller)
 - 85/15 Insurance (CAO/HR/Auditor-Controller)
 - Budget Transfers (Auditor-Controller / CAO)
 - Loans/Leases (Auditor-Controller / Department Heads)
 - Capital/Fixed Assets (CAO, Department Heads)
 - Fund Balances (Auditor-Controller / CAO / Department Heads)

- Compilation of Adopted Budget Book with the following improvements:
 - CAO opening letter
 - Detailed Table of Contents with formatting of Schedule 9's by Department
 - Budget Overview Summary
 - Property Tax Review
 - Appropriations Summary
 - Revenue Summary
 - Fund Summary
 - Schedule of Leases/Loans
 - Schedule of Capital/Fixed Assets
 - Guide to the Budget
 - Glossary

In our weekly status meetings, we regularly reviewed progress to date on the Budget Project and highlighted key dates. The following two meetings we reviewed the specific deadlines around the Adopted Budget:

- On July 26 Status Meeting:
 - Adopted Budget Meeting is scheduled for 9/28 (later changed to 9/29)
 - Adopted Budget needs to be published 10 days prior
 - Adopted Budget needs to include the schedules required by the State of CA
 - Adopted Budget to also include supplemental schedules on Debt, Capital/Fixed Assets, Bond Resolutions- School/Hospital
 - 10 printed copies of the Adopted book
 - No additional deadlines were mentioned at this time by County of Plumas
- On August 30 Status Meeting:
 - Budget Deadlines set & discussed the need to adhere to these dates to achieve publishing date
 - 8/28-9/1 – Martee's office to finish expense and deposit accruals
 - 9/1- Martee to send estimated fund balances to Kelly for transfer calculations
 - 9/4-9/8 – Transfers and budget numbers finalized (dependent on Fund balances)
 - 9/8- Supplemental schedules to Melodie
 - 9/11-9/15- CAO letter, charts/graphs finalized
 - 9/15 – All deliverables to Melodie
 - 9/19 – Publish Adopted Budget Book
 - 9/29 – Board meeting to adopt budget
 - While working to meet this timeline, we experienced several challenges and delays such as:
 - Expense and deposit accruals occurred later than planned, causing delays in department information and late changes to department numbers
 - Last minute adjustments or changes to department budgets
 - Fund balances had been discussed several times, however it took until 9/6 to get a full understanding of the process and until 9/7 for the Auditor-Controller to provide the estimated fund balances
 - Transfers and budget numbers were delayed on being finalized due to the dependency on Fund balances

GRANTS MANAGER

- Most effort went into the Community Resilience Center Grant from the Strategic Growth Council that was submitted on Sept 18, 2023 to start the planning portion of Greenville Town Center Project. Notice will be given in December.

- Continued conversations around the Economic Development Fellowship program with the International Economic Development Council and the Rural Community Assistance Corporation
- Asked/confirmed with the Rural County Representatives of California (RCRC) that Plumas County will be included in their funding request for Federal Fund Account/Last Mile as we are nearing completion of our County Specific Broadband plan.
- Presented at the Dixie Fire Collaborative Community Meeting/LTR Community Meeting #3 in Greenville on the broadband updates and next steps.
- LTR work with Tracey on the Economic Development Fellow, Community meetings, and the LTR plan

RISK MANAGEMENT & CAL-OES UPDATE

- LSTP training with Trindel
- Site Safety required inspections.
- Working on PRISM renewal information
- Working on DR-4699 Winter Storms with Public Works and FEMA
- Attended 20,000 lives meeting
- Participated in Earth X 2023 Exercise
- Attended Disaster Summit – LISTO
- Attended Moulage Training
- Working with Public Health and multiple partners on an Active Shooter Drill
- Submitted Integrated Preparedness Plan

CLIFTON, LARSON & ALLEN (CLA UPDATE)

