



### **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

### **AGENDA FOR REGULAR MEETING**

**JULY 9, 2024 TO BE HELD AT 10:00 AM**

**520 MAIN STREET, ROOM 308, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

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

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

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



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

## **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](mailto:Public@countyofplumas.com)

## **CALL TO ORDER**

## **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. UPDATES AND REPORTS**

#### **A. 2021 WILDFIRE RECOVERY OPERATIONS**

Report, update, and discussion by the County, Dixie Fire Collaborative, and others

#### **B. PLUMAS COUNTY BUSINESS AND ECONOMIC DEVELOPMENT**

Report and update on Dixie Fire Business and Economic Recovery efforts.

#### **C. US FOREST SERVICE**

Report and update.

#### **D. MUNIS HR/PAYROLL MODULE UPDATE**

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

#### **E. COUNTY TREASURER'S REPORT**

Report and update from County Treasurer regarding the assessing, collecting, safekeeping, management, or disbursement of public funds, including investment reporting and an investment policy.

## **F. FINANCIAL/AUDIT REPORT**

Report from County Departments regarding the County's Financial and audit status.

## **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. PROBATION**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Probation and DeMartile Automotive Inc, a California Corporation; effective July 1, 2024; not to exceed \$12,000.00; (General Fund impact) up to \$2,000.00 as approved in the (FY24/25) recommended budget (2040052-520902), approved as to form by County Counsel.

### **B. OFFICE OF EMERGENCY SERVICES**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Office of Emergency Services and Berry Enterprises, Inc doing business in California as Sierra Electronics to provide primary maintenance and repair for the fire repeaters throughout Plumas County; effective July 1, 2024; not to exceed \$40,000.00; (General Fund Impact) as approved in (FY24/25) recommended budget; approved as to form by County Counsel; discussion and possible action.

### **C. AUDITOR-CONTROLLER**

- 1) Authorize Auditor/Controller to allow extra-help employee #101662 to work more than 29 hours per week as needed for July and August 2024. Not to exceed 1560 hours per 12-month period from November 1-October 31, 2024.

## **3. DEPARTMENTAL MATTERS**

### **A. PROBATION - Keevin Allred**

- 1) Accept the Recommendation from the Executive Committee of the Community Corrections Partnership (CCP) to approve a temporary rollover Public Safety Realignment Budget, in the amount of \$1,223,809 for the 2024-2025 fiscal year, to ensure continuity of services, and to be revised at a later date.

### **B. HUMAN RESOURCES - Debra Lucero**

- 1) Adopt **RESOLUTION** County of Plumas regarding salary and benefits of Non-Represented Undersheriff Job Classification; (General Fund Impact) as approved in the (FY24/25) recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**
- 2) Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in the (FY24/25) recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

### **C. INFORMATION TECHNOLOGY - Gregory Ellingson**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Information Technology and Plumas-Sierra Telecommunications; effective 7/2/2024 through 7/1/2027 (3-year contract); not to exceed One Hundred and Nine Thousand, Four Hundred and Four Dollars (\$109,404); (General Fund Impact) as approved in the (FY24/25) recommended budget (2022052/520203); approved as to form by County Counsel (2021 MSA).

**D. SOLID WASTE - Sean Graham**

- 1) **PUBLIC HEARING:** Adopt a **RESOLUTION** Establishing A Revised Fee Schedule for Collection and Related Solid Waste Services for Franchise Service Area No. 1 (Operated by Feather River Disposal); No General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Roll call vote.**
- 2) **PUBLIC HEARING:** Adopt a **RESOLUTION** Establishing a Revised Fee Schedule for Collection and Related Solid Waste Services for Franchise Service Area No. 2 (Operated by Intermountain Disposal); (No General Fund impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote.**

**4. COUNTY ADMINISTRATIVE OFFICE - DEBRA LUCERO**

- A. County Administrative Officer's Report

**5. BOARD OF SUPERVISORS**

- A. Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on August 6, 2024; discussion and possible action.
- B. Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckworth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.
- C. Review, pursuant to Government Code section 8630, **RESOLUTION No. 23-8767** ratifying the Proclamation of County-Wide Local Emergency due to the Plumas County Blizzard & Storm Events; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**D. CORRESPONDENCE**

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

**6. CLOSED SESSION**

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

- A. Personnel: Public employee appointment or employment - Environmental Health Director (Board Only)
- B. Personnel: Public Employee Performance Evaluation - Information Technology Director
- C. 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
- D. Conference with Legal Counsel, Claim Against the County filed by Gwenneth O'Hara received July 3, 2024.

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

**7. ADJOURNMENT**

Adjourn meeting to Tuesday, \_\_\_\_\_, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
PROBATION  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

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

**MEETING DATE:** July 9, 2024

**SUBJECT:** Approve and authorize Chair to sign an agreement between Plumas County Probation and DeMartile Automotive Inc, a California Corporation; effective July 1, 2024; not to exceed \$12,000.00; (General Fund impact) up to \$2,000.00 as approved in the (FY24/25) recommended budget (2040052-520902), approved as to form by County Counsel.

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**Recommendation:**

Approve and authorize Chair to sign an agreement between Plumas County Probation and DeMartile Automotive Inc, a California Corporation; effective July 1, 2024; not to exceed \$12,000.00; General Fund impact up to \$2,000.00 FY24-25 recommended budget (2040052-520902), approved as to form by County Counsel.

**Background and Discussion:**

Plumas County Probation is seeking to continue its longstanding service agreement with DeMartile Automotive as the primary mechanic for maintenance of Probation fleet and administrative vehicles. The current rate shall not exceed \$12,000.00 during the term of July 1, 2024 through June 30, 2025.

**Action:**

It is respectfully requested that the Board of Supervisors approve and authorize the Chair to sign the service agreement between Plumas County Probation and DeMartile Automotive Inc.

**Fiscal Impact:**

Potential General Fund Impact of up to \$2,000.00 as requested in FY24/25 budget. Grant funding will be the primary source of funding for vehicle maintenance and repair, dependent on the grant the vehicle was originally purchased from.

**Attachments:**

1. Prob - DeMartile Auto Contract - FY24.25 - UNSIGNED

# Probation

## 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 DeMartile Automotive Inc, a California Corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twelve Thousand and 00/000 Dollars (\$12,000.00).
3. Term. The term of this agreement shall be from July 1, 2024, through June 30, 2025, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2024, 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, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

 COUNTY INITIALS

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 CONTRACTOR INITIALS

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



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CONTRACTOR INITIALS E.W.

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

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

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

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

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Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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



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CONTRACTOR INITIALS A handwritten signature logo.

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

County:

Plumas County Probation  
County of Plumas  
270 County Hospital Road, Ste. 128  
Quincy, CA 95971  
Attention: Keevin Allred, Chief Probation Officer  
Telephone: (530)283-6200

Contractor:

DeMartile Automotive, Inc.  
200 E. Main St.  
Quincy, CA 95971  
Attention: Evans DeMartile, CEO  
Telephone: (530) 283-2211

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. **Ukraine Sanctions.** Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.

25. **Suspension and Debarment.** The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.

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- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
26. 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.
27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.
28. Counterparts and Facsimile Signatures. This Agreement and any and all other documents or instruments referred to herein may be executed with counterpart signatures all of which taken together shall constitute an original without the necessity of all parties signing each document. This Agreement may also be executed by facsimile or other electronic signature, and such facsimile or electronic copies shall constitute enforceable original documents.



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

**CONTRACTOR:**

DeMartile Automotive Inc, a California Corporation

By: Evans DeMartile  
Name: Evans DeMartile  
Title: CEO  
Date signed:

By: Kathy L. DeMartile  
Name: Kathy L. DeMartile  
Title: CFO  
Date signed:

**COUNTY:**

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

By: Keevin Allred  
Name: Keevin Allred  
Title: Chief Probation Officer  
Date signed: 6/17/24

By: \_\_\_\_\_  
Name: Greg Hagwood  
Title: Chair, Board of Supervisors

Attest:

By: \_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk of the Board  
Date signed:

Approved as to form:

  
Joshua Brechtel, Attorney  
County Counsel's Office

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## **EXHIBIT A**

### **Scope of Work**

DeMartile Automotive, Inc. will provide General Mechanic services for all cars and trucks. Such services include, but are not limited to, tune-ups, oil changes, automotive electrical services, repair of failed automotive components; tire repair, rotations, and changes. Also, new tires, alignments, scan check engine light to troubleshoot related problem(s). Complete engine, transmission and drive train repair or replacement.

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## **EXHIBIT B**

### **Fee Schedule**

1. Labor shall be charged at \$120.00 per hour.
2. All part store parts shall be provided at list price minus ten percent (10%).
3. All dealership parts shall be provided at list price minus five percent (5%).
4. County shall pay actual shipping charges for parts.
5. Parts discounts do not apply to parts used in oil changes,
6. LOF changes with inspection shall be charged at \$56.00-\$90.00 (all inclusive) for up to 7 quarts of oil. If less oil is used, an appropriate discount will be applied by Contractor.
7. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
8. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.

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**PLUMAS COUNTY  
RISK MANAGEMENT DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:**

**MEETING DATE:** July 9, 2024

**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Office of Emergency Services and Berry Enterprises, Inc doing business in California as Sierra Electronics to provide primary maintenance and repair for the fire repeaters throughout Plumas County; effective July 1, 2024; not to exceed \$40,000.00; (General Fund Impact) as approved in (FY24/25) recommended budget; approved as to form by County Counsel; discussion and possible action.

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**Recommendation:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Office of Emergency Services and Berry Enterprises, Inc doing business in California as Sierra Electronics to provide primary maintenance and repair for the fire repeaters throughout Plumas County; effective July 1<sup>st</sup> 2024; not to exceed \$40,000.00; (General Fund Impact) budgeted agreement; approved as to form by County Counsel; discussion and possible action.

**Background and Discussion:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Office of Emergency Services and Berry Enterprises, Inc doing business in California as Sierra Electronics to provide primary maintenance and repair for the fire repeaters throughout Plumas County; effective July 1<sup>st</sup> 2024; not to exceed \$40,000.00; (General Fund Impact) budgeted agreement; approved as to form by County Counsel; discussion and possible action.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Office of Emergency Services and Berry Enterprises, Inc doing business in California as Sierra Electronics to provide primary maintenance and repair for the fire repeaters throughout Plumas County; effective July 1<sup>st</sup> 2024; not to exceed \$40,000.00; (General Fund Impact) budgeted agreement; approved as to form by County Counsel; discussion and possible action.

**Fiscal Impact:**

General Fund Impact: budgeted agreement

**Attachments:**

1. 3243\_FINAL

## **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 **Plumas County Office of Emergency Services** (hereinafter referred to as "County"), and Berry Enterprises, Inc., a Nevada Corporation doing business in California as Sierra Electronics (hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty Thousand Dollars (\$40,000.00).
3. **Term.** The term of this agreement shall be from July 1, 2024, through June 30, 2025, unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_\_

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

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

\_\_\_\_\_ COUNTY INITIALS \_\_\_\_\_ CONTRACTOR INITIALS \_\_\_\_\_

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

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

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

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

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\_\_\_\_\_ CONTRACTOR INITIALS

Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

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

County:

Plumas County Office of Emergency Services  
1446 East Main Street  
Quincy, California 95971  
(530) 283-7438

Attention: Travis Goings Director

Contractor:

Sierra Electronics  
690 East Glendale Ave, Ste 9B  
Sparks, Nevada 89431  
(775) 359-1121

Attention: Jarry Walton, President/General Manager

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. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.

25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.

a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the

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CONTRACTOR INITIALS \_\_\_\_\_

Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

26. **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.

27. **Conflicts.** In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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\_\_\_\_\_ CONTRACTOR INITIALS

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

**CONTRACTOR:**

Berry Enterprises, Inc., a Nevada Corporation  
doing business in California as Sierra  
Electronics

By: \_\_\_\_\_  
Name: Jarry Walton  
Title: CEO  
Date signed:

By: \_\_\_\_\_  
Name: Donna Walton  
Title: Secretary  
Date signed:

**COUNTY:**

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

By: \_\_\_\_\_  
Name: Greg Hagwood  
Title: Chair, Board of Supervisors  
Date signed:

By: \_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk of the Board  
Date signed:

Approved as to form:



\_\_\_\_\_  
Joshua Brechtel, Attorney  
County Counsel's Office

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COUNTY INITIALS

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CONTRACTOR INITIALS

## **EXHIBIT A**

### **Scope of Work**

To provide primary / emergency maintenance and repair for the fire repeaters and fire radio systems throughout Plumas County under the responsibility of Plumas County Office of Emergency Services. All maintenance and repair will be on a requested basis initiated by the Plumas County Office of Emergency Service and will be available seven days a week twenty-four hours a day. Response will be as soon as possible. This is to include but not be limited to, troubleshooting of equipment and connections, compliance, system upgrades and repairs at the individual sites or facilities associated with the needed repairs.

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## **EXHIBIT B**

### **Fee Schedule**

Fees will be charged on a time and materials basis as follows:

Install & travel

Standard labor rate: \$80.00 per hour

Overtime rate: \$120.00 per hour (Applies to work performed over 8h in a 24h period)

In shop tech labor

Standard labor rate: \$96.00 per hour

Overtime rate: N/A

In Field Tech Labor

Standard labor rate: \$125.00 per hour

Overtime rate: \$187.50 per hour (Applies to work performed over 8h in a 24h period)

Trip fee of \$150.00 per trip.

Per Diem, if needed, is \$225.00 per Contractor employee, per night.

All parts needed and associated costs will be quoted on an as-needed basis, as indicated in the scope of work above.

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_\_



**PLUMAS COUNTY  
AUDITOR-CONTROLLER  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Martee Nieman, Auditor-Controller

**MEETING DATE:** July 9, 2024

**SUBJECT:** Authorize Auditor/Controller to allow extra-help employee #101662 to work more than 29 hours per week as needed for July and August 2024. Not to exceed 1560 hours per 12-month period from November 1-October 31, 2024.

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**Recommendation:**

Authorize Auditor/Controller to allow extra-help employee #101662 to work more than 29 hours per week as needed for July and August 2024. Not to exceed 1560 hours per 12-month period from November 1-October 31, 2024.

**Background and Discussion:**

The Auditor Controller employs extra-help employees hired to help during heavy work load times, for example, at the end of the year. Extra help is crucial currently for daily functions. We are at the end of FY23/24 and need staff available to process the heavy workloads anticipated at the end of the year.

**Action:**

Authorize Auditor/Controller to allow extra-help employee #101662 to work more than 29 hours per week as needed for July and August 2024. Not to exceed 1560 hours per 12-month period from November 1-October 31, 2024.

**Fiscal Impact:**

(General Fund Impact) as approved in the FY24/25 budget.

**Attachments:**

None



**PLUMAS COUNTY  
PROBATION  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

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

**MEETING DATE:** July 9, 2024

**SUBJECT:** Accept the Recommendation from the Executive Committee of the Community Corrections Partnership (CCP) to approve a temporary rollover Public Safety Realignment Budget, in the amount of \$1,223,809 for the 2024-2025 fiscal year, to ensure continuity of services, and to be revised at a later date.

---

**Recommendation:**

Accept the Recommendation from the Executive Committee of the Community Corrections Partnership (CCP) to approve a temporary rollover Public Safety Realignment Budget, in the amount of \$1,223,809 for the 2024-2025 fiscal year, to ensure continuity of services, and to be revised at a later date. The rollover budget will be reconsidered after accurate funding numbers are received from the state, and will allow consideration from other applicants in a second RFP process.

**Background and Discussion:**

On June 12, 2024, during a Community Corrections Partnership meeting, the Executive Committee voted on a rollover budget to ensure continuity of service for AB109 funded government entities. This is a temporary solution, and when accurate funding numbers are received from the state, the budget will be revised and presented to the Board at a future date. The awards are as follows:

- Alternative Sentencing Program \$317,753.00
- Sheriff's Office \$568,116.00
- Probation Department \$266,484.00
- Plumas County Behavioral Health Program \$81,456.00

For a total of \$1,233,809.00

The values for ASP, SO, and Probation are taken from the 2023-2024 Fiscal year budget. Behavioral Health's funding is the value that was submitted late for the 2024-2025 fiscal year. A second RFP process will take place from July 5, 2024, through July 12, 2024, before 4PM, during which other applicants will be considered.

**Action:**

It is respectfully recommended that the Board of Supervisors approve the temporary funding recommendation for the CCP in FY24-25, with a further revision later in the year.

**Fiscal Impact:**

No General Fund impact. The Community Corrections Partnership funds, through AB109, are a state-funded grant, and part of the 2011 realignment.

**Attachments:**

1. CCP Exp Report Temporary - FY24.25



## Plumas County Community Corrections Partnership

### Temporary Budget Recommendation - Fiscal Year 2024/2025

| Agency            | Requested<br>Budget | 1st Qtr<br>Expenses | 2nd Qtr<br>Expenses | 3rd Qtr<br>Expenses | 4th Qtr<br>Expenses | Total<br>Expenses | Remaining<br>Budget |
|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|
| District Attorney | 317,753.00          |                     |                     |                     |                     | 0.00              | 317,753.00          |
| Sheriff's Dept.   | 568,116.80          |                     |                     |                     |                     | 0.00              | 568,116.80          |
| Probation Dept.   | 266,484.00          |                     |                     |                     |                     | 0.00              | 266,484.00          |
| Behavioral Health | 81,456.00           |                     |                     |                     |                     | 0.00              | 81,456.00           |
| <b>Totals</b>     | <b>1,233,809.80</b> | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>       | <b>1,233,809.80</b> |



PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Cyndi Tweedle, Human Resources Analyst II  
**MEETING DATE:** July 9, 2024  
**SUBJECT:** Adopt **RESOLUTION** County of Plumas regarding salary and benefits of Non-Represented Undersheriff Job Classification; (General Fund Impact) as approved in the (FY24/25) recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

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**Recommendation:**

Adopt **RESOLUTION** County of Plumas regarding salary and benefits of Non-Represented Undersheriff Job Classification; (General Fund Impact) as requested in the (FY24/25) budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

Plumas County's pay schedule has been updated to reflect new base and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for publicly available pay schedule.

**Action:**

Adopt **RESOLUTION** County of Plumas regarding salary and benefits of Non-Represented Undersheriff Job Classification; (General Fund Impact) as requested in the (FY24/25) budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

General Fund Impact; as requested in FY24/25 budget

**Attachments:**

1. 3490 FINAL

**RESOLUTION NO. 24-\_\_\_\_\_**

**RESOLUTION OF THE COUNTY OF PLUMAS REGARDING SALARY AND BENEFITS OF  
NON-REPRESENTED UNDERSHERIFF JOB CLASSIFICATION**

**WHEREAS**, the Board of Supervisors is empowered to establish compensation for Non-Represented employees; and

**WHEREAS**, the Government Code Sections 3500-3511, known as the Meyers-Milias-Brown Act allows for full communication between public employees; and

**WHEREAS**, the Meyers-Milias-Brown Act provides for a reasonable method of resolving disputes regarding wages, hours and other terms and conditions of employment; and

**WHEREAS**, pursuant to Government Code Section 3502, the classifications outlined in the Salary Ordinance as non-represented are not represented by a recognized bargaining unit; and

**WHEREAS**, Exhibit A attached hereto, specifies the salary applicable to the Undersheriff job classification.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Plumas, State of California, that this resolution will supersede and replace the Employment Agreement between the County and Undersheriff Chad Hermann and all amendments thereto; and

**BE IT FURTHER RESOLVED** that the salaries, benefits, and terms and conditions of employment for Undersheriff job classification are hereby established as follows:

**1. COMPENSATION**

**A. Base Salary & Lump Sum Payment**

The Undersheriff job classification is a full-time, FLSA-exempt, at-will position which is paid a base salary each pay period based upon an hourly rate described here. Effective July 1, 2023, through June 30, 2024, the top-step with Longevity Pay Undersheriff base salary is \$67.03 per hour calculated at 2,080 hours annual full-time work hours. Effective July 1, 2024, through June 30, 2025, the top-step with Longevity Pay Undersheriff base salary is \$69.60 per hour calculated at 2,080 hours annual full-time work hours. The Undersheriff Pay Schedule for Fiscal Year 2023-2024 and Fiscal Year 2024-2025 which includes these base salaries is attached and marked as Exhibit A.

Each top-step with Longevity Pay base salary step for the Undersheriff job classification is 7.0% below the top-step base salary step with Longevity Pay for the Sheriff job classification. The top-step with Longevity Pay salary step for the Undersheriff job classification will be adjusted to be 7.0% below the top-step with Longevity Pay salary step for the Sheriff job classification whenever the base salary for the Sheriff job classification changes.

The Undersheriff employed as of the date of this resolution will be paid on a one-time basis an additional \$2,500.00 minus applicable payroll deductions the first full pay period in 2024 after the Board of Supervisors adopts this Resolution.

**B. Merit Based Salary Step Advancement**

Advancement through the salary steps depends on satisfactory performance at the prior step for the equivalent of twelve (12) months of full-time compensated and continuous service before advancement to the next higher step measured from the date of hire.

Satisfactory performance may only be proven by a memorandum from the Sheriff to the Director of Human Resources documenting that the Sheriff found an Undersheriff to have provided satisfactory performance in a current performance evaluation completed by the Sheriff pursuant to Section 6 of this Resolution.

If the Sheriff denies an Undersheriff a merit advancement, the Sheriff shall provide written notice to that employee. The Undersheriff's performance shall be reevaluated within forty-five (45) days and if performance is satisfactory, the employee may be advanced to the next step effective the first pay period following the date of the re-evaluation report. If the employee's performance is not satisfactory in the re-evaluation, the employee shall not be eligible for a merit increase until their next anniversary date.

### **C. Longevity Pay**

The Undersheriff job classification earns longevity pay, reportable to CalPERS as special compensation, beginning the first full month upon completing seven (7), ten (10), fourteen (14), eighteen (18) and twenty-one (21) years of regular full-time continuous and compensated service measured from the date of hire. However, longevity pay for which the Undersheriff job classification qualifies as of the date the Board of Supervisors adopts this Resolution will be paid on a prospective but not retroactive basis. Each longevity increment constitutes a five percent (5.0%) ongoing increase calculated on the employee's current hourly base rate of pay. Longevity pay compounds. The maximum longevity pay constitutes a twenty-five percent (25.0%) ongoing increase calculated on the employee's current hourly base rate of pay upon completion of twenty-one (21) years of continuous and compensation service.

### **D. Unpaid Furlough**

The Board of Supervisors may place the Undersheriff in an unpaid furlough status consistent with applicable law and County Personnel Rule 14.

## **2. AT-WILL EMPLOYMENT**

The Undersheriff job classification is an at-will position which is subordinate to and reports to the Sheriff. The Sheriff may terminate an Undersheriff's employment at any time for any lawful reason.

## **3. BENEFITS**

Benefits are subject to change from time-to-time as a result of changes in law and/or updates to this Resolution made by the Board of Supervisors.

### **A. Insurance**

The Undersheriff job classification receives medical, vision, dental and life insurance benefits consistent with Section 12.01 of the current Memorandum of Understanding between the County and the Sheriffs Employees Association Mid-Management bargaining unit. The specific benefits, County and employee financial contributions to pay the premiums for those benefits and opt-out incentives all apply to the Undersheriff job classification.

### **B. Retirement**

An employee in the Undersheriff job classification determined by CalPERS to be a "classic" member receives a retirement pension based upon the 3.0% at age 55 formula. A "classic" Undersheriff shall pay 4.0% of their pensionable compensation as determined by CalPERS to contribute to the cost of

their pension. The County shall pay the additional 5.0% of pensionable compensation as determined by CalPERS on the classic Undersheriff's behalf in addition to paying the County's share of pension cost.

An employee in the Undersheriff job classification determined by CalPERS to be a "new" member (also known as a "PEPRA" member) receives a retirement pension based upon the 2.0% at age 62 formula. The details associated with the pension benefit are contained in the County's contract for public safety employee pensions with CalPERS. A "new/PEPRA" Undersheriff shall pay 50.0% of the normal cost to contribute to the cost of their pension as determined by CalPERS.

The County will administer changes to pension contributions consistent with Section 13.02 of the current Memorandum of Understanding between the County and the Sheriffs Employees Association Mid-Management bargaining unit.

#### **C. Retired Employee Health Plan**

An employee in the Undersheriff job classification receives retiree medical benefits consistent with County Personnel Rule 21.02(2).

### **4. LEAVES**

#### **A. Vacation Leave**

An employee in the Undersheriff job classification accrues paid vacation on the following accrual schedule:

Date of Hire to completion of 24 months of service = 10 days of paid vacation per year.

Beginning of 25 months to completion of 84 months of service = 15 days of paid vacation per year.

Beginning of 85 months through end of employment = 21 days of paid vacation per year.

The maximum vacation accrual for the Undersheriff job classification is two times the employee's annual vacation accrual. For example, an Undersheriff with one hundred months of County service may accrue a maximum of forty-two days of vacation. Each year begins on the employee's anniversary date. Vacation shall be cashed-out as provided in County Personnel Rule 20.03.

#### **B. Sick Leave**

An employee in the Undersheriff job classification accrues 15 days of paid sick leave each year. There is no maximum sick leave accrual for the Undersheriff job classification. Each year begins on the employee's anniversary date. The County shall cash-out accrued sick-leave at the end of employment as provided in County Personnel Rule 20.01(3). However, any accrued sick-leave hours that the employee converts to retired employee health benefits consistent with Section 12.02 of the Sheriffs Employees Association Mid-Management bargaining unit MOU will not be cashed-out.

#### **C. Administrative Leave**

An employee in the Undersheriff job classification accrues 40 hours of administrative leave each calendar year. Administrative leave does not carry-over from calendar year to calendar year. Unused administrative leave expires at the end of each calendar year and expires at the end of employment. Administrative leave may not be cashed-out.

#### **D. Holidays**

An employee in the Undersheriff job classification receives paid holidays consistent with County Personnel Rule 20.06.

#### **E. Bereavement Leave**

An employee in the Undersheriff job classification may receive 5 days of paid bereavement leave per family member death as provided in County Personnel Rule 20.05.

#### **F. Compensatory Time-Off**

The Undersheriff job classification is FLSA exempt and therefore does not accrue overtime and/or compensatory time-off. Any compensatory time-off balance associated with an incumbent in the Undersheriff job classification will be cashed-out at the employee's current salary following Board of Supervisors adoption of this Resolution or an incumbent being hired as the Undersheriff.

#### **G. Other Forms of Paid and Unpaid Leave**

An employee in the Undersheriff job classification may use paid and/or unpaid leaves for subjects not addressed in subsections A through E above as provided in County Personnel Rules 19 and 20.

### **5. ALLOWANCES**

#### **A. Professional Dues**

The County shall pay for each Undersheriff's professional dues, memberships and related conference travel for approved professional development memberships and activities. Approval must be obtained as part of the annual budget process.

### **6. PERFORMANCE EVALUATIONS**

The Sheriff shall conduct an annual performance evaluation in conformance with County Personnel Rule 15 for each employee in the Undersheriff job classification on or about their anniversary date each year. The Sheriff shall meet with the employee to discuss the evaluation, receive the employee's input and discuss goals for the following year.

### **7. PERSONNEL RULES AND OTHER EMPLOYMENT POLICIES**

The County's Personnel Rules as well as other individual employment policies universally applicable to the workforce apply to the Undersheriff job classification unless this Resolution provides a different rule or benefit for the Undersheriff.

**PASSED AND ADOPTED** by the Plumas County Board of Supervisors this 9<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Greg Hagwood Chair, Board of Supervisors

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Allen L. Hiskey, Clerk of the Board

Approved as to form:

  
Sara James, Attorney  
County Counsel's Office

**Exhibit A - FY '23-'24 & '24-'25 Undersheriff Salary Schedule**

|  | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | STEP 6  | STEP 7  | STEP 8  | STEP 9  | STEP 10 |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Undersheriff Salary FY 23-24                       | \$43.18 | \$45.34 | \$47.61 | \$50.00 | \$52.50 | \$55.13 | \$57.89 | \$60.79 | \$63.83 | \$67.03 |
| Sheriff Salary FY 23-24                            | \$56.47 |         |         |         |         | \$59.30 | \$62.26 | \$65.37 | \$68.63 | \$72.07 |
| Sheriff Salary FY 24-25 (3.84% CPI eff. 6-30-2024) | \$58.64 |         |         |         |         | \$61.58 | \$64.65 | \$67.88 | \$71.27 | \$74.84 |
| Undersheriff Salary FY 24-25                       | \$44.82 | \$47.07 | \$49.43 | \$51.91 | \$54.51 | \$57.24 | \$60.11 | \$63.12 | \$66.28 | \$69.60 |



PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Cyndi Tweedle, Human Resources Analyst II  
**MEETING DATE:** July 9, 2024  
**SUBJECT:** Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in the (FY24/25) recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

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**Recommendation:**

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as recommended in (FY24/25) budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

**Action:**

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule; (General Fund Impact) as recommended in (FY24/25) budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

General Fund Impact, as recommended in FY 24/25 budget.

**Attachments:**

1. 3515 Pay Schedule (2)
2. 3515 Res Final

## County of Plumas

## Pay Schedule

Effective as of 07/11/2023 per Board of Supervisors Resolution Number 2023-8822; revised as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of as of 07/09/2024 per Resolution Number 2024-XXXX

## CONFIDENTIAL EMPLOYEE UNIT

| Job Title                              | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|--|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|  | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| ACCOUNTANT                             | \$21.17     | \$22.23 | \$23.35 | \$24.52 | \$25.75 | \$27.05 | \$28.41 | \$29.83 | \$31.33 | \$32.90 |
| ACCOUNTANT AUDITOR 1                   | \$23.93     | \$25.13 | \$26.39 | \$27.72 | \$29.11 | \$30.56 | \$32.09 | \$33.71 | \$35.38 | \$37.17 |
| ACCOUNTANT AUDITOR 2                   | \$26.37     | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 | \$35.36 | \$37.13 | \$39.01 | \$40.95 |
| ASSISTANT AUDITOR/CONTROLLER           | \$30.51     | \$32.03 | \$33.64 | \$35.33 | \$37.10 | \$38.98 | \$40.92 | \$42.97 | \$45.12 | \$47.38 |
| ASST RISK MGR/OCC SAFETY & HEALTH SPEC | \$28.55     | \$29.98 | \$31.47 | \$33.05 | \$34.72 | \$36.45 | \$38.28 | \$40.21 | \$42.20 | \$44.32 |
| CHIEF DEPUTY AUDITOR                   | \$29.10     | \$30.55 | \$32.08 | \$33.70 | \$35.37 | \$37.16 | \$39.03 | \$40.97 | \$43.04 | \$45.20 |
| CLERK OF THE BOARD                     | \$28.03     | \$29.44 | \$30.91 | \$32.45 | \$34.07 | \$35.78 | \$37.57 | \$39.45 | \$41.42 | \$43.50 |
| DEPUTY COUNTY COUNSEL 1                | \$38.24     | \$40.15 | \$42.17 | \$44.29 | \$46.50 | \$48.82 | \$51.27 | \$53.83 | \$56.52 | \$59.35 |
| DEPUTY COUNTY COUNSEL 2                | \$42.63     | \$44.76 | \$47.00 | \$49.35 | \$51.82 | \$54.41 | \$57.13 | \$59.99 | \$62.99 | \$66.13 |
| DEPUTY COUNTY COUNSEL 3                | \$47.95     | \$50.35 | \$52.87 | \$55.51 | \$58.29 | \$61.20 | \$64.27 | \$67.48 | \$70.85 | \$74.39 |
| FISCAL SUPPORT COORDINATOR             | \$19.94     | \$20.95 | \$21.99 | \$23.10 | \$24.27 | \$25.48 | \$26.76 | \$28.12 | \$29.53 | \$31.00 |
| HR PAYROLL SPECIALIST 1                | \$23.08     | \$24.24 | \$25.47 | \$26.74 | \$28.09 | \$29.50 | \$30.96 | \$32.53 | \$34.16 | \$35.88 |
| HR PAYROLL SPECIALIST 2                | \$25.45     | \$26.73 | \$28.08 | \$29.49 | \$30.95 | \$32.52 | \$34.15 | \$35.87 | \$37.66 | \$39.56 |
| HUMAN RESOURCES ANALYST 1              | \$23.92     | \$25.12 | \$26.38 | \$27.71 | \$29.10 | \$30.55 | \$32.08 | \$33.70 | \$35.37 | \$37.16 |
| HUMAN RESOURCES ANALYST 2              | \$26.37     | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 | \$35.36 | \$37.13 | \$39.01 | \$40.95 |
| HUMAN RESOURCES TECHNICIAN 1           | \$18.54     | \$19.47 | \$20.45 | \$21.47 | \$22.55 | \$23.67 | \$24.86 | \$26.12 | \$27.42 | \$28.79 |
| HUMAN RESOURCES TECHNICIAN 2           | \$20.45     | \$21.47 | \$22.55 | \$23.67 | \$24.86 | \$26.12 | \$27.42 | \$28.79 | \$30.25 | \$31.77 |
| HUMAN RESOURCES TECHNICIAN 3           | \$21.69     | \$22.77 | \$23.91 | \$25.11 | \$26.37 | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 |
| LEAD FISCAL & TECH SERV ASST           | \$17.68     | \$18.57 | \$19.50 | \$20.48 | \$21.52 | \$22.59 | \$23.72 | \$24.91 | \$26.16 | \$27.48 |
| MANAGEMENT ANALYST 1                   | \$23.92     | \$25.12 | \$26.38 | \$27.71 | \$29.10 | \$30.55 | \$32.08 | \$33.70 | \$35.37 | \$37.16 |
| MANAGEMENT ANALYST 2                   | \$26.37     | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 | \$35.36 | \$37.13 | \$39.01 | \$40.95 |
| NETWORK/EDR ADMINISTRATOR              | \$29.31     | \$30.79 | \$32.33 | \$33.96 | \$35.66 | \$37.45 | \$39.33 | \$41.29 | \$43.35 | \$45.52 |
| OFFICE OF EMERGENCY SERVICES-OES MGR.  | \$29.15     | \$30.61 | \$32.14 | \$33.75 | \$35.45 | \$37.23 | \$39.09 | \$41.04 | \$43.10 | \$45.26 |
| PARALEGAL 1                            | \$23.08     | \$24.24 | \$25.47 | \$26.74 | \$28.09 | \$29.50 | \$30.96 | \$32.53 | \$34.16 | \$35.88 |
| PARALEGAL 2                            | \$25.45     | \$26.73 | \$28.08 | \$29.49 | \$30.95 | \$32.52 | \$34.15 | \$35.87 | \$37.66 | \$39.56 |
| PARALEGAL 3                            | \$29.17     | \$30.64 | \$32.17 | \$33.79 | \$35.49 | \$37.27 | \$39.14 | \$41.11 | \$43.16 | \$45.33 |
| PAYROLL SPECIALIST 1                   | \$23.08     | \$24.24 | \$25.47 | \$26.74 | \$28.09 | \$29.50 | \$30.96 | \$32.53 | \$34.16 | \$35.88 |
| PAYROLL SPECIALIST 2                   | \$25.45     | \$26.73 | \$28.08 | \$29.49 | \$30.95 | \$32.52 | \$34.15 | \$35.87 | \$37.66 | \$39.56 |
| SAAS SYSTEMS ADMINISTRATOR             | \$31.57     | \$33.15 | \$34.81 | \$36.56 | \$38.39 | \$40.31 | \$42.33 | \$44.45 | \$46.67 | \$49.00 |
| SYSTEMS ANALYST 1                      | \$27.72     | \$29.11 | \$30.56 | \$32.09 | \$33.71 | \$35.38 | \$37.17 | \$39.05 | \$40.99 | \$43.06 |
| SYSTEMS ANALYST 2                      | \$30.51     | \$32.03 | \$33.64 | \$35.33 | \$37.10 | \$38.98 | \$40.92 | \$42.97 | \$45.12 | \$47.38 |

County of Plumas  
Pay Schedule

Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX

**CONTRACT EMPLOYEES**

| Job Title                | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|--------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                          | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| AIRPORT MANAGER          | \$22.03     | \$23.14 | \$24.29 | \$25.51 | \$26.78 | \$28.12 | \$29.53 | \$31.00 | \$32.55 | \$34.18 |
| ASSISTANT COUNTY COUNSEL | \$55.44     | \$58.21 | \$61.12 | \$64.18 | \$67.39 | \$70.76 | \$74.29 | \$78.01 | \$81.91 | \$86.01 |
| BH DEPUTY DIRECTOR       | \$45.00     | \$47.25 | \$49.62 | \$52.11 | \$54.72 | \$57.46 | \$60.34 | \$63.36 | \$66.53 | \$69.86 |
| GRANT MANAGER            | \$35.00     | \$36.77 | \$38.60 | \$40.54 | \$42.57 | \$44.70 | \$46.93 | \$49.28 | \$51.74 | \$54.33 |

**County of Plumas  
Pay Schedule**

**Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX**

**DEPARTMENT HEADS**

| Job Title                              | HOURLY RATE |         |         |         |         |         |          |          |          |          |
|--|-------------|---------|---------|---------|---------|---------|----------|----------|----------|----------|
|  | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2       | L3       | L4       | L5       |
| AG COMM/SEALER OF WTS & MEAS           | \$48.00     | \$50.40 | \$52.92 | \$55.57 | \$58.34 | \$61.26 | \$64.32  | \$67.54  | \$70.92  | \$74.46  |
| ALCOHOL & DRUG ADMINISTRATOR           | \$36.06     | \$37.87 | \$39.77 | \$41.76 | \$43.85 | \$46.05 | \$48.36  | \$50.78  | \$53.32  | \$55.99  |
| BEHAVIORAL HEALTH DIRECTOR             | \$58.00     | \$60.90 | \$63.95 | \$67.14 | \$70.50 | \$74.02 | \$77.73  | \$81.61  | \$85.69  | \$89.98  |
| CHIEF PROBATION OFFICER                | \$45.00     | \$47.25 | \$49.61 | \$52.09 | \$54.70 | \$57.43 | \$60.30  | \$63.32  | \$66.49  | \$69.81  |
| COUNTY ADMINISTRATIVE OFFICER          | \$75.00     | \$78.75 | \$82.69 | \$86.82 | \$91.16 | \$95.72 | \$100.51 | \$105.53 | \$110.81 | \$116.35 |
| COUNTY COUNSEL                         | \$70.71     | \$74.25 | \$77.96 | \$81.86 | \$85.95 | \$90.25 | \$94.76  | \$99.50  | \$104.47 | \$109.69 |
| COUNTY FAIR MANAGER                    | \$42.00     | \$44.10 | \$46.31 | \$48.62 | \$51.05 | \$53.60 | \$56.28  | \$59.10  | \$62.05  | \$65.16  |
| COUNTY LIBRARIAN                       | \$38.00     | \$39.90 | \$41.90 | \$43.99 | \$46.19 | \$48.50 | \$50.92  | \$53.47  | \$56.14  | \$58.95  |
| DIRECTOR OF BUILDING SERVICES          | \$47.00     | \$49.35 | \$51.82 | \$54.41 | \$57.13 | \$59.99 | \$62.98  | \$66.13  | \$69.44  | \$72.91  |
| DIRECTOR OF CHILD SUPPORT SVCS         | \$42.00     | \$44.10 | \$46.31 | \$48.62 | \$51.05 | \$53.60 | \$56.28  | \$59.10  | \$62.05  | \$65.16  |
| DIRECTOR OF FACILITY SERVICES          | \$40.00     | \$42.00 | \$44.10 | \$46.31 | \$48.62 | \$51.05 | \$53.60  | \$56.28  | \$59.10  | \$62.05  |
| DIRECTOR OF INFO TECHNOLOGIES          | \$48.00     | \$50.40 | \$52.92 | \$55.57 | \$58.34 | \$61.26 | \$64.32  | \$67.54  | \$70.92  | \$74.46  |
| DIRECTOR OF PUBLIC HEALTH              | \$58.00     | \$60.90 | \$63.95 | \$67.14 | \$70.50 | \$74.02 | \$77.73  | \$81.61  | \$85.69  | \$89.98  |
| DIRECTOR OF PUBLIC WORKS               | \$55.00     | \$57.75 | \$60.64 | \$63.67 | \$66.85 | \$70.20 | \$73.71  | \$77.39  | \$81.26  | \$85.32  |
| DIRECTOR OF RISK MANAGEMENT AND SAFETY | \$45.00     | \$47.25 | \$49.61 | \$52.09 | \$54.70 | \$57.43 | \$60.30  | \$63.32  | \$66.49  | \$69.81  |
| ENVIRONMENTAL HEALTH DIRECTOR          | \$48.00     | \$50.40 | \$52.92 | \$55.57 | \$58.34 | \$61.26 | \$64.32  | \$67.54  | \$70.92  | \$74.46  |
| HUMAN RESOURCES DIRECTOR               | \$50.00     | \$52.50 | \$55.13 | \$57.88 | \$60.78 | \$63.81 | \$67.00  | \$70.36  | \$73.87  | \$77.57  |
| MUSEUM DIRECTOR                        | \$30.00     | \$31.50 | \$33.08 | \$34.73 | \$36.47 | \$38.29 | \$40.20  | \$42.21  | \$44.32  | \$46.54  |
| PLANNING DIRECTOR                      | \$55.38     | \$58.15 | \$61.06 | \$64.11 | \$67.31 | \$70.68 | \$74.21  | \$77.93  | \$81.82  | \$85.91  |
| SOCIAL SERV DIR/PUB GUARD/PC           | \$50.00     | \$52.50 | \$55.13 | \$57.88 | \$60.78 | \$63.81 | \$67.00  | \$70.36  | \$73.87  | \$77.57  |

**County of Plumas  
Pay Schedule**

**Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX**

**ELECTED OFFICIALS**

| Job Title                              | HOURLY RATE |        |        |        |        |         |         |         |         |          |
|--|-------------|--------|--------|--------|--------|---------|---------|---------|---------|----------|
|  | STEP 1      | STEP 2 | STEP 3 | STEP 4 | STEP 5 | L1      | L2      | L3      | L4      | L5       |
| ASSESSOR                               | \$44.35     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$46.58 | \$48.90 | \$51.35 | \$53.92 | \$56.61  |
| AUDITOR/CONTROLLER                     | \$45.79     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$48.09 | \$50.49 | \$53.02 | \$55.66 | \$58.46  |
| BOARD OF SUPERVISORS-CPI 2014          | \$22.08     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$23.19 | \$24.35 | \$25.56 | \$26.84 | \$28.19  |
| BOARD OF SUPERVISORS-CPI 2018          | \$24.29     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25.51 | \$26.78 | \$28.12 | \$29.53 | \$31.00  |
| BOARD OF SUPERVISORS-NON PERS-CPI 2022 | \$30.36     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$31.87 | \$33.47 | \$35.14 | \$36.90 | \$38.74  |
| BOARD OF SUPERVISORS-PERSABLE-CPI 2022 | \$28.38     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$29.80 | \$31.29 | \$32.85 | \$34.50 | \$36.22  |
| BOARD OF SUPERVISORS-NON PERS-CPI 2023 | \$31.62     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$33.20 | \$34.86 | \$36.60 | \$38.43 | \$40.35  |
| BOARD OF SUPERVISORS-PERSABLE-CPI 2023 | \$29.56     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$31.04 | \$32.59 | \$34.22 | \$35.93 | \$37.73  |
| CLERK-RECORDER **                      | \$44.35     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$46.58 | \$48.90 | \$51.35 | \$53.92 | \$56.61  |
| DISTRICT ATTORNEY                      | \$81.41     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$85.48 | \$89.76 | \$94.24 | \$98.95 | \$103.91 |
| SHERIFF/CORONER                        | \$56.47     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$59.30 | \$62.26 | \$65.37 | \$68.63 | \$72.07  |
| TREASURER/TAX COLLECTOR **             | \$44.35     | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$46.58 | \$48.90 | \$51.35 | \$53.92 | \$56.61  |

**\*\* Stipends adopted by Ordinance #07-1059 on 09/02/2007, revised as of 06/18/2023 per Ordinance #22-1142 adopted 03/01/2022**

|                         |        |        |        |        |        |        |        |        |        |        |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| CLERK-RECORDER          | \$4.11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4.32 | \$4.53 | \$4.76 | \$5.00 | \$5.24 |
| TREASURER/TAX COLLECTOR | \$4.97 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5.22 | \$5.48 | \$5.76 | \$6.04 | \$6.35 |