Highlights for September

Investments

- Calculated FY22 and FY23 investment income according to the amortized cost methodology
- Reviewed Excel calculations of investment income with Treasurer as an alternative method of calculating gains/losses on buys/sells by hand using paper records
- Recommended completing the allocation process for 96% of investment income, so as not to hold up required allocations any longer, for FY23 to participating funds. Additionally, we are automated vs. by hand
- Coordinated and participated in demo of investment software – SymPro

Cash

- Identified the remaining FY22 variance resulting from the change in cash and investment value based on amortized cost of investments
- Documented FY22 cash variances and prepared supporting information for journal entries required
- Reconciled internal cash accounts – Treasury Accounts vs. Department Accounts for FY23 and identified 98% of ~\$730k variance to be reviewed/finalized with Auditor Controller (expected October)
- Reviewed Outstanding Warrants reports & incorporated into Cash reconciliation appropriately
- Began documenting and reviewing processes (automated and manual) of the Treasury Due to Due From account
- Began research of utilizing Plumas BAI file in Treasury department
- Discussed with Treasurer process improvements on posting electronic deposits for US Bank – planning work for Treasury department meeting
- Recommendation - set up each person within Treasury department responsible for

- banking transactions, reconciliations, or review duties with their own appropriate bank login (no sharing logins)
- Recommendation - Setup read only access rights for CAO & Auditor Controller / Debra- will bring to BOS for review and policy update/creation
- Recommendation - BOS obtain an inventory of all County bank accounts and review the account listing for completeness and accuracy of all accounts under the County's purview and inclusion for monitoring for proper internal controls, i.e. appropriate access levels assigned, access to statements, monitoring of account balances, proper segregation of duties

Budgets

- Completed Adopted Budget Book for presentation to the County which included:
 - Budget imports & adjustments
 - Coordinated with HR to incorporate salary and associated cost changes, along with one-off changes, following Board approval of MOUs
 - Fund balance meetings, reviews, processes, updates
 - Schedule reviews
 - Budget Summary commentary
 - General Fund Balance commentary
 - Appropriations Summary commentary
 - Revenue Summary commentary
 - Schedule explanations guide
 - Capital Assets Schedule
 - Loans & Leases Schedule
 - Edits to Reference materials
 - Edits to CAO letter
- Processed changes to Adopted Budget Book based on department feedback:
 - 13 Budget Adjustments
 - 9 Adjustments to Fund Balances
 - 7 Content Adjustments
 - 6 Formatting Corrections
 - 5 items left to be incorporated into Budget Amendments

Special Districts Payroll

- Participated in Tyler Munis planning and training calls for payroll conversion scheduled for 1/1/24

Fixed Asset Implementation

- Progress on implementation limited due to competing priorities with Budget and Cash initiatives and time constraints

Other

- Began analysis of Chart of Accounts

OTHER MEETINGS/ACTIVITIES

1. Sept. 7 – Fund balance discussion as it relates to budget.
2. Sept. 7 – Met with Sympro – Investment Software Company
3. Sept. 8 – Met with CLA
4. Sept. 8 - Potential Northern California Collaboration // Plumas County + RCAC for International Economic fellow

5. Sept. 8 – Planning Meeting regarding grants and budget
6. Sept. 8 – CDBG-DR meeting about new rule
7. Sept. 11 – Received Animal Control/Code Enforcement merge plan
8. Sept. 11 – Met with insurance companies regarding Dixie Fire/County's Greenville properties
9. Sept. 11 – Lunch with new Interim County Counsel
10. Sept. 11 – Attended Sympro demonstration
11. Sept. 11 – NorCal Continuum of Care Executive Committee meeting
12. Sept. 12 – CLA/Staff discussion on assigned and unassigned fund balances
13. Sept. 13 – CLA weekly meeting
14. Sept. 14 – DFC monthly collaborative meeting
15. Sept. 14 – CLA Budget meeting
16. Sept. 15 – Budget meetings all day
17. Sept. 18 – RCAC Economic Fellow meeting
18. Sept. 18 – Budget meeting
19. Sept. 18 – Greenville DTSC meeting with state
20. Sept. 18 – HR meeting
21. Sept. 18 – Evening meeting with FRTA
22. Sept. 19 – Budget meeting
23. Sept. 19 – Visit California Tourism Strategy meeting
24. Sept. 19 – CLA weekly meeting
25. Sept. 20 – Supervisor Ceresola request follow-up
26. Sept. 20 – Tyler Tech meeting
27. Sept. 20 – Budget meeting
28. Sept. 21 – NorCal CoC Executive Board meeting
29. Sept. 25 – Budget meeting
30. Sept. 27 – CLA weekly meeting
31. Sept. 27 – Budget meeting
32. Sept. 28 – Budget meeting on following changes:

Proposed Changes To Adopted Budget Since September 19, 2023

Change Type	Reference:	Issue	Requested by:	Date of Notice
Budget Adjustment	Sched 9, P9.66	20490 / 48003 was \$0, changed to \$26,085 (Transfer In)	Heidi Wightman	21-Sep
Budget Adjustment	Sched 9, P9.115	70380 / 48021 was \$235,950, changed to \$0 (Transfer In - ARPA Funds)	Roni Towery	21-Sep
Budget Adjustment	Sched 9, P9.191	70331 / 521900 was \$60,000, changed to \$40,364 (Professional Services)	Roni Towery	21-Sep
Budget Adjustment	Sched 9, P9.203	70356 / 524400 was \$20,000, changed to \$32,667 (Special Department Expense)	Roni Towery	21-Sep
Budget Adjustment	Sched 9, P9.185	20342 / 525000 was \$79, changed to \$79 (Overhead)	Roni Towery	21-Sep
Budget Adjustment	Sched 9, P9.26	20100 / 520221 was \$8,000, changed to \$12,000 (Envelopes)	Marcy DeMartile	21-Sep
Budget Adjustment	Sched 9, P9.243	20495 / 580001 was \$0, changed to \$65,000 (State Grant Revenue)	Heidi Wightman	21-Sep
Budget Adjustment	Sched 9, P9.101	70301 / 527500 was \$7,000, changed to \$9,000 (Travel Out of County)	Sheri Johns	21-Sep
Budget Adjustment	Sched 9, P9.101	70307 / 58001 was \$6,500, changed to \$6,565 (Transfer Out)	Sheri Johns	21-Sep
Budget Adjustment	Sched 9, P9.26	20100 / 51060 was \$0, changed to \$750 (Overtime Pay)	Marcy DeMartile	25-Sep
Budget Adjustment	Sched 9, P9.26	20100 / 51100 was \$14,872, changed to \$14,929 (FICA/Medicare OASDI)	Marcy DeMartile	25-Sep
Budget Adjustment	Sched 9, P9.100	70301 / 48211 was \$0, changed to \$1,885,774 (Transfer from - General Fund)	Sheri Johns	26-Sep
Budget Adjustment	Sched 9, P9.96	20830 / 48211 was \$234,120, changed to \$266,674 (Transfer from - General Fund)	Debra Lucero	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Changed opening Fund Balance - General Fund Senior Citizens Nutrition from -561,664 to 0, decrease General Fund by 561,664	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Changed opening Fund Balance - General Fund- District Attorney from Assigned 1,721,252 to 0, increase General Fund by 1,721,252	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Changed opening Fund Balance - General Fund- Sheriff from Assigned 1,829,415 to 0, increase General Fund by 1,829,415	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Designated excess financing sources in FY24 Budget for General Fund- Capital Replacement Fund as Assigned for \$145,698	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Designated excess financing sources in FY24 Budget for General Fund- Homicide Trial Cost for \$21,669	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Designated excess financing sources in FY24 Budget for General Fund- Gen Fund Dev/Impact for \$10,473	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Designated excess financing sources in FY24 Budget for General Fund- Taylorsville School Preser for \$4,848	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Designated excess financing sources in FY24 Budget for General Fund- Aband Veh Abatement Fund for \$8,510	Martee Nieman	27-Sep