**County of Plumas  
Pay Schedule**

**Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX**

**OE3 PUBLIC WORKS**

| Job Title                             | HOURLY RATE |         |         |         |         |         |         |         |         |         |         |         |
|---------------------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                       | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      | L6      | L7      |
| ASSOCIATE ENGINEER                    | \$31.85     | \$33.43 | \$35.12 | \$36.88 | \$38.73 | \$40.67 | \$42.71 | \$44.86 | \$47.10 | \$49.47 | \$51.94 | \$54.54 |
| ENGINEERING AIDE                      | \$18.15     | \$19.06 | \$20.01 | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 |
| ENGINEERING TECHNICIAN 1              | \$22.00     | \$23.11 | \$24.28 | \$25.49 | \$26.77 | \$28.12 | \$29.54 | \$31.01 | \$32.57 | \$34.21 | \$35.92 | \$37.72 |
| ENGINEERING TECHNICIAN 2              | \$23.78     | \$24.96 | \$26.24 | \$27.56 | \$28.93 | \$30.38 | \$31.91 | \$33.51 | \$35.19 | \$36.97 | \$38.82 | \$40.76 |
| EQUIPMENT SERVICE WORKER              | \$18.15     | \$19.06 | \$20.01 | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 |
| FISCAL/TECHNICAL SERVICES ASSISTANT 1 | \$18.15     | \$19.06 | \$20.01 | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 |
| FISCAL/TECHNICAL SERVICES ASSISTANT 2 | \$19.06     | \$20.01 | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 | \$32.61 |
| FISCAL/TECHNICAL SERVICES ASSISTANT 3 | \$21.01     | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 | \$32.62 | \$34.25 | \$35.96 |
| LEAD POWER EQUIPMENT MECHANIC         | \$24.73     | \$25.98 | \$27.29 | \$28.66 | \$30.11 | \$31.60 | \$33.20 | \$34.87 | \$36.62 | \$38.46 | \$40.38 | \$42.40 |
| MANAGEMENT ANALYST 1                  | \$23.83     | \$25.01 | \$26.28 | \$27.59 | \$28.97 | \$30.42 | \$31.96 | \$33.55 | \$35.24 | \$37.00 | \$38.85 | \$40.79 |
| MANAGEMENT ANALYST 2                  | \$26.50     | \$27.82 | \$29.22 | \$30.68 | \$32.21 | \$33.84 | \$35.54 | \$37.31 | \$39.18 | \$41.14 | \$43.20 | \$45.36 |
| MECHANIC/SHOP TECHNICIAN              | \$22.41     | \$23.54 | \$24.72 | \$25.97 | \$27.27 | \$28.64 | \$30.10 | \$31.59 | \$33.18 | \$34.84 | \$36.58 | \$38.41 |
| POWER EQUIPMENT MECHANIC 1            | \$20.74     | \$21.77 | \$22.87 | \$24.02 | \$25.23 | \$26.50 | \$27.83 | \$29.23 | \$30.70 | \$32.23 | \$33.84 | \$35.53 |
| POWER EQUIPMENT MECHANIC 2            | \$22.41     | \$23.54 | \$24.72 | \$25.97 | \$27.27 | \$28.64 | \$30.10 | \$31.59 | \$33.18 | \$34.84 | \$36.58 | \$38.41 |
| PRINCIPAL TRANSPORTATION PLANNER      | \$36.87     | \$38.72 | \$40.66 | \$42.70 | \$44.85 | \$47.09 | \$49.46 | \$51.93 | \$54.54 | \$57.26 | \$60.12 | \$63.13 |
| PUBLIC WORKS MAINTENANCE LEADWORKER   | \$22.06     | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 | \$32.62 | \$34.24 | \$35.95 | \$37.75 |
| PUBLIC WORKS MAINTENANCE WORKER 1     | \$18.15     | \$19.06 | \$20.01 | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 |
| PUBLIC WORKS MAINTENANCE WORKER 2     | \$19.06     | \$20.01 | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 | \$32.61 |
| PUBLIC WORKS MAINTENANCE WORKER 3     | \$21.01     | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.84 | \$28.17 | \$29.58 | \$31.06 | \$32.62 | \$34.25 | \$35.96 |
| PUBLIC WORKS SENIOR ENV. PLANNER      | \$31.85     | \$33.43 | \$35.12 | \$36.88 | \$38.73 | \$40.67 | \$42.71 | \$44.86 | \$47.10 | \$49.47 | \$51.94 | \$54.54 |
| SENIOR ENGINEERING TECHNICIAN         | \$26.21     | \$27.51 | \$28.91 | \$30.35 | \$31.87 | \$33.46 | \$35.16 | \$36.91 | \$38.76 | \$40.70 | \$42.74 | \$44.87 |
| SOLID WASTE PROGRAM MANAGER           | \$28.90     | \$30.34 | \$31.86 | \$33.45 | \$35.13 | \$36.88 | \$38.73 | \$40.67 | \$42.71 | \$44.85 | \$47.09 | \$49.45 |
| WELDER                                | \$21.76     | \$22.86 | \$24.00 | \$25.21 | \$26.49 | \$27.82 | \$29.21 | \$30.69 | \$32.22 | \$33.85 | \$35.54 | \$37.32 |

**County of Plumas  
Pay Schedule**

**Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX**

**OE3 PUBLIC WORKS MID-MGMT**

| <b>Job Title</b>                         | <b>HOURLY RATE</b> |               |               |               |               |           |           |           |           |           |           |           |
|--|--------------------|---------------|---------------|---------------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|  | <b>STEP 1</b>      | <b>STEP 2</b> | <b>STEP 3</b> | <b>STEP 4</b> | <b>STEP 5</b> | <b>L1</b> | <b>L2</b> | <b>L3</b> | <b>L4</b> | <b>L5</b> | <b>L6</b> | <b>L7</b> |
| ASSISTANT DIRECTOR OF PUBLIC WORKS       | \$38.71            | \$40.65       | \$42.69       | \$44.84       | \$47.08       | \$49.45   | \$51.92   | \$54.53   | \$57.24   | \$60.12   | \$63.13   | \$66.28   |
| DEPUTY DIRECTOR OF PUBLIC WORKS          | \$38.71            | \$40.65       | \$42.69       | \$44.84       | \$47.08       | \$49.45   | \$51.92   | \$54.53   | \$57.24   | \$60.12   | \$63.13   | \$66.28   |
| EQUIPMENT MAINTENANCE SUPERVISOR         | \$28.90            | \$30.34       | \$31.86       | \$33.45       | \$35.13       | \$36.88   | \$38.73   | \$40.67   | \$42.71   | \$44.85   | \$47.09   | \$49.45   |
| PUBLIC WORKS ADMIN SERVICES OFFICER      | \$37.73            | \$39.61       | \$41.59       | \$43.68       | \$45.87       | \$48.17   | \$50.58   | \$53.12   | \$55.79   | \$58.59   | \$61.52   | \$64.60   |
| PW FISCAL OFFICER/ADMIN SERVICES MANAGER | \$33.25            | \$34.93       | \$36.69       | \$38.52       | \$40.46       | \$42.49   | \$44.63   | \$46.85   | \$49.20   | \$51.67   | \$54.25   | \$56.97   |
| PW ROAD MAINTENANCE SUPERVISOR           | \$25.54            | \$26.82       | \$28.16       | \$29.59       | \$31.08       | \$32.63   | \$34.27   | \$35.99   | \$37.80   | \$39.69   | \$41.67   | \$43.76   |

**County of Plumas**  
**Pay Schedule**

Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX

**OE3 GENERAL**

| Job Title                           | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|-------------------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                     | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| 4-H REPRESENTATIVE                  | \$18.72     | \$19.65 | \$20.63 | \$21.68 | \$22.76 | \$23.91 | \$25.12 | \$26.37 | \$27.70 | \$29.08 |
| ACCOUNTANT                          | \$19.68     | \$20.68 | \$21.72 | \$22.80 | \$23.96 | \$25.16 | \$26.43 | \$27.75 | \$29.14 | \$30.60 |
| ACCOUNTING TECHNICIAN               | \$19.32     | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 |
| ADMINISTRATIVE ASSISTANT 1          | \$16.43     | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| ADMINISTRATIVE ASSISTANT 2          | \$18.12     | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| AG & STANDARDS INSPECTOR 1          | \$22.06     | \$23.16 | \$24.33 | \$25.55 | \$26.83 | \$28.17 | \$29.58 | \$31.08 | \$32.63 | \$34.27 |
| AG & STANDARDS INSPECTOR 2          | \$25.65     | \$26.95 | \$28.29 | \$29.70 | \$31.20 | \$32.76 | \$34.41 | \$36.14 | \$37.95 | \$39.85 |
| AG & STANDARDS INSPECTOR 3          | \$28.30     | \$29.72 | \$31.22 | \$32.78 | \$34.42 | \$36.15 | \$37.96 | \$39.87 | \$41.86 | \$43.96 |
| AG & STANDARDS TECHNICIAN 1         | \$17.04     | \$17.90 | \$18.80 | \$19.75 | \$20.75 | \$21.78 | \$22.87 | \$24.02 | \$25.23 | \$26.49 |
| AG & STANDARDS TECHNICIAN 2         | \$18.70     | \$19.64 | \$20.63 | \$21.67 | \$22.75 | \$23.89 | \$25.09 | \$26.35 | \$27.68 | \$29.07 |
| AG & STANDARDS TECHNICIAN 3         | \$20.32     | \$21.34 | \$22.42 | \$23.54 | \$24.73 | \$25.97 | \$27.27 | \$28.64 | \$30.07 | \$31.59 |
| AG & STANDARDS MANAGEMENT ANALYST 1 | \$22.84     | \$23.99 | \$25.20 | \$26.46 | \$27.78 | \$29.17 | \$30.64 | \$32.17 | \$33.79 | \$35.49 |
| AG & STANDARDS MANAGEMENT ANALYST 2 | \$25.40     | \$26.67 | \$28.01 | \$29.42 | \$30.89 | \$32.45 | \$34.07 | \$35.78 | \$37.57 | \$39.45 |
| ALCOHOL & DRUG PREV COORD           | \$19.83     | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| ALCOHOL & DRUG THERAPIST 1          | \$24.10     | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 | \$37.45 |
| ALCOHOL & DRUG THERAPIST 2          | \$26.57     | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 | \$41.28 |
| ALTERNATIVE SENTENCING COORD        | \$20.75     | \$21.78 | \$22.87 | \$24.02 | \$25.23 | \$26.49 | \$27.83 | \$29.21 | \$30.69 | \$32.22 |
| ANIMAL CONTROL OFFICER 1            | \$19.35     | \$20.31 | \$21.33 | \$22.40 | \$23.51 | \$24.69 | \$25.93 | \$27.22 | \$28.58 | \$30.01 |
| ANIMAL CONTROL OFFICER 2            | \$22.40     | \$23.51 | \$24.69 | \$25.93 | \$27.22 | \$28.58 | \$30.01 | \$31.51 | \$33.08 | \$34.75 |
| ANIMAL SHELTER ATTENDANT            | \$16.43     | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| APPRAISAL ASSISTANT                 | \$18.80     | \$19.75 | \$20.75 | \$21.78 | \$22.87 | \$24.02 | \$25.23 | \$26.49 | \$27.83 | \$29.21 |
| APPRAISER 1                         | \$19.83     | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| APPRAISER 2                         | \$21.87     | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 | \$34.00 |
| APPRAISER 3                         | \$24.10     | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 | \$37.45 |
| ASSISTANT COOK                      | \$16.43     | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| ASSISTANT MUSEUM DIRECTOR           | \$17.47     | \$18.34 | \$19.26 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.15 |
| ASSISTANT PLANNER                   | \$20.83     | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 |
| ASSOCIATE PLANNER                   | \$25.31     | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| AUDITOR ACCOUNTING CLERK 1          | \$16.43     | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| AUDITOR ACCOUNTING CLERK 2          | \$18.12     | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| AUDITOR ACCOUNTING TECH 1           | \$19.97     | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 | \$29.57 | \$31.05 |
| AUDITOR/APPRAISER 1                 | \$18.80     | \$19.75 | \$20.75 | \$21.78 | \$22.87 | \$24.02 | \$25.23 | \$26.49 | \$27.83 | \$29.21 |
| AUDITOR/APPRAISER 2                 | \$20.33     | \$21.36 | \$22.43 | \$23.55 | \$24.73 | \$25.98 | \$27.27 | \$28.64 | \$30.08 | \$31.59 |
| AUDITOR/APPRAISER 3                 | \$22.42     | \$23.54 | \$24.72 | \$25.97 | \$27.26 | \$28.63 | \$30.07 | \$31.58 | \$33.16 | \$34.82 |
| BH ADMINISTRATIVE ASSISTANT 1       | \$16.43     | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| BH ADMINISTRATIVE ASSISTANT 2       | \$18.12     | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |

| Job Title                      | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
|--------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| BH CASE MGMT SPECIALIST 1      | \$22.15 | \$23.28 | \$24.43 | \$25.66 | \$26.95 | \$28.30 | \$29.72 | \$31.22 | \$32.78 | \$34.43 |
| BH CASE MGMT SPECIALIST 2      | \$24.42 | \$25.65 | \$26.93 | \$28.29 | \$29.71 | \$31.21 | \$32.76 | \$34.42 | \$36.15 | \$37.95 |
| BH CASE MGMT SPECIALIST SR     | \$26.69 | \$28.05 | \$29.45 | \$30.92 | \$32.48 | \$34.10 | \$35.81 | \$37.61 | \$39.50 | \$41.47 |
| BH CLINICAL RECORDS SPECIALIST | \$19.31 | \$20.29 | \$21.31 | \$22.37 | \$23.50 | \$24.68 | \$25.92 | \$27.21 | \$28.58 | \$30.01 |
| BH QUALITY ASSURANCE COORD     | \$29.54 | \$31.02 | \$32.58 | \$34.23 | \$35.93 | \$37.74 | \$39.62 | \$41.62 | \$43.70 | \$45.90 |
| BH SITE COORDINATOR            | \$20.50 | \$21.54 | \$22.61 | \$23.75 | \$24.93 | \$26.19 | \$27.51 | \$28.87 | \$30.34 | \$31.85 |
| BH SUPERVISING SITE COORD      | \$25.31 | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| BH SUPPORT SERVICES COORD      | \$18.34 | \$19.27 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.17 | \$28.52 |
| BH SUPPORTIVE SERVICES TECH 1  | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 |
| BH SUPPORTIVE SERVICES TECH 2  | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| BH SYSTEMS ANALYST             | \$28.40 | \$29.84 | \$31.32 | \$32.90 | \$34.56 | \$36.29 | \$38.11 | \$40.02 | \$42.03 | \$44.14 |
| BH THERAPIST 1                 | \$27.63 | \$29.01 | \$30.46 | \$32.00 | \$33.59 | \$35.28 | \$37.05 | \$38.91 | \$40.86 | \$42.92 |
| BH THERAPIST 2                 | \$30.44 | \$31.98 | \$33.56 | \$35.26 | \$37.03 | \$38.88 | \$40.84 | \$42.89 | \$45.04 | \$47.30 |
| BH THERAPIST SENIOR            | \$33.61 | \$35.30 | \$37.07 | \$38.93 | \$40.88 | \$42.94 | \$45.09 | \$47.35 | \$49.71 | \$52.21 |
| BLDG & GRNDS MAINT TECHNICIAN  | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 | \$27.62 | \$29.01 | \$30.45 | \$31.98 | \$33.58 |
| BLDG & GRNDS MAINT WORKER 1    | \$16.96 | \$17.81 | \$18.70 | \$19.63 | \$20.62 | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 |
| BLDG & GRNDS MAINT WORKER 2    | \$17.81 | \$18.70 | \$19.63 | \$20.62 | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 | \$27.62 |
| BLDG & GRNDS MAINT WORKER 3    | \$20.62 | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 | \$27.62 | \$29.01 | \$30.45 | \$31.98 |
| BRANCH LIBRARY ASSISTANT 1     | \$17.53 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 |
| BRANCH LIBRARY ASSISTANT 2     | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 |
| BUILDING INSPECTOR 1           | \$21.35 | \$22.42 | \$23.55 | \$24.74 | \$25.98 | \$27.30 | \$28.66 | \$30.09 | \$31.60 | \$33.19 |
| BUILDING INSPECTOR 2           | \$24.71 | \$25.96 | \$27.26 | \$28.63 | \$30.06 | \$31.57 | \$33.15 | \$34.81 | \$36.56 | \$38.39 |
| BUILDING PLANCHECK INSPECTOR   | \$26.56 | \$27.90 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 |
| BUILDING PLANS EXAMINER 1      | \$25.31 | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| BUILDING PLANS EXAMINER 2      | \$27.90 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 |
| CADASTRAL DRAFTING SPECIALST   | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 | \$37.45 |
| CHILD SUPPORT ACCOUNTING SPEC  | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 |
| CHILD SUPPORT ASSISTANT I      | \$16.85 | \$17.70 | \$18.58 | \$19.51 | \$20.49 | \$21.51 | \$22.59 | \$23.71 | \$24.90 | \$26.15 |
| CHILD SUPPORT ASSISTANT II     | \$18.59 | \$19.53 | \$20.50 | \$21.54 | \$22.61 | \$23.75 | \$24.93 | \$26.19 | \$27.51 | \$28.87 |
| CHILD SUPPORT ASSISTANT III    | \$19.47 | \$20.45 | \$21.47 | \$22.55 | \$23.67 | \$24.86 | \$26.12 | \$27.42 | \$28.79 | \$30.23 |
| CHILD SUPPORT LEGAL CLERK I    | \$17.45 | \$18.32 | \$19.24 | \$20.19 | \$21.21 | \$22.27 | \$23.38 | \$24.55 | \$25.78 | \$27.06 |
| CHILD SUPPORT LEGAL CLERK II   | \$19.18 | \$20.13 | \$21.16 | \$22.21 | \$23.33 | \$24.49 | \$25.73 | \$27.01 | \$28.36 | \$29.78 |
| CHILD SUPPORT LEGAL CLERK III  | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 | \$31.48 |
| CHILD SUPPORT SPECIALIST 1     | \$19.53 | \$20.50 | \$21.54 | \$22.61 | \$23.75 | \$24.93 | \$26.19 | \$27.51 | \$28.87 | \$30.34 |
| CHILD SUPPORT SPECIALIST 2     | \$21.01 | \$22.06 | \$23.16 | \$24.33 | \$25.55 | \$26.83 | \$28.17 | \$29.58 | \$31.08 | \$32.63 |
| CHILD SUPPORT SPECIALIST 3     | \$22.78 | \$23.91 | \$25.11 | \$26.37 | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 | \$35.37 |
| CODE ENFORCEMENT OFFICER       | \$26.82 | \$28.16 | \$29.57 | \$31.05 | \$32.62 | \$34.26 | \$35.97 | \$37.77 | \$39.65 | \$41.65 |
| COLLECTIONS OFFICER 1          | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 |
| COLLECTIONS OFFICER 2          | \$22.96 | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| COMMUNITY OUTREACH COORDINATOR | \$19.83 | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| CUSTODIAN                      | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| DA INVESTIGATIONS SPECIALIST   | \$26.68 | \$28.04 | \$29.44 | \$30.91 | \$32.47 | \$34.09 | \$35.80 | \$37.60 | \$39.49 | \$41.46 |
| DA INVESTIGATIVE ASSISTANT     | \$21.38 | \$22.45 | \$23.57 | \$24.75 | \$26.00 | \$27.32 | \$28.68 | \$30.13 | \$31.63 | \$33.21 |
| DEPUTY CHILD SUP ATTORNEY 1    | \$28.57 | \$30.00 | \$31.49 | \$33.08 | \$34.75 | \$36.50 | \$38.33 | \$40.25 | \$42.26 | \$44.38 |
| DEPUTY CHILD SUP ATTORNEY 2    | \$31.52 | \$33.10 | \$34.77 | \$36.52 | \$38.35 | \$40.27 | \$42.28 | \$44.40 | \$46.63 | \$48.97 |

| Job Title                      | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
|--------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| DEPUTY CLERK-RECORDER 1        | \$17.20 | \$18.07 | \$18.98 | \$19.94 | \$20.95 | \$22.01 | \$23.12 | \$24.27 | \$25.49 | \$26.77 |
| DEPUTY CLERK-RECORDER 2        | \$19.81 | \$20.80 | \$21.85 | \$22.94 | \$24.08 | \$25.30 | \$26.56 | \$27.91 | \$29.29 | \$30.77 |
| DEPUTY DISTRICT ATTORNEY 1     | \$37.29 | \$39.16 | \$41.12 | \$43.17 | \$45.33 | \$47.59 | \$49.97 | \$52.47 | \$55.10 | \$57.85 |
| DEPUTY DISTRICT ATTORNEY 2     | \$41.51 | \$43.59 | \$45.76 | \$48.05 | \$50.46 | \$52.98 | \$55.63 | \$58.41 | \$61.33 | \$64.40 |
| DEPUTY DISTRICT ATTORNEY 3     | \$46.22 | \$48.53 | \$50.95 | \$53.50 | \$56.18 | \$58.99 | \$61.94 | \$65.03 | \$68.29 | \$71.70 |
| DEPUTY PUB GUARD/CONSERVATOR 1 | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| DEPUTY PUB GUARD/CONSERVATOR 2 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| DISTRICT ATTORNEY INVESTIGATOR | \$24.72 | \$25.96 | \$27.26 | \$28.63 | \$30.06 | \$31.58 | \$33.16 | \$34.82 | \$36.57 | \$38.40 |
| DRINKING DRIVER COORDINATOR    | \$19.83 | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| DRIVER 1                       | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| DRIVER 2                       | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 |
| DRIVER 3                       | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| ELECTIONS COORDINATOR          | \$26.16 | \$27.49 | \$28.85 | \$30.32 | \$31.84 | \$33.44 | \$35.13 | \$36.89 | \$38.74 | \$40.69 |
| ELECTIONS SERVICES ASSISTANT 1 | \$17.20 | \$18.07 | \$18.98 | \$19.94 | \$20.95 | \$22.01 | \$23.12 | \$24.27 | \$25.49 | \$26.77 |
| ELECTIONS SERVICES ASSISTANT 2 | \$19.81 | \$20.80 | \$21.85 | \$22.94 | \$24.08 | \$25.30 | \$26.56 | \$27.91 | \$29.29 | \$30.77 |
| ELECTIONS SPECIALIST           | \$22.94 | \$24.08 | \$25.30 | \$26.56 | \$27.91 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 |
| ELIGIBILITY SPECIALIST 1       | \$16.96 | \$17.81 | \$18.70 | \$19.63 | \$20.62 | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 |
| ELIGIBILITY SPECIALIST 2       | \$18.70 | \$19.63 | \$20.62 | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 | \$27.62 | \$29.01 |
| ELIGIBILITY SPECIALIST 3       | \$20.62 | \$21.65 | \$22.73 | \$23.86 | \$25.06 | \$26.31 | \$27.62 | \$29.01 | \$30.45 | \$31.98 |
| EMPLOYMENT & TRAINING WORKER 1 | \$19.20 | \$20.15 | \$21.18 | \$22.23 | \$23.35 | \$24.51 | \$25.75 | \$27.03 | \$28.39 | \$29.82 |
| EMPLOYMENT & TRAINING WORKER 2 | \$21.16 | \$22.21 | \$23.33 | \$24.49 | \$25.73 | \$27.01 | \$28.37 | \$29.80 | \$31.28 | \$32.86 |
| EMPLOYMENT & TRAINING WORKER 3 | \$23.32 | \$24.48 | \$25.72 | \$27.00 | \$28.36 | \$29.79 | \$31.27 | \$32.85 | \$34.49 | \$36.22 |
| ENVIRONMENTAL HEALTH AIDE      | \$18.34 | \$19.27 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.17 | \$28.52 |
| ENVIRONMENTAL HEALTH SPEC 1    | \$25.78 | \$27.07 | \$28.43 | \$29.87 | \$31.35 | \$32.93 | \$34.59 | \$36.33 | \$38.14 | \$40.05 |
| ENVIRONMENTAL HEALTH SPEC 2    | \$28.44 | \$29.88 | \$31.37 | \$32.94 | \$34.60 | \$36.34 | \$38.15 | \$40.06 | \$42.07 | \$44.18 |
| ENVIRONMENTAL HEALTH SPEC 3    | \$31.29 | \$32.87 | \$34.51 | \$36.25 | \$38.06 | \$39.97 | \$41.99 | \$44.09 | \$46.30 | \$48.61 |
| ENVIRONMENTAL HEALTH TECH 1    | \$18.34 | \$19.27 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.17 | \$28.52 |
| ENVIRONMENTAL HEALTH TECH 2    | \$19.83 | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| EPIDEMIOLOGIST                 | \$37.10 | \$38.96 | \$40.91 | \$42.95 | \$45.09 | \$47.35 | \$49.71 | \$52.21 | \$54.82 | \$57.57 |
| EXECUTIVE ASSISTANT-PLANNING   | \$17.47 | \$18.34 | \$19.26 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.15 |
| FAIR FISCAL COORDINATOR 1      | \$22.96 | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| FAIR FISCAL COORDINATOR 2      | \$25.31 | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| FAMILY VIOLENCE OFFICER        | \$19.84 | \$20.84 | \$21.88 | \$22.99 | \$24.15 | \$25.36 | \$26.63 | \$27.96 | \$29.37 | \$30.85 |
| FIELD SERVICES ASSISTANT       | \$16.64 | \$17.48 | \$18.36 | \$19.29 | \$20.27 | \$21.28 | \$22.34 | \$23.48 | \$24.66 | \$25.90 |
| FISCAL & TECH SERVICES ASST 1  | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| FISCAL & TECH SERVICES ASST 2  | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 |
| FISCAL & TECH SERVICES ASST 3  | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 | \$29.57 |
| GEO INFO SYS (GIS) PLANNER 1   | \$23.53 | \$24.71 | \$25.96 | \$27.25 | \$28.62 | \$30.06 | \$31.57 | \$33.15 | \$34.81 | \$36.56 |
| GEO INFO SYS (GIS) PLANNER 2   | \$25.31 | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| HAZ MAT SPECIALIST 1           | \$25.78 | \$27.07 | \$28.43 | \$29.87 | \$31.35 | \$32.93 | \$34.59 | \$36.33 | \$38.14 | \$40.05 |
| HAZ MAT SPECIALIST 2           | \$28.44 | \$29.88 | \$31.37 | \$32.94 | \$34.60 | \$36.34 | \$38.15 | \$40.06 | \$42.07 | \$44.18 |
| HAZ MAT SPECIALIST 3           | \$31.29 | \$32.87 | \$34.51 | \$36.25 | \$38.06 | \$39.97 | \$41.99 | \$44.09 | \$46.30 | \$48.61 |
| HEAD COOK                      | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| HEALTH AIDE 1                  | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| HEALTH AIDE 2                  | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 |

| Job Title                      | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
|--------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| HEALTH EDUCATION COORDINATOR 1 | \$25.31 | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| HEALTH EDUCATION SPECIALIST    | \$22.96 | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| HIV SPECIALTY CLINIC THERAPIST | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 | \$41.28 |
| INFORMATION SYSTEMS TECHNICIAN | \$23.70 | \$24.88 | \$26.13 | \$27.44 | \$28.81 | \$30.26 | \$31.78 | \$33.37 | \$35.04 | \$36.80 |
| LEAD DEPUTY CLERK-RECORDER     | \$22.94 | \$24.08 | \$25.30 | \$26.56 | \$27.91 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 |
| LEGAL SECRETARY                | \$20.34 | \$21.37 | \$22.44 | \$23.56 | \$24.74 | \$25.99 | \$27.30 | \$28.65 | \$30.09 | \$31.60 |
| LEGAL SECRETARY - SENIOR       | \$21.58 | \$22.66 | \$23.81 | \$25.01 | \$26.26 | \$27.57 | \$28.96 | \$30.41 | \$31.93 | \$33.53 |
| LEGAL SECRETARY - TRAINEE      | \$18.44 | \$19.38 | \$20.35 | \$21.37 | \$22.45 | \$23.57 | \$24.76 | \$26.00 | \$27.31 | \$28.67 |
| LEGAL SERVICES ASSISTANT 1     | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| LEGAL SERVICES ASSISTANT 2     | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| LIBRARIAN                      | \$22.83 | \$23.98 | \$25.19 | \$26.45 | \$27.78 | \$29.17 | \$30.64 | \$32.18 | \$33.79 | \$35.49 |
| LIBRARY AIDE                   | \$16.70 | \$17.53 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 |
| LIBRARY LITERACY CLERK         | \$16.70 | \$17.53 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 |
| LIBRARY TECHNICIAN             | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 |
| LICENSED VOCATIONAL NURSE 1-BH | \$21.93 | \$23.04 | \$24.20 | \$25.41 | \$26.68 | \$28.04 | \$29.44 | \$30.91 | \$32.47 | \$34.09 |
| LICENSED VOCATIONAL NURSE 1-PH | \$21.93 | \$23.04 | \$24.20 | \$25.41 | \$26.68 | \$28.04 | \$29.44 | \$30.91 | \$32.47 | \$34.09 |
| LICENSED VOCATIONAL NURSE 2-BH | \$23.03 | \$24.19 | \$25.40 | \$26.67 | \$28.02 | \$29.43 | \$30.90 | \$32.46 | \$34.08 | \$35.79 |
| LICENSED VOCATIONAL NURSE 2-PH | \$23.03 | \$24.19 | \$25.40 | \$26.67 | \$28.02 | \$29.43 | \$30.90 | \$32.46 | \$34.08 | \$35.79 |
| LITERACY PROGRAM ASSISTANT 1   | \$17.53 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 |
| LITERACY PROGRAM ASSISTANT 2   | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 |
| MANAGEMENT ANALYST 1           | \$22.96 | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| MANAGEMENT ANALYST 2           | \$25.54 | \$26.81 | \$28.15 | \$29.56 | \$31.04 | \$32.61 | \$34.25 | \$35.96 | \$37.76 | \$39.64 |
| MENTORING COORDINATOR          | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| MUSEUM REGISTRAR               | \$16.70 | \$17.53 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 |
| NATURAL RESOURCES ANALYST      | \$22.42 | \$23.54 | \$24.72 | \$25.97 | \$27.26 | \$28.63 | \$30.07 | \$31.58 | \$33.16 | \$34.82 |
| NURSE PRACTITIONER             | \$50.49 | \$53.02 | \$55.68 | \$58.47 | \$61.38 | \$64.47 | \$67.70 | \$71.09 | \$74.65 | \$78.38 |
| OFFICE ASSISTANT 1             | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| OFFICE ASSISTANT 2             | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 |
| OFFICE ASSISTANT 3             | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 | \$29.57 |
| OFFICE AUTOMATION ANALYST      | \$24.09 | \$25.29 | \$26.56 | \$27.89 | \$29.28 | \$30.76 | \$32.31 | \$33.92 | \$35.62 | \$37.40 |
| OFFICE AUTOMATION SPECIALIST   | \$19.84 | \$20.84 | \$21.88 | \$22.99 | \$24.15 | \$25.36 | \$26.63 | \$27.96 | \$29.37 | \$30.85 |
| PARALEGAL 1                    | \$17.47 | \$18.34 | \$19.26 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.15 |
| PARALEGAL 2                    | \$19.26 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.15 | \$28.52 | \$29.96 |
| PARALEGAL 3                    | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 |
| PERMIT TECHNICIAN              | \$17.89 | \$18.79 | \$19.74 | \$20.75 | \$21.78 | \$22.87 | \$24.02 | \$25.23 | \$26.49 | \$27.83 |
| PHYSICIAN ASSISTANT            | \$50.49 | \$53.02 | \$55.68 | \$58.47 | \$61.38 | \$64.47 | \$67.70 | \$71.09 | \$74.65 | \$78.38 |
| PLANNING TECHNICIAN            | \$19.36 | \$20.32 | \$21.34 | \$22.41 | \$23.53 | \$24.71 | \$25.95 | \$27.24 | \$28.61 | \$30.04 |
| PREVENTION AIDE                | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| PROG COMPL & TRAINING ANALYST  | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 |
| PROGRAMMER ANALYST             | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 | \$37.45 |
| PROJECT MANAGER                | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 | \$45.51 |
| PROPERTY TAX ASSESSMENT SPEC 1 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 |
| PROPERTY TAX ASSESSMENT SPEC 2 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 | \$31.48 |
| PROPERTY TAX ASSESSMENT TECH   | \$16.70 | \$17.53 | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 |

| Job Title  | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| PSYCHIATRIC NURSE 1                              | \$28.40 | \$29.84 | \$31.32 | \$32.90 | \$34.56 | \$36.29 | \$38.11 | \$40.02 | \$42.03 | \$44.14 |
| PSYCHIATRIC NURSE 2                              | \$31.81 | \$33.40 | \$35.08 | \$36.84 | \$38.68 | \$40.62 | \$42.65 | \$44.80 | \$47.04 | \$49.41 |
| PSYCHIATRIC TECHNICIAN                           | \$19.83 | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| PUBLIC HEALTH DATABASE ANALYST                   | \$28.40 | \$29.84 | \$31.32 | \$32.90 | \$34.56 | \$36.29 | \$38.11 | \$40.02 | \$42.03 | \$44.14 |
| PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR | \$27.90 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 |
| PUBLIC HEALTH NURSE 1                            | \$28.40 | \$29.84 | \$31.32 | \$32.90 | \$34.56 | \$36.29 | \$38.11 | \$40.02 | \$42.03 | \$44.14 |
| PUBLIC HEALTH NURSE 2                            | \$31.81 | \$33.40 | \$35.08 | \$36.84 | \$38.68 | \$40.62 | \$42.65 | \$44.80 | \$47.04 | \$49.41 |
| PUBLIC HEALTH NURSE 3                            | \$35.21 | \$36.98 | \$38.84 | \$40.79 | \$42.83 | \$44.99 | \$47.23 | \$49.60 | \$52.09 | \$54.70 |
| QUALITY ASSURANCE COORDINATOR                    | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 | \$41.28 |
| RECORDS MANAGEMENT TECH 1                        | \$16.43 | \$17.26 | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 |
| RECORDS MANAGEMENT TECH 2                        | \$18.12 | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 |
| REGISTERED DENTAL ASSISTANT 1                    | \$21.93 | \$23.04 | \$24.20 | \$25.41 | \$26.68 | \$28.04 | \$29.44 | \$30.91 | \$32.47 | \$34.09 |
| REGISTERED DENTAL ASSISTANT 2                    | \$23.03 | \$24.19 | \$25.40 | \$26.67 | \$28.02 | \$29.43 | \$30.90 | \$32.46 | \$34.08 | \$35.79 |
| REGISTERED NURSE 1 - BH                          | \$28.40 | \$29.84 | \$31.32 | \$32.90 | \$34.56 | \$36.29 | \$38.11 | \$40.02 | \$42.03 | \$44.14 |
| REGISTERED NURSE 1 - PH                          | \$28.40 | \$29.84 | \$31.32 | \$32.90 | \$34.56 | \$36.29 | \$38.11 | \$40.02 | \$42.03 | \$44.14 |
| REGISTERED NURSE 2 - BH                          | \$31.81 | \$33.40 | \$35.08 | \$36.84 | \$38.68 | \$40.62 | \$42.65 | \$44.80 | \$47.04 | \$49.41 |
| REGISTERED NURSE 2 - PH                          | \$31.81 | \$33.40 | \$35.08 | \$36.84 | \$38.68 | \$40.62 | \$42.65 | \$44.80 | \$47.04 | \$49.41 |
| SENIOR BUILDING INSPECTOR                        | \$25.31 | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| SENIOR BUILDING PLNCHK INSP                      | \$29.20 | \$30.68 | \$32.21 | \$33.82 | \$35.52 | \$37.30 | \$39.17 | \$41.14 | \$43.20 | \$45.36 |
| SENIOR DISTRICT ATTORNEY INVST                   | \$27.23 | \$28.60 | \$30.03 | \$31.55 | \$33.13 | \$34.79 | \$36.54 | \$38.37 | \$40.30 | \$42.32 |
| SENIOR PERMIT TECHNICIAN                         | \$20.12 | \$21.15 | \$22.20 | \$23.32 | \$24.48 | \$25.72 | \$27.00 | \$28.36 | \$29.79 | \$31.27 |
| SENIOR PLANNER                                   | \$27.90 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 |
| SENIOR SOCIAL WORKER A                           | \$27.84 | \$29.22 | \$30.70 | \$32.23 | \$33.86 | \$35.54 | \$37.32 | \$39.19 | \$41.16 | \$43.22 |
| SENIOR SOCIAL WORKER B                           | \$30.45 | \$31.99 | \$33.58 | \$35.27 | \$37.04 | \$38.90 | \$40.84 | \$42.91 | \$45.06 | \$47.32 |
| SITE MANAGER                                     | \$19.02 | \$19.97 | \$20.97 | \$22.03 | \$23.13 | \$24.30 | \$25.52 | \$26.81 | \$28.14 | \$29.57 |
| SOCIAL SERVICES AIDE                             | \$17.15 | \$18.01 | \$18.93 | \$19.88 | \$20.87 | \$21.91 | \$23.02 | \$24.18 | \$25.39 | \$26.66 |
| SOCIAL WORKER 1                                  | \$22.15 | \$23.28 | \$24.43 | \$25.66 | \$26.95 | \$28.30 | \$29.72 | \$31.22 | \$32.78 | \$34.43 |
| SOCIAL WORKER 2                                  | \$24.42 | \$25.65 | \$26.93 | \$28.29 | \$29.71 | \$31.21 | \$32.76 | \$34.42 | \$36.15 | \$37.95 |
| SOCIAL WORKER 3                                  | \$26.69 | \$28.05 | \$29.45 | \$30.92 | \$32.48 | \$34.10 | \$35.81 | \$37.61 | \$39.50 | \$41.47 |
| STAFF SERVICES ANALYST 1                         | \$23.81 | \$24.99 | \$26.25 | \$27.57 | \$28.96 | \$30.41 | \$31.95 | \$33.54 | \$35.22 | \$36.99 |
| STAFF SERVICES ANALYST 2                         | \$26.24 | \$27.56 | \$28.95 | \$30.40 | \$31.93 | \$33.53 | \$35.21 | \$36.98 | \$38.84 | \$40.79 |
| STAFF SERVICES SPECIALIST                        | \$22.97 | \$24.13 | \$25.33 | \$26.60 | \$27.93 | \$29.32 | \$30.80 | \$32.35 | \$33.98 | \$35.68 |
| SUBSTANCE USE DISORDER SPEC 1                    | \$21.27 | \$22.33 | \$23.47 | \$24.65 | \$25.89 | \$27.18 | \$28.55 | \$29.98 | \$31.47 | \$33.06 |
| SUBSTANCE USE DISORDER SPEC 2                    | \$23.47 | \$24.65 | \$25.89 | \$27.18 | \$28.55 | \$29.98 | \$31.47 | \$33.06 | \$34.73 | \$36.46 |
| TELECOMMUNICATIONS TECHNICIAN                    | \$24.08 | \$25.30 | \$26.56 | \$27.91 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 |
| TREAS/TAX COLLECTIONS OFFCR 1                    | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 | \$32.38 |
| TREAS/TAX COLLECTIONS OFFCR 2                    | \$22.96 | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| TREASURER/TAX SPECIALIST 1                       | \$18.40 | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 |
| TREASURER/TAX SPECIALIST 2                       | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 | \$31.48 |
| TREASURER/TAX TECHNICIAN                         | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 |
| VETERANS SERVICE REP 1                           | \$16.64 | \$17.48 | \$18.36 | \$19.29 | \$20.27 | \$21.28 | \$22.34 | \$23.48 | \$24.66 | \$25.90 |
| VETERANS SERVICE REP 2                           | \$18.34 | \$19.27 | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.17 | \$28.52 |
| VICTIM/WITNESS ADVOCATE                          | \$20.75 | \$21.78 | \$22.87 | \$24.02 | \$25.23 | \$26.49 | \$27.83 | \$29.21 | \$30.69 | \$32.22 |
| WELFARE FRAUD INVESTIGATOR 1                     | \$24.15 | \$25.36 | \$26.63 | \$27.96 | \$29.37 | \$30.85 | \$32.40 | \$34.03 | \$35.72 | \$37.51 |
| WELFARE FRAUD INVESTIGATOR 2                     | \$26.18 | \$27.50 | \$28.86 | \$30.33 | \$31.84 | \$33.43 | \$35.12 | \$36.88 | \$38.72 | \$40.67 |

County of Plumas

Pay Schedule

Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX, and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX

**OE3 MID-MANAGEMENT**

| Job Title                                  | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|--|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|  | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| A&D PROG CLINICIAN/SUPERVISOR              | \$32.30     | \$33.92 | \$35.62 | \$37.41 | \$39.28 | \$41.26 | \$43.32 | \$45.50 | \$47.77 | \$50.16 |
| ALCOHOL & DRUG PROG CHIEF                  | \$32.30     | \$33.92 | \$35.62 | \$37.41 | \$39.28 | \$41.26 | \$43.32 | \$45.50 | \$47.77 | \$50.16 |
| ALTERNATIVE SENTENCING MANAGER             | \$27.87     | \$29.26 | \$30.73 | \$32.27 | \$33.89 | \$35.58 | \$37.37 | \$39.24 | \$41.21 | \$43.28 |
| ANIMAL CONTROL SUPERVISOR                  | \$24.69     | \$25.93 | \$27.22 | \$28.58 | \$30.01 | \$31.51 | \$33.08 | \$34.75 | \$36.50 | \$38.33 |
| ASSESSOR'S OFFICE MANAGER                  | \$22.96     | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| ASSISTANT BUILDING OFFICIAL                | \$32.30     | \$33.92 | \$35.62 | \$37.41 | \$39.28 | \$41.26 | \$43.32 | \$45.50 | \$47.77 | \$50.16 |
| ASSISTANT COUNTY ASSESSOR                  | \$29.29     | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 | \$45.51 |
| ASSISTANT DISTRICT ATTORNEY                | \$57.90     | \$60.79 | \$63.83 | \$67.02 | \$70.37 | \$73.89 | \$77.59 | \$81.47 | \$85.54 | \$89.81 |
| ASSISTANT PLANNING DIRECTOR                | \$32.30     | \$33.92 | \$35.62 | \$37.41 | \$39.28 | \$41.26 | \$43.32 | \$45.50 | \$47.77 | \$50.16 |
| ASST COUNTY CLERK-RECORDER                 | \$28.94     | \$30.39 | \$31.91 | \$33.50 | \$35.18 | \$36.95 | \$38.80 | \$40.76 | \$42.79 | \$44.94 |
| ASST DIR DEPT OF CHILD SUP SVC             | \$35.57     | \$37.35 | \$39.22 | \$41.18 | \$43.24 | \$45.40 | \$47.67 | \$50.05 | \$52.55 | \$55.18 |
| ASST DIRECTOR OF PUBLIC HEALTH             | \$41.22     | \$43.29 | \$45.46 | \$47.74 | \$50.13 | \$52.64 | \$55.28 | \$58.07 | \$60.96 | \$64.01 |
| ASST TREASURER/TAX COLLECTOR               | \$29.29     | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 | \$45.51 |
| BH ADMIN SERVICES OFFICER                  | \$36.36     | \$38.17 | \$40.08 | \$42.09 | \$44.20 | \$46.42 | \$48.74 | \$51.19 | \$53.76 | \$56.46 |
| BH AOD PROGRAM ADMIN                       | \$39.75     | \$41.75 | \$43.85 | \$46.05 | \$48.35 | \$50.77 | \$53.32 | \$56.00 | \$58.80 | \$61.75 |
| BH CONTINUING CARE COORDINATOR             | \$36.36     | \$38.17 | \$40.08 | \$42.09 | \$44.20 | \$46.42 | \$48.74 | \$51.19 | \$53.76 | \$56.46 |
| BH QUAL IMPROVEMENT/COMPL MGR              | \$39.75     | \$41.75 | \$43.85 | \$46.05 | \$48.35 | \$50.77 | \$53.32 | \$56.00 | \$58.80 | \$61.75 |
| BH UNIT SUPERVISOR                         | \$36.36     | \$38.17 | \$40.08 | \$42.09 | \$44.20 | \$46.42 | \$48.74 | \$51.19 | \$53.76 | \$56.46 |
| BH UNIT SUPERVISOR-NURSING                 | \$36.36     | \$38.17 | \$40.08 | \$42.09 | \$44.20 | \$46.42 | \$48.74 | \$51.19 | \$53.76 | \$56.46 |
| BLDG/GRDS MAINT SUPERVISOR 1               | \$22.02     | \$23.12 | \$24.27 | \$25.48 | \$26.77 | \$28.11 | \$29.52 | \$30.98 | \$32.54 | \$34.19 |
| BLDG/GRDS MAINT SUPERVISOR 2               | \$23.12     | \$24.27 | \$25.48 | \$26.77 | \$28.11 | \$29.52 | \$30.98 | \$32.54 | \$34.19 | \$35.90 |
| BUILDING OFFICIAL                          | \$35.59     | \$37.38 | \$39.25 | \$41.22 | \$43.29 | \$45.46 | \$47.74 | \$50.13 | \$52.64 | \$55.28 |
| CHIEF APPRAISER                            | \$27.90     | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 |
| CHIEF CODE ENFORCEMENT OFFICER             | \$31.06     | \$32.63 | \$34.27 | \$35.98 | \$37.78 | \$39.67 | \$41.66 | \$43.75 | \$45.94 | \$48.24 |
| CHIEF DEP PUB GRDN/CONSERVATOR             | \$26.69     | \$28.05 | \$29.45 | \$30.92 | \$32.48 | \$34.10 | \$35.81 | \$37.61 | \$39.50 | \$41.47 |
| CHILDRENS SERVICES COORDINATOR             | \$31.55     | \$33.13 | \$34.79 | \$36.54 | \$38.37 | \$40.29 | \$42.30 | \$44.42 | \$46.65 | \$48.99 |
| COMMUNITY CARE CASE MANAGER                | \$19.26     | \$20.24 | \$21.25 | \$22.31 | \$23.45 | \$24.62 | \$25.86 | \$27.15 | \$28.52 | \$29.96 |
| DA ADMINISTRATOR/ASSISTANT PUBLIC ADMIN    | \$22.97     | \$24.13 | \$25.33 | \$26.60 | \$27.93 | \$29.32 | \$30.80 | \$32.35 | \$33.98 | \$35.68 |
| DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURE | \$31.14     | \$32.70 | \$34.33 | \$36.05 | \$37.85 | \$39.75 | \$41.74 | \$43.83 | \$46.03 | \$48.33 |
| DEP DIR/SOC SERV PROGRAM MGR               | \$37.14     | \$39.02 | \$40.97 | \$43.03 | \$45.18 | \$47.44 | \$49.82 | \$52.31 | \$54.93 | \$57.69 |
| DEPARTMENT FISCAL OFFICER 1                | \$22.96     | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| DEPARTMENT FISCAL OFFICER 2                | \$25.31     | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| DIRECTOR OF NURSING - PH                   | \$43.17     | \$45.34 | \$47.62 | \$49.99 | \$52.49 | \$55.12 | \$57.89 | \$60.79 | \$63.83 | \$67.03 |
| DIV DIR VETERANS SVCS OFFICER              | \$25.31     | \$26.57 | \$27.91 | \$29.30 | \$30.78 | \$32.32 | \$33.94 | \$35.64 | \$37.43 | \$39.30 |
| ELIGIBILITY SUPERVISOR                     | \$22.96     | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| EMPLOYMENT & TRNG WKR SUP                  | \$28.51     | \$29.95 | \$31.44 | \$33.02 | \$34.68 | \$36.42 | \$38.24 | \$40.15 | \$42.17 | \$44.29 |
| FISCAL SUPPORT COORD                       | \$20.10     | \$21.10 | \$22.16 | \$23.28 | \$24.44 | \$25.67 | \$26.96 | \$28.30 | \$29.73 | \$31.22 |