Fund Balance Adjustment	Sched 1-4, 12-14	Changed Special Revenue Increases/Decreases- for Funds with Subfunds to be in balance at the Subfund level (previously at the Fund level)	Martee Nieman	27-Sep
Content Adjustment	CAO Letter	Modified CAO letter- Removed "new job classes" in Public Works	John Mannie	22-Sep
Content Adjustment	CAO Letter	Reviewed language on CAO letter: "Capital Projects (more than \$100,000 in value and typically paid for with grant dollars) - acceptable as is	John Mannie	22-Sep
Content Adjustment	CAO Letter	Changed Capital Project description on 4th bullet of point of CAO letter to: "Wildfire hazard assessments for Chester and Quincy"	John Mannie	22-Sep
Content Adjustment	CAO Letter	Added paragraph to CAO letter regarding Fund Balances	Debra Lucero	28-Sep
Content Adjustment	27	Corrected Opioid Settlement Fund noted in the Budget Summary from \$162,772 to current Fund Balance of \$465,336	CLA	28-Sep
Content Adjustment	27-31	Adjusted content due to Budget & Fund adjustments changes	CLA	28-Sep
Formatting Adjustment	Sched 9, P9.49	Building Department Budget was missing first page	Heidi Wightman	21-Sep
Formatting Adjustment	Sched 9, P9.146	Mental Health Budget was missing first page	Heidi Wightman	21-Sep
Formatting Adjustment	Sched 9, P9.124	Moved Fish & Game Department from Sheriff to its own department	Roni Towery	21-Sep
Formatting Adjustment	Sched 9, P9.246	Moved Opioid Settlement Fund from Behavioral Health to its own department	Kyle Hardee	21-Sep
Formatting Adjustment	Sched 9, P9.104	70303- Rename as Re-Entry Program	Sheri Johns	21-Sep
Formatting Adjustment	Sched 9, P9.244	Moved Planning-Homeless HHAP from Inactive/In Transition to Planning	CLA	26-Sep
Budget Amendment - TBC	N/A	Previously Requested Items: Creation of rent account for Greenville Library Popup (currently budgeted in Office Expense)	Lindsay Fuchs	21-Sep
Budget Amendment - TBC	N/A	Previously Requested Items: CLSA funding clearing account (this is a passthrough account - currently using 46070/523712)	Lindsay Fuchs	21-Sep
Budget Amendment - TBC	N/A	Discussed changes to be requested to BOS on Jail Cash Flow	John Mannie	22-Sep
Budget Amendment - TBC	N/A	Budget not submitted & Funds not created for 0058 and 0059 in time for inclusion in Adopted Budget	Heidi Wightman	27-Sep
Budget Amendment - TBC	N/A	2049048 / Transfer-In1 for \$32,910 should be \$0	Heidi Wightman	28-Sep