| Job Title                      | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
|--------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| GEO INFO SYSTEM (GIS) COORD    | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 | \$45.51 |
| GRANT COMPLIANCE OFFICER       | \$19.83 | \$20.83 | \$21.87 | \$22.98 | \$24.14 | \$25.34 | \$26.62 | \$27.95 | \$29.35 | \$30.82 |
| HEALTH EDUCATION COORDINATOR 2 | \$27.90 | \$29.29 | \$30.77 | \$32.31 | \$33.93 | \$35.63 | \$37.42 | \$39.29 | \$41.27 | \$43.33 |
| LIBRARY LITERACY PROGRAM COORD | \$19.32 | \$20.29 | \$21.31 | \$22.38 | \$23.49 | \$24.67 | \$25.90 | \$27.20 | \$28.56 | \$29.98 |
| MNTL HLTH SERVICES ACT COORD   | \$31.55 | \$33.13 | \$34.79 | \$36.54 | \$38.37 | \$40.29 | \$42.30 | \$44.42 | \$46.65 | \$48.99 |
| OFFICE SUPERVISOR              | \$20.45 | \$21.47 | \$22.55 | \$23.67 | \$24.86 | \$26.12 | \$27.42 | \$28.79 | \$30.25 | \$31.77 |
| PERMIT MANAGER                 | \$22.96 | \$24.10 | \$25.32 | \$26.58 | \$27.92 | \$29.31 | \$30.79 | \$32.33 | \$33.96 | \$35.66 |
| PH ADMIN SERVICES OFFICER      | \$36.36 | \$38.17 | \$40.08 | \$42.09 | \$44.20 | \$46.42 | \$48.74 | \$51.19 | \$53.76 | \$56.46 |
| PROGRAM CHIEF-NURSING          | \$32.30 | \$33.92 | \$35.62 | \$37.41 | \$39.28 | \$41.26 | \$43.32 | \$45.50 | \$47.77 | \$50.16 |
| PROGRAM MANAGER 1              | \$33.61 | \$35.30 | \$37.07 | \$38.93 | \$40.88 | \$42.94 | \$45.09 | \$47.35 | \$49.71 | \$52.21 |
| PROGRAM MANAGER 2              | \$35.30 | \$37.07 | \$38.93 | \$40.88 | \$42.94 | \$45.09 | \$47.35 | \$49.71 | \$52.21 | \$54.82 |
| PUBLIC HEALTH PROG DIV CHIEF   | \$30.74 | \$32.28 | \$33.90 | \$35.59 | \$37.38 | \$39.25 | \$41.22 | \$43.29 | \$45.46 | \$47.74 |
| RECORDS MGMT COORDINATOR       | \$19.84 | \$20.84 | \$21.88 | \$22.99 | \$24.15 | \$25.36 | \$26.63 | \$27.96 | \$29.37 | \$30.85 |
| SENIOR SERVICES DIVISION DIR.  | \$23.53 | \$24.71 | \$25.96 | \$27.25 | \$28.62 | \$30.06 | \$31.57 | \$33.15 | \$34.81 | \$36.56 |
| SOCIAL SERVICES SUPERVISOR 1   | \$29.13 | \$30.59 | \$32.14 | \$33.75 | \$35.45 | \$37.23 | \$39.09 | \$41.04 | \$43.10 | \$45.26 |
| SOCIAL SERVICES SUPERVISOR 2   | \$33.61 | \$35.30 | \$37.07 | \$38.93 | \$40.88 | \$42.94 | \$45.09 | \$47.35 | \$49.71 | \$52.21 |
| STAFF SERVICES MANAGER         | \$32.29 | \$33.91 | \$35.61 | \$37.40 | \$39.27 | \$41.24 | \$43.31 | \$45.48 | \$47.76 | \$50.15 |
| VICTIM/WITNESS COORDINATOR     | \$27.87 | \$29.26 | \$30.73 | \$32.27 | \$33.89 | \$35.58 | \$37.37 | \$39.24 | \$41.21 | \$43.28 |

County of Plumas  
Pay Schedule

Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX

**PROBATION MID-MANAGEMENT**

| Job Title                     | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|-------------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                               | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| DEPARTMENT FISCAL OFFICER 1   | \$23.40     | \$24.59 | \$25.82 | \$27.13 | \$28.47 | \$29.89 | \$31.40 | \$32.98 | \$34.62 | \$36.36 |
| DEPARTMENT FISCAL OFFICER 2   | \$25.80     | \$27.09 | \$28.45 | \$29.87 | \$31.38 | \$32.96 | \$34.60 | \$36.34 | \$38.16 | \$40.07 |
| SUPERVISING PROBATION OFFICER | \$27.78     | \$29.17 | \$30.64 | \$32.17 | \$33.79 | \$35.49 | \$37.26 | \$39.14 | \$41.10 | \$43.15 |

**County of Plumas**  
**Pay Schedule**

Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
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**PROBATION ASSC**

| Job Title                    | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|------------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                              | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| ADMINISTRATIVE ASSISTANT 1   | \$16.79     | \$17.62 | \$18.51 | \$19.42 | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 |
| ADMINISTRATIVE ASSISTANT 2   | \$17.62     | \$18.51 | \$19.42 | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 | \$27.34 |
| DEPUTY PROBATION OFFICER 1   | \$20.12     | \$21.15 | \$22.20 | \$23.32 | \$24.48 | \$25.72 | \$27.00 | \$28.36 | \$29.79 | \$31.27 |
| DEPUTY PROBATION OFFICER 2   | \$21.77     | \$22.87 | \$24.03 | \$25.23 | \$26.50 | \$27.83 | \$29.21 | \$30.69 | \$32.23 | \$33.85 |
| DEPUTY PROBATION OFFICER 3   | \$24.00     | \$25.20 | \$26.47 | \$27.78 | \$29.17 | \$30.63 | \$32.16 | \$33.77 | \$35.46 | \$37.24 |
| DETENTION COORDINATOR        | \$21.26     | \$22.32 | \$23.46 | \$24.63 | \$25.87 | \$27.17 | \$28.54 | \$29.97 | \$31.46 | \$33.03 |
| LEGAL SERVICES ASSISTANT 1   | \$16.79     | \$17.62 | \$18.51 | \$19.42 | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 |
| LEGAL SERVICES ASSISTANT 2   | \$18.51     | \$19.42 | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 | \$27.34 | \$28.72 |
| MANAGEMENT ANALYST 1         | \$23.75     | \$24.94 | \$26.19 | \$27.51 | \$28.87 | \$30.34 | \$31.85 | \$33.44 | \$35.12 | \$36.88 |
| MANAGEMENT ANALYST 2         | \$26.43     | \$27.75 | \$29.14 | \$30.60 | \$32.13 | \$33.75 | \$35.44 | \$37.22 | \$39.08 | \$41.04 |
| OFFICE ASSISTANT 1           | \$16.79     | \$17.62 | \$18.51 | \$19.42 | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 |
| OFFICE ASSISTANT 2           | \$17.62     | \$18.51 | \$19.42 | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 | \$27.34 |
| OFFICE ASSISTANT 3           | \$19.42     | \$20.41 | \$21.42 | \$22.49 | \$23.63 | \$24.79 | \$26.04 | \$27.34 | \$28.72 | \$30.15 |
| PROB PROG COORD/ADMIN ASSIST | \$21.14     | \$22.21 | \$23.31 | \$24.49 | \$25.73 | \$27.01 | \$28.37 | \$29.81 | \$31.30 | \$32.86 |
| PROBATION ASSISTANT          | \$16.95     | \$17.80 | \$18.69 | \$19.62 | \$20.61 | \$21.63 | \$22.73 | \$23.87 | \$25.07 | \$26.32 |
| PROBATION REPORT WRITER      | \$20.20     | \$21.21 | \$22.28 | \$23.39 | \$24.58 | \$25.81 | \$27.10 | \$28.46 | \$29.88 | \$31.39 |

**County of Plumas  
Pay Schedule**

Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX

**SHERIFF EMPLOYEE ASSC**

| Job Title                                    | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|--|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|  | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| ASSISTANT PROGRAM MANAGER                    | \$19.03     | \$19.99 | \$20.99 | \$22.04 | \$23.15 | \$24.30 | \$25.52 | \$26.80 | \$28.14 | \$29.57 |
| CORRECTIONAL OFFICER 1                       | \$22.78     | \$23.91 | \$25.11 | \$26.37 | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 | \$35.37 |
| CORRECTIONAL OFFICER 2                       | \$25.10     | \$26.36 | \$27.68 | \$29.08 | \$30.54 | \$32.08 | \$33.68 | \$35.38 | \$37.14 | \$39.01 |
| CORRECTIONAL SERGEANT                        | \$27.84     | \$29.22 | \$30.70 | \$32.23 | \$33.86 | \$35.54 | \$37.32 | \$39.19 | \$41.16 | \$43.22 |
| CRIME ANALYST                                | \$21.42     | \$22.50 | \$23.63 | \$24.80 | \$26.06 | \$27.37 | \$28.74 | \$30.18 | \$31.69 | \$33.28 |
| DEP SHERIFF 2/COM EQUIP COORD                | \$35.29     | \$37.06 | \$38.90 | \$40.86 | \$42.91 | \$45.06 | \$47.33 | \$49.70 | \$52.20 | \$54.80 |
| DEPUTY SHERIFF 1                             | \$25.82     | \$27.12 | \$28.49 | \$29.92 | \$31.42 | \$32.99 | \$34.64 | \$36.37 | \$38.20 | \$40.10 |
| DEPUTY SHERIFF 2                             | \$28.44     | \$29.88 | \$31.37 | \$32.94 | \$34.60 | \$36.34 | \$38.15 | \$40.06 | \$42.07 | \$44.18 |
| DEPUTY SHERIFF 2-ADVANCED                    | \$29.94     | \$31.45 | \$33.02 | \$34.69 | \$36.43 | \$38.26 | \$40.18 | \$42.18 | \$44.29 | \$46.54 |
| DEPUTY SHERIFF 2-INTERMEDIATE                | \$29.30     | \$30.77 | \$32.32 | \$33.94 | \$35.63 | \$37.43 | \$39.31 | \$41.28 | \$43.34 | \$45.52 |
| SH INVSTG/CANNABIS CODE COMPL                | \$34.49     | \$36.23 | \$38.03 | \$39.94 | \$41.94 | \$44.05 | \$46.26 | \$48.59 | \$51.01 | \$53.57 |
| SHERIFF DISPATCHER 1                         | \$22.78     | \$23.91 | \$25.11 | \$26.37 | \$27.69 | \$29.09 | \$30.54 | \$32.07 | \$33.69 | \$35.37 |
| SHERIFF DISPATCHER 2                         | \$24.32     | \$25.54 | \$26.83 | \$28.16 | \$29.58 | \$31.07 | \$32.62 | \$34.26 | \$35.98 | \$37.78 |
| SHERIFF DISPATCHER 2 - INTERMEDIATE          | \$25.06     | \$26.30 | \$27.62 | \$29.00 | \$30.46 | \$31.98 | \$33.58 | \$35.26 | \$37.02 | \$38.87 |
| SHERIFF DISPATCHER 2 - ADVANCED              | \$25.54     | \$26.83 | \$28.16 | \$29.58 | \$31.07 | \$32.62 | \$34.26 | \$35.98 | \$37.78 | \$39.66 |
| SHERIFF EMERGENCY SERVICES & TRAINING COORD. | \$27.88     | \$29.28 | \$30.73 | \$32.29 | \$33.91 | \$35.62 | \$37.40 | \$39.28 | \$41.24 | \$43.31 |
| SHERIFF INVESTIGATOR                         | \$30.59     | \$32.12 | \$33.76 | \$35.45 | \$37.22 | \$39.10 | \$41.06 | \$43.13 | \$45.29 | \$47.56 |
| SHERIFF INVESTIGATOR SERGEANT                | \$37.30     | \$39.17 | \$41.14 | \$43.19 | \$45.35 | \$47.63 | \$50.02 | \$52.51 | \$55.14 | \$57.90 |
| SHERIFF INVESTIGATOR-ADVANCED                | \$32.20     | \$33.83 | \$35.51 | \$37.30 | \$39.17 | \$41.14 | \$43.19 | \$45.35 | \$47.63 | \$50.02 |
| SHERIFF INVESTIGATOR-INTERMED                | \$31.52     | \$33.10 | \$34.77 | \$36.52 | \$38.35 | \$40.27 | \$42.28 | \$44.40 | \$46.63 | \$48.97 |
| SHERIFF SERGEANT                             | \$32.12     | \$33.76 | \$35.45 | \$37.22 | \$39.10 | \$41.06 | \$43.13 | \$45.29 | \$47.56 | \$49.93 |
| SHERIFF SERGEANT-ADVANCED                    | \$34.64     | \$36.37 | \$38.21 | \$40.12 | \$42.13 | \$44.24 | \$46.46 | \$48.79 | \$51.23 | \$53.78 |
| SHERIFF SERGEANT-INTERMEDIATE                | \$33.89     | \$35.59 | \$37.38 | \$39.26 | \$41.23 | \$43.30 | \$45.46 | \$47.74 | \$50.14 | \$52.64 |
| SHERIFF SERVICES ASSISTANT 1                 | \$20.57     | \$21.59 | \$22.68 | \$23.82 | \$25.02 | \$26.28 | \$27.60 | \$28.98 | \$30.44 | \$31.97 |
| SHERIFF SERVICES ASSISTANT 2                 | \$22.67     | \$23.81 | \$25.01 | \$26.27 | \$27.59 | \$28.97 | \$30.43 | \$31.96 | \$33.56 | \$35.24 |

**County of Plumas  
Pay Schedule**

**Effective as of 06/25/2024 per Board of Supervisors Resolution Number 2024-8926; revised as of 07/01/2023 per Resolution Number 2024-XXXX,  
and adopted by the Board as of 07/09/2024 per Resolution Number 2024-XXXX**

**SHERIFF EMPLOYEE ASSC MID-MGMT**

| Job Title                      | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|--------------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| ASST DIR OF EMERGENCY SERVICES | \$29.09     | \$30.54 | \$32.08 | \$33.68 | \$35.38 | \$37.14 | \$39.01 | \$40.96 | \$43.01 | \$45.17 |
| COMMUNICATIONS SUPER ADVANCED  | \$29.41     | \$30.90 | \$32.45 | \$34.07 | \$35.77 | \$37.57 | \$39.46 | \$41.42 | \$43.50 | \$45.68 |
| COMMUNICATIONS SUPER INTERMED  | \$28.85     | \$30.30 | \$31.82 | \$33.42 | \$35.08 | \$36.84 | \$38.70 | \$40.64 | \$42.67 | \$44.81 |
| COMMUNICATIONS SUPERVISOR      | \$28.01     | \$29.41 | \$30.90 | \$32.45 | \$34.07 | \$35.77 | \$37.57 | \$39.46 | \$41.42 | \$43.50 |
| JAIL COMMANDER                 | \$40.09     | \$42.12 | \$44.23 | \$46.45 | \$48.77 | \$51.20 | \$53.78 | \$56.48 | \$59.32 | \$62.29 |
| SH INV SGT/CODE COMPLIANCE SUP | \$40.09     | \$42.12 | \$44.23 | \$46.45 | \$48.77 | \$51.20 | \$53.78 | \$56.48 | \$59.32 | \$62.29 |
| SHERIFF ADMIN SERGEANT         | \$37.30     | \$39.17 | \$41.14 | \$43.19 | \$45.35 | \$47.63 | \$50.02 | \$52.51 | \$55.14 | \$57.90 |
| SHERIFF FISCAL OFFICER 1       | \$28.68     | \$30.11 | \$31.62 | \$33.19 | \$34.87 | \$36.62 | \$38.47 | \$40.39 | \$42.41 | \$44.53 |
| SHERIFF FISCAL OFFICER 2       | \$33.85     | \$35.54 | \$37.34 | \$39.22 | \$41.18 | \$43.25 | \$45.43 | \$47.69 | \$50.09 | \$52.60 |
| SHERIFF PATROL COMMANDER       | \$40.09     | \$42.12 | \$44.23 | \$46.45 | \$48.77 | \$51.20 | \$53.78 | \$56.48 | \$59.32 | \$62.29 |
| SHERIFF'S OFFICE MANAGER **    | \$22.49     | \$23.62 | \$24.79 | \$26.03 | \$27.34 | \$28.70 | \$30.14 | \$31.66 | \$33.25 | \$34.92 |
| SHERIFF'S SPECIAL OPS SGT      | \$37.30     | \$39.17 | \$41.14 | \$43.19 | \$45.35 | \$47.63 | \$50.02 | \$52.51 | \$55.14 | \$57.90 |

**\*\* Position reactivated for FY 2023/2024 effective July 1, 2023**

County of Plumas  
Pay Schedule

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**UNDERSHERIFF**

| Job Title    | HOURLY RATE |         |         |         |         |         |         |         |         |         |
|--------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|              | STEP 1      | STEP 2  | STEP 3  | STEP 4  | STEP 5  | L1      | L2      | L3      | L4      | L5      |
| UNDERSHERIFF | \$43.18     | \$45.34 | \$47.61 | \$50.00 | \$52.50 | \$55.13 | \$57.89 | \$60.79 | \$63.83 | \$67.03 |

RESOLUTION NO. 2024-\_\_\_\_\_

**RESOLUTION TO ADOPT PLUMAS COUNTY'S PAY SCHEDULE**

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

**WHEREAS**, pursuant to negotiations that were not resolved during the 2023/2024 Fiscal Year, the compensation for the Undersheriff Position was uncertain, and there is a need to amend the 2023/2024 Job Classification Plan and Pay Schedule to reflect the negotiated rate of pay; and

**WHEREAS**, this is necessary in the daily operational needs of the Plumas County job classifications; and

**WHEREAS**, this request meets the CCR section 570.5 requirements for a publicly available pay schedule used to determine pay rates:

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

Approve this Resolution to adopt Plumas County's revised Pay Schedule.

The foregoing Resolution is 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 9<sup>th</sup> day of July 2024 by the following vote:

AYES:

NOES:

ABSENT:

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of the Board



**PLUMAS COUNTY  
INFORMATION TECHNOLOGY DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Gregory Ellingson, Director of Information Technology

**MEETING DATE:** July 9, 2024

**SUBJECT:** Approve and authorize Chair to sign an agreement between Plumas County Information Technology and Plumas-Sierra Telecommunications; effective 7/2/2024 through 7/1/2027 (3-year contract); not to exceed One Hundred and Nine Thousand, Four Hundred and Four Dollars (\$109,404); (General Fund Impact) as approved in the (FY24/25) recommended budget (2022052/520203); approved as to form by County Counsel (2021 MSA).

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**Recommendation:**

Approve and authorize Chair to sign an agreement between Plumas County Information Technology and Plumas-Sierra Telecommunications; effective 7/2/2024 through 7/1/2027 (3-year contract); not to exceed One Hundred and Nine Thousand, Four Hundred and Four Dollars (\$109,404); (General Fund Impact) as recommended in FY24/25 budget (2022052/520203); approved as to form by County Counsel (2021 MSA).

**Background and Discussion:**

Plumas-Sierra Telecommunications provides internet service for the County of Plumas. We recently went through negotiations and upgraded speeds at all County locations.

**Action:**

Approve the agenda item.

**Fiscal Impact:**

Budgeted in FY24/25 I.T. budget in account 2022052/520203. Because it is a 3-year agreement, we are receiving better pricing than if we had gone with a 1-year agreement.

**Attachments:**

1. PST Breakdown
2. 3321 PCMPA FINAL

| <b>Location</b>  | <b>Cost/month</b> | <b>Cost/36 months (3 Years)</b> |
|------------------|-------------------|---------------------------------|
| Animal Shelter   | \$ 175.00         | \$ 6,300.00                     |
| Annex            | \$ 480.00         | \$ 17,280.00                    |
| Courthouse       | \$ 1,750.00       | \$ 63,000.00                    |
| Facilities       | \$ 175.00         | \$ 6,300.00                     |
| Fairgrounds      | \$ 175.00         | \$ 6,300.00                     |
| Sheriff's Office | \$ 175.00         | \$ 6,300.00                     |
| Public Works     | \$ 109.00         | \$ 3,924.00                     |
|                  |                   | \$ 109,404.00                   |

**MASTER PURCHASE AGREEMENT  
COUNTY OF PLUMAS**

**Date:**

**Vendor:**

**County:** County of Plumas  
Department of

Tel:

Tel:

**Description:** Purchase of  
as identified in the service quotes attached to this MPA as Exhibits B through H.

**Cost:** The total compensation payable under this agreement, inclusive of all expenses, shall not exceed  
\$ Dollars  
(\$ )

**Term:** Agreement shall commence on and shall terminate on  
unless the Contract is terminated earlier.

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I understand and agree to the terms set forth above and those contained in the Master Service Agreement which is attached hereto as Exhibit A and incorporated herein by this reference.

**VENDOR:**

**COUNTY:**

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

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

Name:

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

Title:

Name:

Date Signed:

Chair, Board of Supervisors

Date signed:

**ATTEST:**

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

Name:

Deputy Clerk of the Board

Date Signed:

Approved as to form:

  
Joshua Brechtel, Attorney  
County Counsel's Office



## MASTER SERVICE AGREEMENT

This Master Service Agreement ("Agreement") is entered into this 30<sup>th</sup> day of May 2024, by and between Plumas Sierra Telecommunications, Inc. ("PST"), a California corporation with its principal office at 73233 State Route 70 Portola, CA and Plumas County, a County in the State of California, with its principal office located at 520 Main St, Quincy Ca. 95971 ("Customer").