33. Sept. 28 – League of Women Voters evening meeting and PPT presentation
 34. Sept. 29 – Budget Hearing and revisions/changes

TRANSIENT OCCUPANCY TAX REPORT

Granicus generated the following reports: (October 2, 2023 is the current report).

Also showing is September 2, 2023 so it can be compared to the October 2, 2023 report).

Monthly status report

Report for Plumas County, CA (Plumas County, CA) generated on October 2, 2023.

432
Properties in or near Plumas County, CA

394
Properties in or near Plumas County, CA with address identified

219
Compliant Short Term Rentals

169
Non-compliant properties

44
Properties with unknown compliance

118
Properties that have received letters since first mailing

79
Properties that have received letters and are now compliant

39
Properties that have received letters but are still non-compliant

Monthly status report

Report for Plumas County, CA (Plumas County, CA) generated on August 2, 2023.

441
Properties in or near Plumas County, CA

397
Properties in or near Plumas County, CA with address identified

135
Compliant Short Term Rentals

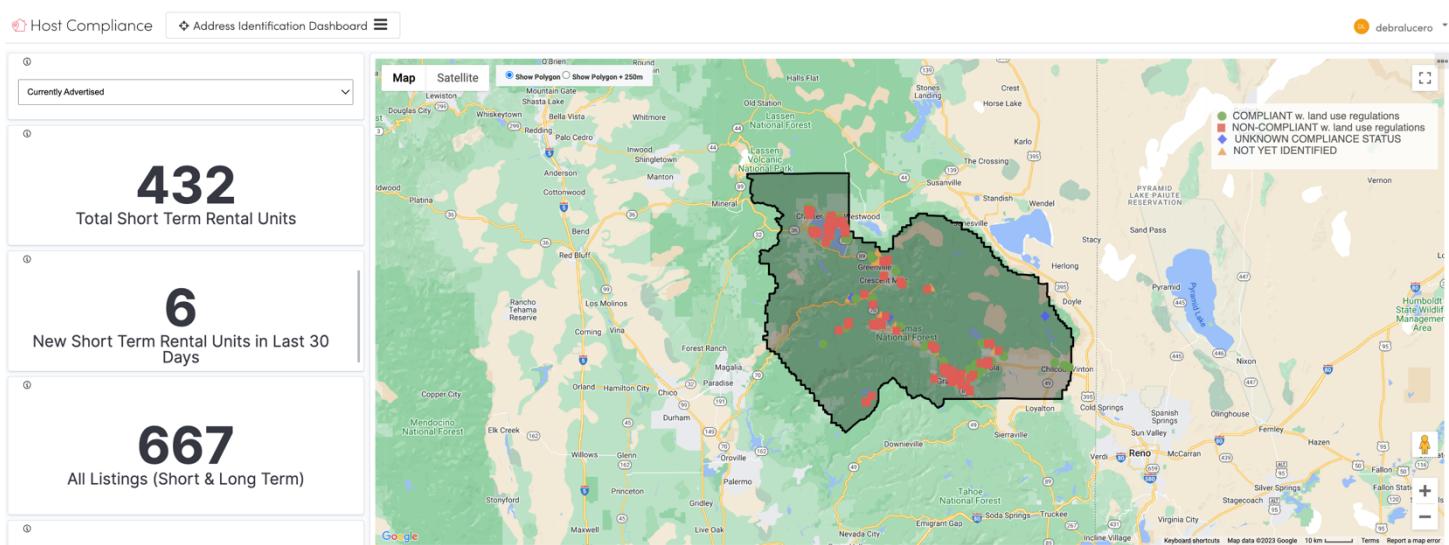
256
Non-compliant properties

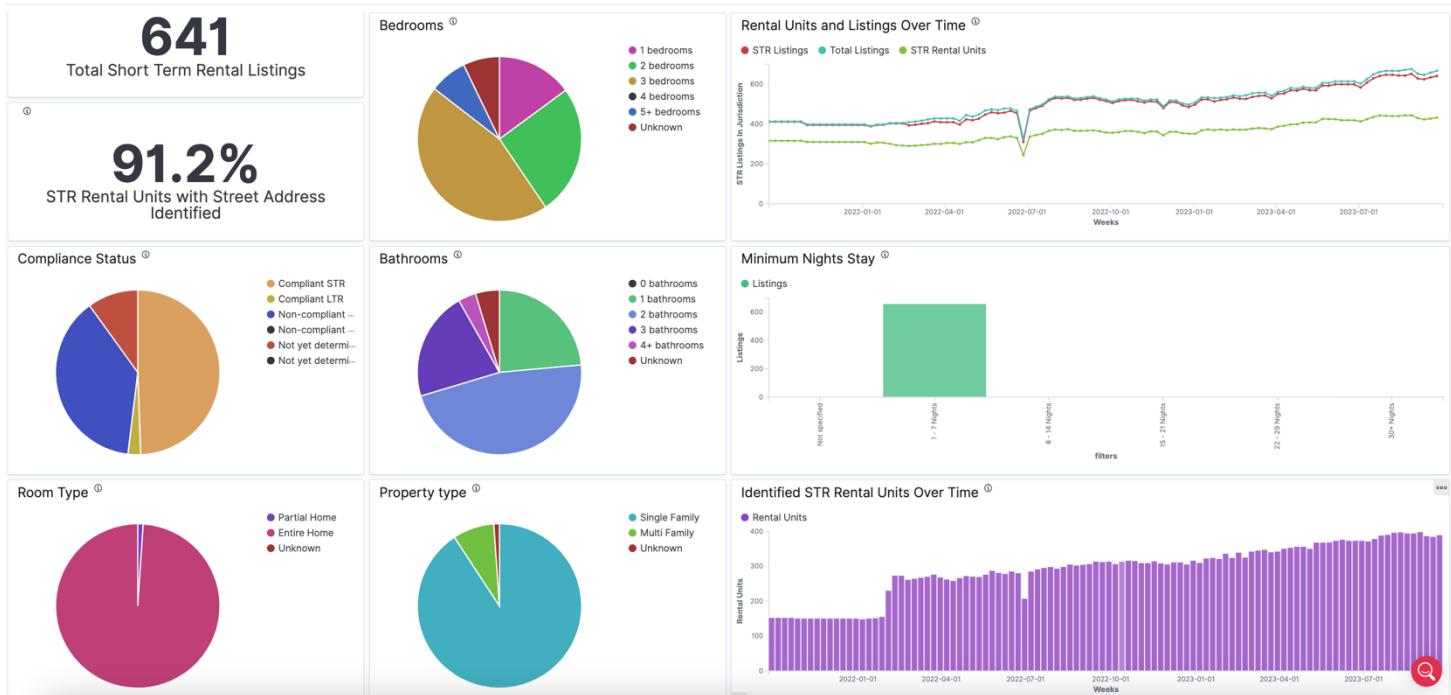
50
Properties with unknown **compliance**

117
Properties that have received letters since first mailing

24
Properties that have received letters and are now compliant

93
Properties that have received letters but are still non-compliant







Amy Carey
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Oct. 3, 2023

Plumas County Board of Supervisors

Dwight Ceresola, Vice Chair, 1st District
Kevin Goss, 2nd District
Thomas McGowan, 3rd District
Greg Hagwood, Chair, 4th District
Jeff Engel, 5th District

Re:Dame Shirley/State Courthouse