Each may be referred to herein as a "Party" and collectively as the "Parties".

### 1 DELIVERY OF SERVICE

**1.1 Agreement Structure.** The purpose of this MSA is to provide general terms, conditions and a framework within which Customer may from time to time purchase certain telecommunications and related infrastructure services ("Service" or "Services") from PST for its use and/or for resale to its customers ("End User Customers"). Additional terms and conditions that apply to each type of Service are set forth in separate service schedules (each a "Service Schedule"), and each such Service Schedule executed by Customer shall become part of this Agreement. In the event that Customer purchases a Service without executing the applicable Service Schedule, such Service shall be governed by PST's standard Service Schedule for that Service. This MSA, the applicable Service Schedules and Service Orders (as defined in Section 1.2 below) and any other attachments incorporated therein shall collectively be referred to as the "Agreement".

**1.2 Orders for Services.** Customer may request PST provide a Service by submitting an order requesting the provision of the Service on PST's standard order form ("Service Order") in accordance with the procedures set forth in this Agreement. Customer acknowledges and agrees that Customer is solely responsible for the accuracy of all Service Orders and other information that it provides to PST. Within five (5) business days of PST's receipt of Customer's Service Order, PST shall either: (i) accept the Service Order as submitted by timely signing it and returning it to Customer; or (ii) reject the Service Order. If PST fails to timely accept the Service Order it shall be deemed rejected, unless the Parties jointly revise the Service Order, and the revised Service Order is then accepted by PST in the manner provided by this section. Customer may cancel a Service Order without liability or charges any time prior to PST's acceptance of the Service Order. Each accepted Service Order shall incorporate by reference, and shall be subject to, the terms and conditions of this Agreement and the applicable Service Schedule. Service Orders shall clearly set forth the term of the Service ("Service Term"), pricing, service type and location(s), monthly recurring charge ("MRC"), non-recurring charge ("NRC"), and any additional specific terms for the Service. All Service Orders shall be subject to availability and acceptance by PST.

**1.3 Order of Precedence.** In the event of an express conflict between a term(s) of the MSA and the term(s) of any Service Schedule and/or Service Order, precedence will be given in the following order: (a) the Service Order but solely with respect to the Service covered by that Service Order and provided that an authorized representative of PST has executed such Service Order; (b) the Service Schedule but solely with respect to the Service covered by that Service Schedule; and (c) the MSA.

### 2 SUMMARY OF GENERAL COMMERCIAL TERMS

**2.1 Commencement of Billing and Payment Terms:** Upon completion of installation and testing of the ordered Service, PST will notify Customer with a Circuit Activation Notice. Upon receipt of the Circuit Activation Notice,

Page 1 of 13

Master Service Agreement – Plumas County

Rev. Apr. 2021

Plumas-Sierra Telecommunications 73233 State Route 70, Portola, CA 96122 Phone: 530-832-4126 Fax: 530-280-4031

Customer Initials: \_\_\_\_\_

Customer shall have a period of forty-eight (48) hours to provide PST with written notice of rejection of the Service ("Rejection Period"). Unless Customer delivers written notice of rejection to PST within the Rejection Period, indicating that the Service is not installed in accordance with the Service Order and functioning properly and identifying with specificity the basis for the rejection with reasonable supporting documentation, billing of one hundred percent (100%) of the Non-Recurring Charge(s) and the Monthly Recurring Charge(s) shall commence. In the event PST does not receive a written notice of rejection of the Service within the aforementioned time frame, the Service shall be deemed accepted ("Acceptance Date").

If a Service consists of more than one circuit, then PST will issue a separate Circuit Activation Notice for each circuit. The terms and conditions outlined in the immediately preceding paragraph shall apply to each individual circuit when the Service consists of more than one circuit. Billing for Moves, Adds and Changes (MACs) for existing Services will commence on the date PST issues a Connection Notice to the Customer for the MAC.

**Payment of Invoices:** Invoices are sent monthly, in advance for Services to be provided during the upcoming month. All invoices are due for payment within twenty (20) days of the invoice date. Billing for partial months is prorated based on a calendar month. Past due amounts bear interest at a rate of 1.5% per month (or the highest rate allowed by law, whichever is less) and continue to accrue until paid in full. PST shall be entitled to recover all costs of collection of past due amounts, including without limitation, reasonable attorney's fees and legal costs. If Customer elects to make payment by automatic payment or direct debit, PST will provide any required Automated Clearing House ("ACH") information necessary to arrange the transaction.

**2.2 Billing Disputes:** Customer must notify PST in writing of any disputed charge within fifteen (15) calendar days from the date of Invoice. Any charge not disputed within said fifteen (15) calendar day period will be deemed correct and Customer will be deemed to have waived its right to dispute the charge. PST will review any disputed charge and, as appropriate, credit Customer's account for any charge erroneously billed to Customer.

**2.3 Taxes and Fees:** Taxes, surcharges, fees, universal service fund charges associated with the Service, and other payments contractual or otherwise, for the use of public streets or rights of way, whether designated as franchise fees or otherwise are not included in PST's charges and will be billed and paid by Customer as separate line items to the extent imposed on a pass-through basis without increases or reductions of any kind whatsoever. Customer shall not be liable for any taxes, fees, or other charges based upon PST's income. PST will not invoice Customer for federal excise taxes or (if applicable) state sales taxes subject to Customer providing PST with a valid Sales Tax Exemption. Should Customer's Sales Tax Exemption Certificate be declined by any taxing authority Customer will be obligated to remit to PST the sales tax associated with Customer's impacted service.

**2.4 Regulatory and Legal Changes:** In the event of any condemnation or exercise of the right of eminent domain, change in applicable law, regulation, decision, rule or order that materially increases the costs or other terms of delivery of Service, PST and Customer will negotiate regarding the rates to be charged to Customer to reflect such increase in cost. In the event that the Parties are unable to reach agreement respecting new rates within thirty (30) days after PST's delivery of a written notice of a change of law, then (a) PST may pass such increased costs through to Customer, and (b) Customer may terminate the affected Service Order without termination liability by delivering written notice of termination no later than thirty (30) days after the effective date of the rate increase.

**2.5 Early Termination Charges:** In the event that, prior to expiration of the Service Term, Customer terminates Service, or in the event that the delivery of Service is terminated due to a failure of Customer to comply with this Agreement, Customer shall pay a termination charge equal to 100% of the monthly recurring charge that would have been incurred for the Service for the months remaining on the Service Term up to the first 36 months of the Service Term. Customer shall pay a termination charge equal to 60% of the monthly recurring charge that would have been

incurred for the Service for the months remaining on the Service Term for months 37 through 60 of the Service Term. Customer shall pay a termination charge equal to 40% of the monthly recurring charge that would have been incurred for the Service for the months remaining on the Service Term for months 61 and beyond. In addition, Customer is responsible to pay 100% of any termination charge imposed on PST by a third-party supplier whose facilities were contracted for by PST in order to provide Customer's Services.

**Non-Appropriation of Funds.** It is mutually agreed that if, for the Customer's 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 Customer shall have no liability to pay any further funds whatsoever to PST or furnish any other consideration under this Agreement and PST 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 Customer shall have the option to either cancel this Agreement with no further liability incurring to the Customer or offer an amendment to PST 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. PST acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation, or statute. The Customer hereby agrees not to sign a similar contract with a different counterparty for the same or similar services if the agreement is terminated prior to the agreed upon term with PST pursuant to the non-appropriations clause.

**2.6 Service Interruptions and Delivery:** PST provides specific remedies regarding the provision and performance of Service as set forth in the Service Schedule(s), and the same are Customer's sole remedies in the event of PST's failure to provide Service. The remedies for a failure to meet any Service Level Agreement ("SLA") are limited to those set forth in this Agreement and shall not be treated as a breach of a representation or warranty. Customer's sole remedy for any uncured breach of this Agreement by PST is to terminate the use of Service without penalty (except for payment of charges for Service provided through the effective date of termination). In the event of Customer's material breach of any provision of this Agreement, PST, in addition to all other remedies available to it hereunder, at law, in equity, or under any applicable tariff, may suspend or terminate the provision of Service to Customer.

**2.7 Limitation of Liability:** Notwithstanding any other provision hereof, neither Party shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages (including but not limited to damages for lost profits, lost revenues or the cost of purchasing replacement services) arising out of the performance or failure to perform under any Service Order, Service Schedule, this Agreement, or the PST Acceptable Use Policy ("AUP").

**2.8 Disclaimer of Warranties:** **PST MAKES NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

**2.9 Force Majeure:** Neither Party is liable for any failure of performance, nor shall any credit allowance or other remedy be extended, for any failure of performance due to any cause or causes beyond such party's reasonable control, including without limitation, acts of God, fire, explosion, vandalism, cable cut, adverse weather conditions war, revolution, civil commotion, acts of public enemies, terrorism or national emergency, governmental action or inaction (such acts including without limitation any regulatory or administrative decisions making said performance or obligation economically or technically unfeasible), condemnation or the exercise of rights of eminent domain, labor strike, failure of any third party (including any other carrier or supplier) to provide services, facilities or equipment required for such performance or obligation, or any other act or omission by said third party that causes failure of performance. Either Party's invocation of this clause shall not relieve Customer of its obligation to pay for

any Services actually provided up to Customer's Service demarcation point. In the event PST is unable to deliver Service for seven (7) consecutive days following such disruption due to any force majeure event, Customer shall not be obligated to pay PST for the affected Service for so long as PST is unable to deliver; provided, however, that the Service Term of such Service shall be extended for the period of time that the force majeure event continues.

**2.10 Assignment and Resale:** Customer may not assign its rights and obligations to an unrelated third party without the express prior written consent of PST. If consent of PST is given then as a condition to such assignment, (i) Customer shall cause the permitted transferee or assignee to be bound (in writing) by the rates, terms, and conditions, set forth in the applicable Service Order(s), Service Schedule(s), and this Agreement; and (ii) Customer shall remain primarily liable for the payment of all charges due under each Service Order. Customer shall have the right to assign, or otherwise transfer this Agreement, in whole or in part, to any parent, subsidiary or affiliate of Customer which shall control, be under the control of, or be under common control with Customer, provided such assignee assumes in writing all of the terms and conditions of the applicable Service Order(s), Service Schedule(s), and this Agreement, and written documentation of such assumption is delivered to PST prior to the effective date of such permitted assignment. Any purported assignment and transfer made in violation of this Section 2.10 is void. Customer may resell the Service to third party "End User Customer(s)," provided that Customer agrees to indemnify, defend and hold PST harmless from claims made against PST by such End User Customer(s) or by any third party (including, without limitation, any governmental authority). Further, Customer agrees to obtain all necessary certifications, licenses, franchises, or other approvals from any public agency having jurisdiction over the Customer's resale operations.

**2.11 Indemnification:** Each Party shall indemnify, defend, and hold harmless (collectively, "Indemnify") the other from any and all claims, (whether made, asserted or threatened), actions, judgments, damages, liabilities, costs and expenses, including without limitation reasonable attorneys' fees and costs, consultants' fees and experts' fees (all such claims collectively referred to herein as "Claims") arising from or in connection with loss or damage to tangible property, personal injury or death caused by such Party's negligence or willful misconduct or any breach by such Party of any obligation set forth in this Agreement. Customer shall indemnify PST from any and all Claims arising from or in connection with (i) any fraudulent, unauthorized, or unlawful use of Service, (ii) any third party Claim based on the operation, resale, or connection to the Service by Customer (or by any person other than PST or its duly authorized representative), (iii) claims for libel, slander, obscenity or indecency, and (iv) the content or use of any transmission, including without limitation (a) Claims by any domestic or foreign governmental entities seeking to impose penal sanctions for the transmission of such content; (b) Claims of infringement of any third party's copyright, patent, trade secret, trademark, service mark or other intellectual property right arising from or related to such transmitted content or use of the Service in conjunction with Customer premises equipment, and (c) claims by third parties relating to such transmitted content or use.

**2.12 Governing Law:** This Agreement shall be governed by, and construed and enforced in accordance with, as applicable, (i) the Communications Act of 1934, as amended and (ii) the laws of the State of California, without regard to California's conflict of law principles.

**2.13 Default:** In addition to any other basis for suspension or termination of Service as set forth in this Agreement, each of the following events shall constitute an event of default, and in addition to all other available remedies, the non-defaulting Party may terminate the Agreement if such default is not timely cured:

- a) The failure of Customer to make any payment required under this Agreement within thirty (30) days of the date of invoice;
- b) The entry of an order by a court or governmental authority of competent jurisdiction appointing a

custodian, receiver, trustee, intervener, or other officer with similar powers with respect to a Party or with respect to any substantial part of its property, or such order which constitutes an order for relief or approving a petition in bankruptcy or insolvency law of any jurisdiction, or which orders the dissolution, winding up, or liquidation of either Party, or if any such petition shall be filed against a Party and shall not be dismissed within sixty (60) days thereafter.

- c) The failure of a Party to carry and maintain insurance in compliance with the provisions of any particular Service Schedule(s) or Service Order(s);
- d) The failure of a Party to perform or observe any material covenant or agreement to be performed or observed under this Agreement, and such failure continues without cure for a period of thirty (30) days after written notice given to the defaulting Party; provided, however, that where such failure cannot reasonably be cured within such 30-day period, if the defaulting Party shall proceed promptly to cure the same and prosecute such cure with due diligence, the time for curing such breach shall be extended for such period of time as may be necessary to complete such curing up to a maximum cure period of sixty (60) days.
- e) Violation of PST's Acceptable Use Policy (see Section 3.1, infra).

**2.14 Authority to Bind:** Each Party represents to the other that it has full corporate power and authority to execute and deliver this Agreement and to consummate the transactions contemplated hereby. The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly and validly authorized by all necessary corporate action.

**2.15 Entire Agreement:** This Agreement, and any Service Schedule(s) and Service Order(s) attached hereto or to be attached hereto, and any documents incorporated by reference herein, constitute the entire agreement between the Parties hereto with respect to the subject matter hereof and supersede any and all prior negotiations, understandings, and agreements with respect hereto, whether oral or written, and the terms of any purchase order issued in connection with this Agreement.

**2.16 Confidentiality:** The Parties agree that they shall not publish, communicate, disclose or cause to be published, communicated, or disclosed in any manner whatsoever or to any person whatsoever, this Agreement and any related Service Schedule(s) or Service Order(s), with the exception that the Parties may disclose this Agreement and any related Service Order as necessary to fulfill the terms and obligations set forth herein and to their respective attorneys, accountants, auditors, regulators or to comply with law. In addition, under federal law Customer has the right to, and PST has the obligation to protect, the confidentiality of certain Customer Proprietary Network Information ("CPNI") such as the Services Customer is using, how Customer uses them, and related billing information. In order to ensure that Customer is able to benefit from additional telecommunications services provided by PST and its affiliates, Customer authorizes PST and its affiliates to utilize Customer's CPNI for the purpose of providing the Customer with information on such additional telecommunication services. Customer understands that it may withhold such consent or withdraw this authorization at any time by notifying PST in writing by email or the facsimile number provided in Section 6.1 of this Agreement, and that such withholding or withdrawal of consent will not affect the provision of any Services to which the Customer already subscribes but may result in Customer no longer being able to benefit from additional telecommunication services provided by PST or its affiliates.

**2.17 Severability:** In the event any term of this Agreement shall be held invalid, illegal, or unenforceable in whole or in part, neither the validity of the remaining part of such term nor the validity of the remaining terms of this Agreement shall in any way be affected thereby. The Parties shall negotiate in good faith to replace such invalid,

illegal or unenforceable provision with a mutually acceptable provision consistent with the original intent of the Parties.

**2.18 Amendments:** This Agreement may only be amended by a written instrument executed by the Parties.

**2.19 Waiver:** No failure to exercise and no delay in exercising, on the part of either Party, any right, power, or privilege hereunder shall operate as a waiver thereof, except as expressly provided herein.

**2.20 Relationship to Parties, Third Parties:** The Parties understand and agree that this Agreement does not create a joint venture or partnership between the Parties and does not make PST, on the one hand, and Customer on the other hand, an agent or legal representative of each other for any purpose whatsoever. No Party hereto is granted by this Agreement any right or authority to assume or create any obligation or responsibility, express or implied, on behalf of or in the name of any other Party hereto, or to bind any other Party hereto in any manner whatsoever. Nothing contained herein, express or implied, is intended to confer upon any person, other than the Parties hereto and their permitted successors and assigns, any rights or remedies under or by reason of this Agreement.

**2.21 Dispute Resolution:** **EACH PARTY TO THIS AGREEMENT HEREBY WAIVES ITS RESPECTIVE RIGHT TO A JURY TRIAL OF ANY CLAIMS OR CAUSE OF ACTION BASED UPON OR ARISING OUT OF THIS AGREEMENT. ALL DISPUTES ARISING FROM OR RELATING TO THIS AGREEMENT SHALL BE RESOLVED IN THE MANNER PROVIDED IN THIS SECTION.** Any dispute arising between the Parties in connection with this Agreement that is not settled to their mutual satisfaction within the applicable notice or cure periods provided in this Agreement, shall, upon the demand for arbitration by either Party, be settled by arbitration in Reno, Nevada or Sacramento, California (at the option of PST) in accordance with the American Arbitration Association ("AAA") Rules. If the Parties cannot agree on a single arbitrator within fifteen (15) calendar days after the notice demanding arbitration is received by the receiving Party, then either Party may request that the AAA select and appoint a neutral arbitrator who shall act as the sole arbitrator. The Parties shall be entitled to submit expert testimony and/or written documentation on such arbitration proceeding. The decision of the arbitrator or arbitrators shall be final and binding on the Parties and shall include written findings of law and fact, and judgment may be obtained thereon by either Party in a court of competent jurisdiction. Each Party shall each bear the cost of preparing and presenting its own case. The cost of the arbitration, including the fees and expenses of the arbitrator or arbitrators, shall be shared equally by the parties unless the award otherwise provides. In no event shall the arbitrator or arbitrators have the power to award any damages in excess of those permitted by this Agreement.

**2.22 Exceptions to Arbitration Obligation:** The obligation to arbitrate shall not be binding on either Party with respect to requests for preliminary injunctions, temporary restraining orders, specific performance, or other procedures in a court of competent jurisdiction to obtain interim relief when deemed necessary by such court to preserve the status quo or prevent irreparable injury pending resolution by arbitration of the actual dispute.

**2.23 Arbitrator Confidentiality Obligation.** Any arbitrator appointed to act under the terms of this Agreement must agree to be bound by the provisions of Confidentiality with respect to the terms of this Agreement and any information obtained during the course of the arbitration proceedings.

**2.24 Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement is the joint work product of both Parties and, in the event of ambiguity no presumption shall be imposed against any Party by reason of document preparation.

**2.25 Electronically Reproduced Signatures:** This Agreement may be executed and delivered by email and upon such delivery the signature will be deemed to have the same effect as if the original signature had been delivered to both Parties.

**2.26 Affiliates:** An affiliate of PST may provide Services to Customer pursuant to this Agreement. Notwithstanding any provision of Service to Customer under this Agreement by an affiliate of PST, PST shall remain responsible to Customer for the delivery and performance of the Service in accordance with the terms and conditions of this Agreement.

**2.27 Survival:** Sections 2.11-2.12, 2.15-2.17, 3.1-3.3, 4.1 and 4.4 shall survive termination or expiration of this Agreement.

**2.28 Insurance:** The Parties shall procure and maintain during the term of this Agreement, at their sole cost and expense, policies of insurance, in such amounts and upon such terms as follows: (i) Commercial General Liability covering claims for liability, bodily injury, death, personal injury or property damage with limits of at least \$2,000,000 for each occurrence with a general aggregate limit of at least \$2,000,000; (ii) Comprehensive Automobile Liability covering ownership, operation and maintenance of all owned, non-owned and hired motor vehicles used in connection with the performance of this Agreement, with limits of at least \$2,000,000 for each occurrence; (iii) Workers' Compensation with statutory limits as required in the state(s) where the Services are being provided, and Employers' Liability or "Stop Gap" coverage with limits of at least \$500,000 for each occurrence; (iv) Excess Liability with limits of at least \$5,000,000; and (v) other forms of insurance that may be required by law. All such policies identified under this section shall be issued by reputable and financially sound insurance companies authorized to do business in the state(s) where the Services are to be provided and with an A.M. Best Rating of A- or better. Such policies shall provide that no amendment or cancellation shall be effective unless the other Party receives thirty (30) days prior written notice. Each Party shall furnish to the other Party prior to commencement of Service, a current certificate of insurance and, upon policy renewals thereafter, within fifteen (15) days, certificates evidencing that such policies are in full force and effect. Each certificate so furnished shall acknowledge that the other Party is named as an additional insured under the applicable policies and shall set forth on its face the applicable limits of liability. The failure of either to furnish any such certificate shall not diminish or otherwise affect its obligation to procure and maintain any policies of insurance contemplated by this Section. The Parties further agree to take such actions as are necessary to ensure that all of their affiliates, contractors, agents and any applicable underlying carriers procure and maintain policies of insurance and furnish proof as if they were subject to the terms and provisions of this Agreement. The obligation to insure imposed by this Section shall not relieve either party of any obligations imposed upon it by other sections of this Agreement. All insurance coverage required by this Section shall be primary over any insurance or self-insurance program carried by either Party. Neither the insurance required nor the amount or type of insurance maintained by either Party shall limit or affect the extent of either Party's liability hereunder for injury, death or loss or damage.

### **3 ACCEPTABLE USE & CONTENT**

**3.1 Acceptable Use Policy:** To the extent the Service is used for Internet Access (IP Services), Customer agrees to be bound by and conform to PST's published Acceptable Use Policy ("AUP"). In the event of Customer's breach of the AUP, in addition to all other remedies available to it hereunder, at law or in equity, or under any applicable tariff, may suspend or terminate the provision of Service to Customer. Suspension of Service due to Customer violation of the AUP shall not in any way abrogate Customer's obligations under this Agreement. PST may from time to time amend its AUP. If Customer elects not to be bound by PST's published AUP, Customer may terminate the Service and pay the termination charges set forth herein.

**3.2 Fraudulent Use of Services:** Customer is responsible for all charges attributable to Customer incurred respecting Service, even if incurred as the result of fraudulent or unauthorized use of Service by a representative, employee, contractor, agent or customer of the Customer or by any third party. Service is available for lawful use only. Notwithstanding any other provision hereof, PST may discontinue Service in the event that it determines, in its sole reasonable discretion, that Service is being used for any fraudulent, unauthorized or unlawful purpose, that use of the Service violates PST's AUP or the AUP of any of PST's internet services providers, that Customer's use thereof is interfering with any other person, or that Customer shall have used, advertised, transmitted or otherwise made available any software program, product or service whose function violates the PST AUP, including but not limited to, facilitating the sending of Unsolicited Commercial E-mail ("UCE," also known as SPAM).