I am reminding you! I have asked for you to do your research on this critical decision to sell Dame Shirley to the State of California for the new courthouse. I had requested that each of you speak to me, specifically regarding the financial impact to our town. It had been noted in a previous agenda that there would be no applicable financial impact. I very much disagree with that. The following are items worth researching including, the function of government in our town, the lack of use at Dame Shirley, the intended use of Dame Shirley, construction, and doing what is right for the future of our town and county.

A government center is vitally important to our community. It is important that we continue to provide a service to those using the courthouse with the most convenient, safe, and efficient means. Having the new

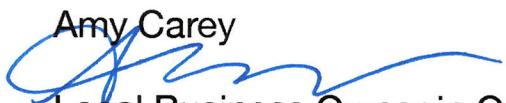
courthouse next to the existing courthouse will create a government center, sort of a one stop business center! Court business moves slow in the best of situations, moving the courthouse even a few blocks will create a slower process for many. Quincy is the county seat, why would we not continue to be proud about that? Keep our judicial presence on Main St., keep our services close to each other, seamless transactions have great value.

Dame Shirley costs the county presently, Dame Shirley is not utilized much. (Chart attached) Dame Shirley is rarely used for events. With the exception of Plumas Arts, I personally have never attended events at that location that bring any economic positivity to town. As the attached chart shows, it does get used by approximately 6 people per day, most of which occurs at lunch time. I am sure the courthouse lawn would be used at lunch time if picnic tables were added to the lawn areas. The larger numbers are from gatherings of exercise that seems to be lead by someone. Does that county get a collection fee for this use? The county purchased Dame Shirley with the intent of having a large government building and even said no to putting grass as it would lead to exactly the contention we are dealing with today!

Construction is not going to be pleasant, no matter where it occurs. "Not in My Backyard" is an uncomfortable fact. Please note though that Dame Shirley has access from nearly every side. The other two sites only have one or two access points. The county will have to grant access roads in areas that have been exclusively residential to this point. Dame Shirley is already accustomed to business activity.

I encourage you to look to the future, this is an opportunity to build a gathering space that has continuity with our existing courthouse. That is the right choice. Right choices in business are not always popular, but they need to be made. Rebuild Dame Shirley is the more appropriate slogan, not Save Dame Shirley!

Thank you for taking the time to gain knowledge in this important decision for this town and county.

Amy Carey

Local Business Owner in Quincy for 29 years

Dame Shirley

TIME	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30
6am-7am	0																												0	
7am-8am		0																											0	
8am-9am	0	1	0																										0	
9am-10am	0	0	0	0																									0	
10am-11am	0	0	0	0																									0	
11am-12pm	0	0	1	1	0																								18	
12pm-1pm	0	0	7	6	6	1	0	2																				4		
1pm-2pm	0	0	2	2	2	0	0	0																				6		
2pm-3pm	0	0	0	0	2	0	0	0																				0		
3pm-4pm	0	0	2	0	0	0	0	2																				0		
4pm-5pm	0	12	5	0	0	0	0	0																				3		
5pm-6pm	0	0	0	2	1	0	1	0																				19		
6pm-7pm	0	0	2	0	0	0	0	0																				5		
7pm-8pm	0	0	0	0	0	0	0	0																				0		
8pm-9pm	0	0	0	0	0	0	0	0																				2		

Areas not marked were not observed

2

2

2

179

6

Plumas County Board of Supervisors, 2023-10-02

When planning Plumas County's budget, I implore that you do not provide any funding to any organization that only serves 4 communities, and not all Plumas County Fire citizens, who have had devastation from the Dixie Fire.

The amount of devastation each citizen of Plumas County had in losses needs to be factored in when considering the budget, needs, unmet needs, unstable housing, and commerce of places that sustained physical damage from the Dixie fire.

Unmet needs cannot be defined by imaginary boundaries. Presently Canyon Dam, Greenville, Indian Falls, and Warner Valley, are the only Plumas County Citizens eligible for funding, and, outreach from other organizations. All funding and services has been entirely made for those within those 4 communities.

Not all of Plumas citizens with huge fire damage, and losses, are in those 4 communities.

That needs to change here and now, in Plumas County's budget to set precedence for future global disasters, FEMA policy, and funders.

The next round of funding has to provide balance to the outlying Citizens who sustained huge damages.

1. Any future programs have to take into account a sliding scale of care starting with the greatest, and largest, amount of damages and losses, to the least amount of damage and losses of each citizen and business.
2. A platform like a Committee should be set-up to avoid any potential nepotism, corruption, theft, et cetera, as a result of the fire making sure that those assigned to provide services are not giving preference to their friends and family, and to make sure that those providing care are not also employees of the exact same support groups because that is a lack of accountability.
3. A system needs to protect survivors by allowing them access to their files so that they can address any errors, just like a credit reporting agency.
4. An oversight system has to mandate that survivors cannot be left out of support and funding because of imaginary boundary lines.

I have a 3-bedroom, 2-bath, 1,750 square foot house that is available that needs minor repairs.

I have campsites available that need minor repairs.

I will be 70 next year.

I have huge losses and I live with a very damaged infrastructure system, yet I have not had my unmet needs met because help has gone to people related to organizations that have set imaginary boundaries, friends, and family and there is no oversight committee to protect Plumas County Citizens.