**3.3 Contents of Communications:** PST shall have no liability or responsibility for the content of any communications transmitted via the Service, or for Customer's use thereof. To the extent the Service is used for access to the Internet, PST provides Customer only with access to its backbone network that serves as a transmission conduit through which Customer may connect its data servers to the Internet. PST does not operate, process or control the information, services, opinions or other content of Customer's data servers or the information, services, opinions or other content of the Internet; nor does PST engage in any protocol or information processing or conversion in connection therewith. Customer acknowledges that PST is acting as a bandwidth intermediary providing transport to multiple Internet access providers. Should any Internet access provider elect to block Customer's address space or access to the internet, such dispute does not constitute a breach by PST of its obligations under this Agreement, and the resolution of such disputes is the sole and exclusive responsibility of Customer. Customer shall defend, indemnify and hold PST harmless from any and all claims (including claims by governmental entities seeking to impose penal sanctions) related to such content or for claims by third parties relating to Customer's use of Service. Customer agrees that it shall make no claim whatsoever against PST relating to, a) the content of the Internet, or b) respecting any information, product, service or software ordered through or provided by virtue of the Internet, or c) the blocking of Customer's address space or Customer's access to the Internet.

#### 4 CUSTOMER OBLIGATIONS

**4.1 Customer Obligations for PST Supplied Equipment:** Customer provides and bears the cost for space and racks to house PST's supplied electronic equipment, connector panels, splice boxes, or other equipment ("PST Supplied Equipment"). Customer agrees to certain reasonable requirements, which includes, but may not be limited to, bolting down PST supplied equipment. Customer will be responsible for providing and maintaining, at its own expense, the level of power, heating and air conditioning necessary to operate the PST Supplied Equipment, and to maintain the proper environment for all PST Supplied Equipment. In the event Customer fails to do so, Customer shall reimburse PST for the actual cost of repairing or replacing any PST Supplied Equipment damaged or destroyed as a result of Customer's failure.

Except as otherwise agreed, title to all PST Supplied Equipment shall remain with PST. PST will provide and maintain the PST Supplied Equipment in good working order. Customer shall not, and shall not permit others to, rearrange, disconnect, remove, and attempt to repair, or otherwise tamper with any PST Supplied Equipment without the prior written consent of PST. The PST Supplied Equipment shall not be used for any purpose other than that for which PST provides them. Customer shall not take any action that causes the imposition of any lien or encumbrance on the PST Supplied Equipment. In no event will PST be liable to Customer or any other person for interruption of Service or for any other loss, cost or damage caused or related to improper use or maintenance of the PST Supplied Equipment by Customer or third parties provided access to the PST Supplied Equipment by Customer in violation of this Agreement. Customer shall reimburse PST for any damages incurred as a result thereof.

Customer agrees (which agreement shall survive the expiration, termination or cancellation of this Agreement or of any Service Order) to allow PST to remove the PST Supplied Equipment from Customer's facility after termination, expiration or cancellation of the Service Term; or during the Service Term, for repair, replacement or otherwise as PST may determine is necessary or desirable, but PST will use commercially reasonable efforts to minimize disruptions to the Service caused thereby.

**4.2 Customer Obligations for PST Fiber Connection(s):** Customer is responsible for securing Building Entrance agreement(s) to permit PST to construct a fiber connection from the PST network to Customer's demarcation point located within Customer's facility, or in the alternative where the PST demarcation point is located outside of Customer's building. Customer is responsible for connectivity to the PST demarcation point, as such is defined in the applicable Service Schedule(s) or Service Order(s). Customer is responsible for the installation and all costs for the Inside Plant ("ISP") wiring from Customer's Premise Equipment ("CPE") to the PST point of demarcation including all connections between the PST Supplied Equipment to the defined point of interconnection, as set forth in the applicable Service Schedule(s) or Service Order(s). Customer will be responsible for any additional costs that may be incurred by PST due to Customer delay in timely completing ISP work.

**4.3 Customer Obligations for PST Access to Customer's Facility:** SUBJECT TO AND UPON THE TERMS, PROVISIONS AND CONDITIONS HEREINAFTER SET FORTH, AND IN CONSIDERATION OF THE DUTIES, COVENANTS AND OBLIGATIONS OF PST HEREUNDER, CUSTOMER HEREBY GRANTS TO PST AND ITS AFFILIATES, AT NO COST TO PST OR ITS AFFILIATES, A NON-EXCLUSIVE RIGHT TO (I) ENTER UPON AND GAIN ACCESS TO THE PROPERTY WITH AN ADDRESS OF 520 Main St, Quincy Ca. 95971 (THE "PROPERTY") AND TO ANY AND ALL BUILDINGS LOCATED ON THE PROPERTY (THE "BUILDING(S)"); (II) INSTALL AND OPERATE COMMUNICATIONS EQUIPMENT ON, OVER, UNDER AND/OR THROUGH THE PROPERTY; THIS MEANS THAT PST MAY BUILD ADDITIONAL SERVICES TO ADJACENT PROPERTIES, RIGHT'S OF WAY, OR EASEMENTS WITH THE SAME BUILD CONFIGURATION AS USED TO SERVE THE CUSTOMER (OVERHEAD OR UNDERGROUND: (III) USE THE PROPERTY'S EXISTING IN-GROUND AND IN-BUILDING CONDUIT, WIRE AND CABLING OWNED BY OR CONTROLLED BY PST, THE CUSTOMER OR ANY THIRD PARTY, AND (III) MAKE AVAILABLE AND PROVIDE TELECOMMUNICATIONS, INTERNET, VIDEO AND OTHER COMMUNICATIONS SERVICES TO ANY OWNERS, TENANTS, LICENSEES, INVITEES, PURCHASERS AND OTHER OCCUPANTS OF THE PROPERTY (COLLECTIVELY, THE "OCCUPANTS"). NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED OR INTERPRETED AS GRANTING PST ANY EXCLUSIVE RIGHTS OR PRIVILEGES IN OR TO THE PROPERTY, RELATING TO ACCESS OR INSTALLATION RIGHTS, TO THE EXCLUSION OF ANY OTHER PERSONS OR ENTITIES.

*Customer Initials* \_\_\_\_\_

As a condition to PST's obligation to provide and maintain the Service hereunder, Customer shall provide PST access at any and all times and days to the Customer facility to the extent reasonably determined by PST for the installation, inspection and scheduled or emergency maintenance of PST Supplied Equipment and/or PST system. PST shall notify Customer two (2) business days in advance of any regularly scheduled maintenance that it will require access to Customer's facility. Customer will provide a safe place to work and comply with all laws and regulations regarding the working conditions at Customer's facility. To facilitate PST access for regular and emergency service, Customer shall provide PST in Section 6.2 of this Agreement the contact name with telephone number(s) where the contact can be reached by PST at any and all times or days. It is the obligation of the Customer to keep this contact information current. PST Supplied Equipment may be used to service other PST customers.

**4.4 Customer Obligations for Customer Supplied Equipment:** PST may install certain Customer supplied communications equipment upon installation of Service, but PST shall not be responsible for the operation or maintenance of any Customer supplied equipment. PST undertakes no obligations and accepts no liability for the configuration, management, performance, or any other issue relating to Customer's routers or other Customer supplied equipment used for access to or the exchange of traffic in connection with the Service.

## 5 PST OBLIGATIONS

**5.1 General PST Obligations:** PST may provide a design of the interface type, point of Customer demarcation, equipment placement, and service arrangements (CIR, VLANs, or other network structures). This shall be set forth in the applicable Service Schedule(s) or Service Order(s). PST may provide equipment for the provision of each type of Service as specified in any related Service Order, Service Schedule, or Exhibit(s). PST will configure and provision all agreed to network service parameters. PST will maintain in good working order the PST System, and all PST Supplied Equipment will be in conformance with the specific Service Level Agreements (SLAs) for a particular Service as specified in the related Service Schedule(s). In the event it is determined that any Service Outage (as defined in Section 5.4) or Customer alarm was caused by the act or omission of Customer, its agents, employees or contractors, then Customer shall pay PST for its reasonable costs incurred in responding to such Service Outage or Customer alarm.

**5.2 PST Obligations as a Result of a Service Outage or SLA Violations:** After receiving notification of the Service Outage or a SLA violation, PST shall restore the Service on its failed system as follows:

**(i) Electronic Restoration.**

In the event of an electronic failure, PST shall use commercially reasonable efforts to restore Service to the affected electronics within four (4) hours of arrival of maintenance personnel on site.

**(ii) PST Fiber Network Restoration.**

In the event of a failure of the PST fiber optic network, PST shall begin restoral within four (4) hours after PST is notified about the fiber optic network outage.

**(iii) Emergency Reconfiguration.**

If Customer's network architecture and CPE has the capability to support route reconfiguration to maintain Service, PST will provide reconfiguration if other means of restoral will not restore Service within the time frames stated in subparagraph (i) and (ii) above. Reconfiguration will begin not more than one (1) hour after the need to reconfigure is determined. PST shall maintain a point-of-contact for Customer to report to PST system troubles to be available at any and all times and days.

**5.3 Service Outage and SLA Violation Exclusions:** All calculations of Service Outage or SLA Violation duration do not include periods of service interruption resulting in whole or in part from one or more the following causes:

- A. Any act or omission on the part of Customer, its contractors, agents or vendors, including, but not limited to any violation of the PST AUP, or any refusal to release the Service to PST or its agents for maintenance, testing or repair, or any period in which PST or its agents are not given access to the Service facility at the site(s) where Customer's Service terminates.
- B. Customer's applications, equipment, or facilities including any third-party facilities or equipment.
- C. PST or Customer-scheduled maintenance, or in the event Customer's Order includes third party facilities, the third-party provider's scheduled maintenance.
- D. Labor strikes
- E. Force Majeure events as defined in this Agreement.

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Master Service Agreement – Plumas County

Plumas-Sierra Telecommunications 73233 State Route 70, Portola, CA 96122 Phone: 530-832-4126 Fax: 530-280-4031

Rev. Apr. 2021

Customer Initials: \_\_\_\_\_

- F. Service Outages attributable to the installation of a new circuit.
- G. Failure or malfunction of third-party circuits or alternate access arrangements.

**5.4 Credit Allowances and Customer Remedies for Service Outages or SLA Violation:** In the event that PST is unable to restore a portion of the Service as required hereunder, or in the event of a Service Outage or a SLA Violation, Customer shall be entitled to a credit against the monthly recurring charges as specified in the applicable Service Schedule(s) or Service Order(s). The cumulative total of credits for a particular month will not exceed 100% of the total Monthly Recurring Charge for the impacted Service(s) for the particular month in which the Service Outage or SLA Violation occurs.

A Service Outage or a SLA Violation begins when PST is notified or becomes aware of the Service Outage or SLA Violation, whichever occurs first. A Service Outage or a SLA Violation ends when the affected line and/or associated PST Supplied Equipment is operational, subtracting any delay time associated with PST or its agent's inability to access the equipment and/or PST system at the Customer's site. If the Customer reports Services or a circuit to be inoperative but declines to release it for testing and repair, it is considered to be impaired, but shall not be deemed a Service Outage or a SLA Violation.

- A. Credit Allowances do not apply to Service Outages and SLA Violations caused by:
  - i. The acts or omissions of Customer and/or End User or its agents including, but not limited to, any violation of the PST AUP.
  - ii. Failure of power.
  - iii. Failure or malfunction of non-PST equipment or systems, third party circuits or alternate access arrangements.
  - iv. Circumstances or causes beyond the control of PST or its agents.
  - v. During any period in which PST or its agents are not given access to the Service facility at the Customer site(s) where the PST Service terminates or were unable to reach Customer's emergency contact personnel.
  - vi. A planned service outage, unscheduled emergency maintenance or scheduled maintenance by PST or any third-party facility provider (alteration or implementation as described herein).
- B. Customer must request a Credit Allowance for a Service Outage and/or a SLA Violation within thirty (30) days after the Service Outage or SLA Violation occurs or any claim for a Credit Allowance is waived. Unless otherwise specifically stated, Service Outages and SLA Violations are not aggregated for purposes of determining the Credit Allowance.
- C. Service Outage and SLA Violation Credit Allowances are calculated according to the Service Schedule(s) or Service Order(s) for the particular Service.

## 6 NOTICES, MAINTENANCE CONTACT AND SIGNATURES

**6.1 Notices:** All notices and communications concerning this Agreement shall be in writing and addressed as follows:

**If to PST:**

Plumas Sierra Telecommunications, Inc.  
73233 State Route 70  
Portola, CA 96122  
Attn: Chief Operations Officer  
Email:

**If to Customer:**

|                   |           |
|-------------------|-----------|
| Customer Name:    |           |
| Address 1:        |           |
| Address 2:        |           |
| City, State:      | Zip Code: |
| Attention: Title: |           |
| Attention Name:   |           |
| Email:            |           |

Invoices shall be delivered to Customer at:

|                   |           |
|-------------------|-----------|
| Customer Name:    |           |
| Address 1:        |           |
| Address 2:        |           |
| City, State:      | Zip Code: |
| Attention: Title: |           |
| Attention Name    |           |

Or at such other address as may be designated in writing to the other Party. Unless otherwise provided herein, notices shall be sent by certified U.S. Mail, return receipt requested, or by commercial overnight delivery service, and shall be deemed delivered: if sent by U.S. Mail, three (3) days after deposit; or, if sent by commercial overnight delivery service, one (1) business day after deposit.

**6.2 Maintenance Contact:** As specified in Section 4.3, to facilitate PST access to Customer facilities at any and all days and times, Customer has designated the following individual as its point of contact for all communications relating to scheduled and emergency maintenance:

|                    |
|--------------------|
| Contact Name:      |
| Phone Number:      |
| Cell Phone Number: |
| E-Mail Address:    |

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

**7 Customer Signature and PST Acceptance**

---

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

Title: \_\_\_\_\_

Company: **Plumas County**

Dated: \_\_\_\_\_

---

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

Title: \_\_\_\_\_

Company: **PLUMAS-SIERRA TELECOMMUNICATIONS**

Dated: \_\_\_\_\_

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Master Service Agreement – Plumas County

Plumas-Sierra Telecommunications 73233 State Route 70, Portola, CA 96122 Phone: 530-832-4126 Fax: 530-280-4031

Rev. Apr. 2021

Customer Initials: \_\_\_\_\_



# Exhibit B

## SERVICE QUOTE

DATE: 4/24/2024

ACCOUNT: 57628

BUSINESS NAME  
BILLING ADDRESS  
CITY STATE ZIP  
BILLING CONTACT  
BILLING EMAIL  
BILLING PHONE

|                                      |
|--------------------------------------|
| Plumas County Information Technology |
| 520 Main Street, Room 211            |
| Quincy, CA 95971                     |
| Greg Ellingson                       |
| gregellingson@countyofplumas.com     |
| (530) 283-6336                       |

SERVICE LOCATION  
SERVICE ADDRESS  
CITY STATE ZIP  
CONTACT  
CONTACT EMAIL  
CONTACT PHONE

|                                  |
|----------------------------------|
| Plumas County Annex Building     |
| 555 Main Street                  |
| Quincy CA 95971                  |
| Greg Ellingson                   |
| gregellingson@countyofplumas.com |
| (530) 283-6336                   |

| QUOTATION DETAILS                 |   |                                    |       |
|-----------------------------------|---|------------------------------------|-------|
| Qty                               | Product Description   | MRC/NRC                            | Total |
| 1.00                              | PST 500Mb x 500Mb Transport   | \$480                              | \$480 |
|                                   | Award Type: Upgrade   |                                    |       |
|                                   | A Location: 520 Main Street, Quincy, CA 95971   |                                    |       |
|                                   | Z Location: 555 Main St, Quincy, CA 95971   |                                    |       |
| 1.00                              | Set-up Fee  | \$0                                | \$0   |
| TERM                              | 36-Month (3-Year) Term Agreement  |                                    |       |
|                                   | This is an upgrade from the current 100Mb Transport to a 500Mb Transport from the PC Courthouse to the PC Annex Building. |                                    |       |
| QUOTE PREPARED BY: Will Marquette |   | Monthly Recurring Cost (MRC) Total | \$480 |
| QUOTE EXPIRATION DATE: 5/24/2024  |   | Non-Recurring Cost (NRC) Total     | \$0   |
| AUTHORIZED SIGNATURES             |   |                                    |       |
| Customer Name:                    | Plumas-Sierra Telecommunications:   |                                    |       |
| Signature:                        | Signature:  |                                    |       |
| Printed Name:                     | Printed Name:   |                                    |       |
| Title:                            | Title:  |                                    |       |
| Date:                             | Date:   |                                    |       |
| Terms & Conditions                |   |                                    |       |

This is a customer order on the goods named, subject to the conditions noted in the Master Services Agreement. The equipment installed at the customer premise is the sole property of Plumas Sierra Telecommunications (PST). Upon termination of this agreement customer is responsible to coordinate the return of this equipment or Customer will be billed \$600. All charges for the Services are exclusive of any Taxes and Impositions (as defined below). Except for taxes based on PST's net income or for taxes which Customer possesses an exemption certificate. Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, or other taxes, duties, fees, charges, or surcharges (including regulatory fees), however designated, imposed or based upon the sale or use of the Services (collectively "Taxes"). Customer shall also be responsible for payment of a proportionate share of any property taxes, franchise fees, rights of way fees or charges, license or permit fees incident to the provision of the Services (collectively, "Impositions"). Impositions may be itemized on an invoice and any un-itemized impositions may be aggregated in the form of a cost recovery surcharge.



## Exhibit C

### SERVICE QUOTE

DATE: 4/24/2024

ACCOUNT: 57630

BUSINESS NAME  
BILLING ADDRESS  
CITY STATE ZIP  
BILLING CONTACT  
BILLING EMAIL  
BILLING PHONE

|                                      |
|--------------------------------------|
| Plumas County Information Technology |
| 520 Main Street, Room 211            |
| Quincy, CA 95971                     |
| Greg Ellingson                       |
| gregellingson@countyofplumas.com     |
| (530) 283-6336                       |

SERVICE LOCATION  
SERVICE ADDRESS  
CITY STATE ZIP  
CONTACT  
CONTACT EMAIL  
CONTACT PHONE

|                                  |
|----------------------------------|
| Plumas County Animal Shelter     |
| 201 N Mill Creek Rd              |
| Quincy CA 95971                  |
| Greg Ellingson                   |
| gregellingson@countyofplumas.com |
| (530) 283-6336                   |

| QUOTATION DETAILS                 |  |                                    |       |
|-----------------------------------|--|------------------------------------|-------|
| Qty                               | Product Description  | MRC/NRC                            | Total |
| 1.00                              | PST 100Mb x 100Mb Transport  | \$175                              | \$175 |
|                                   | Award Type: Upgrade  |                                    |       |
|                                   | A Location: 520 Main Street, Quincy, CA 95971  |                                    |       |
|                                   | Z Location: 201 N Mill Creek Rd, Quincy, CA 95971  |                                    |       |
| 1.00                              | Set-up Fee   | \$0                                | \$0   |
| TERM                              | 36-Month (3-Year) Term Agreement   |                                    |       |
|                                   | This is an upgrade from the current 10Mb Transport to a 100Mb Transport from the PC Courthouse to the PC Animal Shelter. |                                    |       |
| QUOTE PREPARED BY: Will Marquette |  | Monthly Recurring Cost (MRC) Total | \$175 |
| QUOTE EXPIRATION DATE: 5/24/2024  |  | Non-Recurring Cost (NRC) Total     | \$0   |
| AUTHORIZED SIGNATURES             |  |                                    |       |
| Customer Name:                    | Plumas-Sierra Telecommunications:  |                                    |       |
| Signature:                        | Signature:   |                                    |       |
| Printed Name:                     | Printed Name:  |                                    |       |
| Title:                            | Title:   |                                    |       |
| Date:                             | Date:  |                                    |       |
| Terms & Conditions                |  |                                    |       |

This is a customer order on the goods named, subject to the conditions noted in the Master Services Agreement. The equipment installed at the customer premise is the sole property of Plumas Sierra Telecommunications (PST). Upon termination of this agreement customer is responsible to coordinate the return of this equipment or Customer will be billed \$600. All charges for the Services are exclusive of any Taxes and Impositions (as defined below). Except for taxes based on PST's net income or for taxes which Customer possesses an exemption certificate. Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, or other taxes, duties, fees, charges, or surcharges (including regulatory fees), however designated, imposed or based upon the sale or use of the Services (collectively "Taxes"). Customer shall also be responsible for payment of a proportionate share of any property taxes, franchise fees, rights of way fees or charges, license or permit fees incident to the provision of the Services (collectively, "Impositions"). Impositions may be itemized on an invoice and any un-itemized impositions may be aggregated in the form of a cost recovery surcharge.

Proprietary and Confidential Plumas-Sierra Telecommunications

73233 State Route 70 Portola, CA 96122 - 1-800-221-3474

THANK YOU FOR CHOOSING PST - WE APPRECIATE YOUR BUSINESS!



## EXHIBIT D

### SERVICE QUOTE

DATE: 4/24/2024

ACCOUNT: 57630

BUSINESS NAME  
BILLING ADDRESS  
CITY STATE ZIP  
BILLING CONTACT  
BILLING EMAIL  
BILLING PHONE

|                                      |
|--------------------------------------|
| Plumas County Information Technology |
| 520 Main Street, Room 211            |
| Quincy, CA 95971                     |
| Greg Ellingson                       |
| gregellingson@countyofplumas.com     |
| (530) 283-6336                       |

SERVICE LOCATION  
SERVICE ADDRESS  
CITY STATE ZIP  
CONTACT  
CONTACT EMAIL  
CONTACT PHONE

|                                  |
|----------------------------------|
| Plumas County Sheriff's Office   |
| 1400 E Main Street               |
| Quincy CA 95971                  |
| Greg Ellingson                   |
| gregellingson@countyofplumas.com |
| (530) 283-6336                   |

| QUOTATION DETAILS                 |  |                                    |       |
|-----------------------------------|--|------------------------------------|-------|
| Qty                               | Product Description  | MRC/NRC                            | Total |
| 1.00                              | PST 100Mb x 100Mb Transport  | \$175                              | \$175 |
|                                   | Award Type: Upgrade  |                                    |       |
|                                   | A Location: 520 Main Street, Quincy, CA 95971  |                                    |       |
|                                   | Z Location: 1400 E Main St, Quincy, CA 95971   |                                    |       |
| 1.00                              | Set-up Fee   | \$0                                | \$0   |
| TERM                              | 36-Month (3-Year) Term Agreement   |                                    |       |
|                                   | This is an upgrade from the current 10Mb Transport to a 100Mb Transport from the PC Courthouse to the PC Sheriff's Office. |                                    |       |
| QUOTE PREPARED BY: Will Marquette |  | Monthly Recurring Cost (MRC) Total | \$175 |
| QUOTE EXPIRATION DATE: 5/24/2024  |  | Non-Recurring Cost (NRC) Total     | \$0   |
| AUTHORIZED SIGNATURES             |  |                                    |       |
| Customer Name:                    | Plumas-Sierra Telecommunications:  |                                    |       |
| Signature:                        | Signature:   |                                    |       |
| Printed Name:                     | Printed Name:  |                                    |       |
| Title:                            | Title:   |                                    |       |
| Date:                             | Date:  |                                    |       |
| Terms & Conditions                |  |                                    |       |

This is a customer order on the goods named, subject to the conditions noted in the Master Services Agreement. The equipment installed at the customer premise is the sole property of Plumas Sierra Telecommunications (PST). Upon termination of this agreement customer is responsible to coordinate the return of this equipment or Customer will be billed \$600. All charges for the Services are exclusive of any Taxes and Impositions (as defined below). Except for taxes based on PST's net income or for taxes which Customer possesses an exemption certificate. Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, or other taxes, duties, fees, charges, or surcharges (including regulatory fees), however designated, imposed or based upon the sale or use of the Services (collectively "Taxes"). Customer shall also be responsible for payment of a proportionate share of any property taxes, franchise fees, rights of way fees or charges, license or permit fees incident to the provision of the Services (collectively, "Impositions"). Impositions may be itemized on an invoice and any un-itemized impositions may be aggregated in the form of a cost recovery surcharge.

Proprietary and Confidential Plumas-Sierra Telecommunications

73233 State Route 70 Portola, CA 96122 - 1-800-221-3474

THANK YOU FOR CHOOSING PST - WE APPRECIATE YOUR BUSINESS!



## Exhibit E

### SERVICE QUOTE

DATE: 4/24/2024

ACCOUNT: 57631

BUSINESS NAME  
BILLING ADDRESS  
CITY STATE ZIP  
BILLING CONTACT  
BILLING EMAIL  
BILLING PHONE

|                                      |
|--------------------------------------|
| Plumas County Information Technology |
| 520 Main Street, Room 211            |
| Quincy, CA 95971                     |
| Greg Ellingson                       |
| gregellingson@countyofplumas.com     |
| (530) 283-6336                       |

SERVICE LOCATION  
SERVICE ADDRESS  
CITY STATE ZIP  
CONTACT  
CONTACT EMAIL  
CONTACT PHONE

|                                  |
|----------------------------------|
| Plumas County Courthouse         |
| 520 Main Street                  |
| Quincy CA 95971                  |
| Greg Ellingson                   |
| gregellingson@countyofplumas.com |
| (530) 283-6336                   |

| QUOTATION DETAILS                 |   |                                    |         |
|-----------------------------------|---|------------------------------------|---------|
| Qty                               | Product Description   | MRC/NRC                            | Total   |
| 1.00                              | PST 1Gb x 1Gb DIA   | \$1,750                            | \$1,750 |
|                                   | Award Type: Upgrade   |                                    |         |
| 1.00                              | Set-up Fee  | \$0                                | \$0     |
| TERM                              | 36-Month (3-Year) Term Agreement  |                                    |         |
|                                   | This is an upgrade from 250Mb DIA to 1Gb DIA at the Plumas County Courthouse. |                                    |         |
|                                   |   |                                    |         |
|                                   |   |                                    |         |
|                                   |   |                                    |         |
| QUOTE PREPARED BY: Will Marquette |   | Monthly Recurring Cost (MRC) Total | \$1,750 |
| QUOTE EXPIRATION DATE: 5/24/2024  |   | Non-Recurring Cost (NRC) Total     | \$0     |
| AUTHORIZED SIGNATURES             |   |                                    |         |
| Customer Name:                    | Plumas-Sierra Telecommunications:   |                                    |         |
| Signature:                        | Signature:  |                                    |         |
| Printed Name:                     | Printed Name:   |                                    |         |
| Title:                            | Title:  |                                    |         |
| Date:                             | Date:   |                                    |         |
| Terms & Conditions                |   |                                    |         |

This is a customer order on the goods named, subject to the conditions noted in the Master Services Agreement. The equipment installed at the customer premise is the sole property of Plumas Sierra Telecommunications (PST). Upon termination of this agreement customer is responsible to coordinate the return of this equipment or Customer will be billed \$600. All charges for the Services are exclusive of any Taxes and Impositions (as defined below). Except for taxes based on PST's net income or for taxes which Customer possesses an exemption certificate. Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, or other taxes, duties, fees, charges, or surcharges (including regulatory fees), however designated, imposed or based upon the sale or use of the Services (collectively "Taxes"). customer shall also be responsible for payment of a proportionate share of any property taxes, franchise fees, rights of way fees or charges, license or permit fees incident to the provision of the Services (collectively, "Impositions"). Impositions may be itemized on an invoice and any un-itemized impositions may be aggregated in the form of a cost recovery surcharge.

Proprietary and Confidential Plumas-Sierra Telecommunications

73233 State Route 70 Portola, CA 96122 - 1-800-221-3474

THANK YOU FOR CHOOSING PST - WE APPRECIATE YOUR BUSINESS!

# Exhibit F



## FIRM ORDER COMMITMENT

Date: 5/22/2024  
 Account # 57320  
 Expiration Date: 6/22/2024

|                        |                                      |
|------------------------|--------------------------------------|
| <b>CUSTOMER NAME</b>   | Plumas County Information Technology |
| <b>BILLING ADDRESS</b> | 520 Main Street, Room 211            |
| <b>CITY STATE ZIP</b>  | Quincy, CA 95971                     |
| <b>BILLING CONTACT</b> | Greg Ellingson                       |
| <b>BILLING EMAIL</b>   | gregellingson@countyofplumas.com     |
| <b>BILLING PHONE</b>   | (530) 283-6336                       |

|                         |                                |
|-------------------------|--------------------------------|
| <b>SERVICE LOCATION</b> | PCPW Main Office               |
| <b>SERVICE ADDRESS</b>  | 1834 E Main St                 |
| <b>CITY STATE ZIP</b>   | Quincy, CA 95971               |
| <b>CONTACT</b>          | Damien Frank                   |
| <b>CONTACT EMAIL</b>    | damienfrank@countyofplumas.com |
| <b>CONTACT PHONE</b>    | (530) 283-6268                 |

| Salesperson    | Job | Payment Terms | Due Date |
|----------------|-----|---------------|----------|
| Will Marquette |     | Net 30        |          |

| Qty                              | Description   | Unit Price | Line Total |  |
|----------------------------------|---|------------|------------|--|
| 1.00                             | PST BB 500Mb x 500Mb  | \$ 109.00  | \$ 109.00  |  |
| 1.00                             | Installation Fee (New Contract)   | \$ -       | \$ -       |  |
| 1.00                             | 36 Month Service Agreement Term   |            |            |  |
|                                  |   |            |            |  |
|                                  | <b>This account is being transferred from the Plumas County Public Works bill to the Plumas County IT Dept. bill.</b>       |            |            |  |
|                                  |   |            |            |  |
|                                  | All applicable FCC, CA, and Local Taxes will be charged at the actual rate per month. This quote estimates the taxes at 6%. |            |            |  |
|                                  |   |            |            |  |
| <b>Monthly Recurring Charges</b> |   |            | \$ 109.00  |  |
| <b>Non-Recurring Charges</b>     |   |            | \$ -       |  |

Order prepared by:

**Will Marquette**

This is a Customer Order on the goods named, authorizing entry to the customer premise to install the Broadband Services ordered and to maintain and repair the fiber-optic service, associated conduit, and repair or replace electronics including inside buildings. By signing this Commitment, I agree to be bound by the terms and conditions of the PST Acceptable Use Policy and the PST Business Broadband Lease and Service Agreement, which can be found at [www.pst.coop](http://www.pst.coop). The equipment installed at the Customer premise is the sole property of PST and is being leased to Customer. Upon termination of this agreement Customer is responsible to coordinate the return of this equipment or Customer will be billed according to the PST Business Broadband Lease and Service Agreement. Speeds are not guaranteed, and Business Broadband Services are shared services. Actual speeds may vary depending on, but not limited to, the number, performance and configuration of connected PC or connecting PCs; hardware, RAM and hard drive(s); router and connecting adapters; software applications; web browser and browser plug-ins; website server limitations; and network congestions.

To accept the terms above and finalize your order for PST Business Broadband Service, sign below and return:

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

Thank you for your business!

73233 STATE ROUTE 70, PORTOLA CA 96122 PH 800-221-3474 FX 530-832-5761



# Exhibit G

## SERVICE QUOTE

DATE: 4/24/2024

ACCOUNT: 58500

BUSINESS NAME  
BILLING ADDRESS  
CITY STATE ZIP  
BILLING CONTACT  
BILLING EMAIL  
BILLING PHONE

|                                      |
|--------------------------------------|
| Plumas County Information Technology |
| 520 Main Street, Room 211            |
| Quincy, CA 95971                     |
| Greg Ellingson                       |
| gregellingson@countyofplumas.com     |
| (530) 283-6336                       |

SERVICE LOCATION  
SERVICE ADDRESS  
CITY STATE ZIP  
CONTACT  
CONTACT EMAIL  
CONTACT PHONE

|                                   |
|-----------------------------------|
| Plumas County Facilities Building |
| 198 Andy's Way                    |
| Quincy CA 95971                   |
| Greg Ellingson                    |
| gregellingson@countyofplumas.com  |
| (530) 283-6336                    |

| QUOTATION DETAILS                 |   |                                    |       |
|-----------------------------------|---|------------------------------------|-------|
| Qty                               | Product Description   | MRC/NRC                            | Total |
| 1.00                              | PST 100Mb x 100Mb Transport   | \$175                              | \$175 |
|                                   | Award Type: Upgrade   |                                    |       |
|                                   | A Location: 520 Main Street, Quincy, CA 95971   |                                    |       |
|                                   | Z Location: 198 Andy's Way, Quincy, CA 95971  |                                    |       |
| 1.00                              | Set-up Fee  | \$0                                | \$0   |
| TERM                              | 36-Month (3-Year) Term Agreement  |                                    |       |
|                                   | This is an upgrade from the current 10Mb Transport to a 100Mb Transport from the PC Courthouse to the PC Facilities Building. |                                    |       |
| QUOTE PREPARED BY: Will Marquette |   | Monthly Recurring Cost (MRC) Total | \$175 |
| QUOTE EXPIRATION DATE: 5/24/2024  |   | Non-Recurring Cost (NRC) Total     | \$0   |
| AUTHORIZED SIGNATURES             |   |                                    |       |
| Customer Name:                    | Plumas-Sierra Telecommunications:   |                                    |       |
| Signature:                        | Signature:  |                                    |       |
| Printed Name:                     | Printed Name:   |                                    |       |
| Title:                            | Title:  |                                    |       |
| Date:                             | Date:   |                                    |       |
| Terms & Conditions                |   |                                    |       |

This is a customer order on the goods named, subject to the conditions noted in the Master Services Agreement. The equipment installed at the customer premise is the sole property of Plumas Sierra Telecommunications (PST). Upon termination of this agreement customer is responsible to coordinate the return of this equipment or Customer will be billed \$600. All charges for the Services are exclusive of any Taxes and Impositions (as defined below). Except for taxes based on PST's net income or for taxes which Customer possesses an exemption certificate. Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, or other taxes, duties, fees, charges, or surcharges (including regulatory fees), however designated, imposed or based upon the sale or use of the Services (collectively "Taxes"). Customer shall also be responsible for payment of a proportionate share of any property taxes, franchise fees, rights of way fees or charges, license or permit fees incident to the provision of the Services (collectively, "Impositions"). Impositions may be itemized on an invoice and any un-itemized impositions may be aggregated in the form of a cost recovery surcharge.

Proprietary and Confidential Plumas-Sierra Telecommunications

73233 State Route 70 Portola, CA 96122 - 1-800-221-3474

THANK YOU FOR CHOOSING PST - WE APPRECIATE YOUR BUSINESS!



**PLUMAS COUNTY  
SOLID WASTE  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Rob Thorman, Assistant Director of Public Works

**MEETING DATE:** July 9, 2024

**SUBJECT:** **PUBLIC HEARING:** Adopt a **RESOLUTION** Establishing A Revised Fee Schedule for Collection and Related Solid Waste Services for Franchise Service Area No. 1 (Operated by Feather River Disposal); No General Fund Impact; approved as to form by County Counsel; discussion and possible action. Roll call vote.

---

**Recommendation:**

The Plumas County Integrated Waste Management Task Force has recommended that, unless it is determined there are timely written protests by *greater than* fifty percent of current collection route customers, that the Board of Supervisors vote to adopt the attached proposed 6.09% Rate Increase Resolution for solid waste services related to curbside collection fees, which shall cover door-to-door collection, transfer, hauling, ultimate disposal activities, and franchise fees within Franchise Area No. 1, as operated by franchise contractor USA Waste of California, Inc., doing business as Feather River Disposal, per the Franchise Agreement that took effect April 1, 2017.

**Background and Discussion:**

**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 recommendation from the Solid Waste Task Force pertaining to a Rate Increase of 6.09 % (for residential and commercial customers self-hauling solid waste to Plumas County transfer stations located in Quincy, Laporte, Greenville and Chester) for disposal of solid waste at said transfer stations, as operated by franchise contractor Feather River Disposal (FRD) serving Franchise Area No. 1.*
2. *Enable commentary by the franchise contractor Feather River Disposal.*
3. *Open a Public Hearing and enable commentary by the general public and other governmental officials, if any.*
4. *Consider the adoption of the proposed Resolution to Increase Rates by 6.09% as calculated per the terms of the 2017 Franchise Contract at Franchise Area No. 1 Transfer Stations. Announce to the Board of Supervisors and public, the commencement of the Proposition 13 process for amending residential and commercial curbside pickup rates.*

**BACKGROUND:**

On March 14, 2024, Solid Waste staff received Feather River Disposal's audited financial statements for the period ending December 31, 2023. Public Works staff reviewed the audited financial statements and subsequently forwarded the documentation to R3 Consulting Group. R3 Consulting Group reviewed the audited financial statement and concluded that Feather River Disposal, per the Franchise Agreement, was entitled to a fee increase in the amount of 6.09%.

**PROPOSED RATE INCREASE SUMMARY FOR FRD:**

The cumulative proposed fee increase described above is summarized as follows:

- 6.09% (residential collection) and
- 6.09% (commercial collection)

*Note: This Agenda Request does not pertain to rates at the transfer stations, as the proposed 6.09% rate increase for those services was considered and approved by the Board of Supervisors at the June 18, 2024 Board of Supervisors meeting.*

#### **CONSIDERATION BY THE SOLID WASTE TASK FORCE:**

On May 6, 2024, the Plumas County Integrated Waste Management Task Force conducted a Solid Waste Task Force Meeting to consider these proposed fee increase matters and make a recommendation for consideration by the Board of Supervisors. The Solid Waste Task Force voted to recommend a 6.09% Rate increase to the Board of Supervisors. If adopted, the rate increase would take effect retroactively on July 1, 2024.

#### **PUBLIC NOTICE:**

On May 13, 2024, the franchise contractor, Feather River Disposal, mailed notices of a public hearing to 2701 customers and property owners paying fees for residential and commercial customers under contract for curbside pickup and disposal of solid waste that detailed proposed rate adjustments and provided internet links to a listing of pertinent rate increase-related documents.

#### **PUBLIC DOCUMENTS:**

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

- Resolution No. 23-8826 dated July 11, 2023, approved at the public hearing held July 11, 2023
- 2023 FRD Audited Financial Statements
- 2024 Refuse Rate Index (RRI) Adjustments, Final Report dated April 4, 2024

Copies of the above documents are available for public viewing, during normal office hours, at:

- Department of Public Works Headquarters Building

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://www.plumascounty.us/2616/Public-Documents>

#### **Action:**

**PUBLIC HEARING:** Adopt Resolution: A **RESOLUTION ESTABLISHING A REVISED FEE SCHEDULE FOR COLLECTION AND RELATED SOLID WASTE SERVICES FOR FRANCHISE SERVICE AREA NO. 1 (OPERATED BY FEATHER RIVER DISPOSAL)**; No General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Roll call vote.**

#### **Fiscal Impact:**

No General Fund impact. Solid Waste Rate Increase.

**Attachments:**

1. RESOLUTION Est Rev Fee Sched. FRD
2. FRD Prop 218 Public Notice 2024
3. Signed SWTF Letter 2024
4. Rate Table FRD prop 218 2024

## **RESOLUTION NO. 24-\_\_\_\_\_**

### **A RESOLUTION ESTABLISHING A REVISED FEE SCHEDULE FOR COLLECTION AND RELATED SOLID WASTE SERVICES FOR FRANCHISE SERVICE AREA NO. 1 (OPERATED BY FEATHER RIVER DISPOSAL)**

**WHEREAS**, the Plumas County Board of Supervisors, on July 11, 2023, did adopt Plumas County Resolution No. 23-8826, thus revising the fee schedules for collection, transfer, and related solid waste services for the Franchise Contractor for Franchise Service Area No. 1, pursuant to Plumas County Code Section 6-10.208, and

**WHEREAS**, USA Waste of California, Inc. doing business as Feather River Disposal (FRD) is the solid waste franchise contractor for Franchise Service Area No. 1, and has requested an increase in the fees for residential and commercial customers under contract for curbside pickup and disposal of solid waste; and

**WHEREAS**, on \_\_\_\_\_ 2024, the Franchise Contractor for Service area No.1, mailed notices of a public hearing to \_\_\_\_\_ ( ) customers and property owners paying fees for residential and commercial customers under contract for curbside pickup and disposal of solid waste that detailed proposed rate adjustments in accordance with Proposition 218; and

**WHEREAS**, on \_\_\_\_\_ 2024, a public hearing was held by the Plumas County Board of Supervisors to consider the proposed adjustments to solid waste fees and services; and

**WHEREAS**, \_\_\_\_\_ written protests against the proposed adjustments to solid waste fees and services were received prior to the conclusion of the public hearing; and

**WHEREAS**, it is the conclusion of the Board of Supervisors, based on evidence presented at the public hearing, that the Franchise Contractor for Franchise Service Area No. 1 is entitled to rate increases to the fee schedule that is presently in place pursuant to Plumas County Resolution No. 23-8826.

**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. 23-8826, for collection, transfer, and related solid waste services in Franchise Service Area No. 1, effective July 1<sup>st</sup>, 2024, 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) **Collection fees.** The base rate for collection, as described below and shown on attached Exhibit "A", shall be the franchisee's sole compensation for door-to-door collection, transfer, hauling, and ultimate disposal activities.

(1) **Residential base rate.** The monthly charge for a thirty-five (35) gallon waste-wheeler shall be \$29.07 for one collection per week. The monthly charge for a sixty-four (64) gallon waste-wheeler shall be \$39.52 for one collection per week. The monthly charge for a ninety-six (96) gallon waste-wheeler is \$51.23 for one collection per week.

(2) **Residential large items.** Each washer, dryer, standard size refrigerator, single bed mattress, and similar size object shall be charged a maximum of \$28.30 each per collection. Each deep freezer, double bed mattress, and similar size object shall be charged a maximum of \$56.36 each per collection. Each tire shall be charged per collection: \$6.23 [sixteen (16") inches or less]; \$12.04 [more than sixteen (16") inches but less than twenty (20") inches]; \$28.30 [more than twenty (20") inches].

(3) **Residential billing.** Each new residential collection account shall be charged \$12.04 start-up fee to cover the administrative costs of arranging for new and/or seasonal service. The residential base rate may be billed to the customer three (3) months in advance of the service to be performed, provided that no account shall be considered delinquent by the franchisee if payment for a month's service is received by the fifteenth day of that month.

(4) **Commercial base rate.** A one cubic yard bin shall be charged a monthly fee of \$112.75 for one collection per week; a monthly fee of \$225.17 for two (2) collections per week; a monthly fee of \$338.46 for three (3) collections per week; a monthly fee of \$451.36 for four (4) collections per week; and a monthly fee of \$564.26 for five (5) collections per week. Each additional cubic yard per collection shall be charged \$30.30, including any fraction of a cubic yard such as when waste is heaped above the top of a bin. The monthly charge for a thirty-five (35) gallon waste-wheeler is \$31.32. The monthly charge for a sixty-four (64) gallon waste-wheeler is \$42.59. The monthly charge for a ninety-six (96) gallon waste-wheeler is \$58.35. Monthly charges for waste-wheelers are double the above if collection is twice per week.

(5) **Commercial large items.** The same rates as for residential large items, in subsection (b) (2), above, shall apply.

(6) **Commercial billing.** The commercial base rate may be billed to the customer one month in advance of service, or guaranteed by an equivalent sum in the form of a security deposit or letter of credit.

(c) **Special travel charge for collection.** In addition to the residential and commercial base rates, special travel shall be charged to the customer by the franchisee in the following manner. If the service requested does not fall on a regular service day for that service area,

or that service area has no regular service day, the reasonable time and mileage costs of the franchisee shall be charged to all customers served during the special travel. Time and mileage costs shall be based on the distance from the last regular customer in the area, or if none, from the franchisee's yard. The costs, not to exceed \$122.11 per hour, shall be divided among the customers served during the special travel in proportion to the volume of waste collected from each customer. "Regular service" is defined as year-around service on at least a weekly basis.

- (d) **Bin delivery charge.** In addition to the residential and commercial base rates, bin delivery shall be charged to the customer in the following manner. For each bin a delivery fee of \$75.19 shall be charged to cover the round trip cost of delivery and eventual removal of the bin by the franchisee. This charge may be made payable in advance of delivery. This charge may be increased by any special travel charge applicable to the customer's request for delivery.
- (e) **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 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSTAIN:** Supervisors:

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Chair, Board of Supervisors

**ATTEST:**

---

Clerk of the Board of Supervisors

Approved as to form:



Joshua Brechtel, Attorney  
County Counsel's Office  
1 day 00 of 102



## PUBLIC NOTICE

### OF A PROPOSITION 218 PUBLIC HEARING ON A PROPOSED FEE INCREASE FOR COLLECTION AND DISPOSAL OF SOLID WASTE SUPERVISORS BOARD ROOM IN THE PLUMAS COUNTY COURTHOUSE 10:00 A.M., July 2, 2024

As required annually by the 2017 Franchise Contract between the County and USA Waste of California, Inc., dba Feather River Disposal (FRD), a resolution will be considered by the Board of Supervisors to amend the rates for solid waste collection and disposal within the unincorporated portion of Plumas County served by **Feather River Disposal (Solid Waste Franchise Area No. 1)**. The calculated rate increase (**6.09%**) is determined per the terms and conditions of the 2017 Franchise Contract for the solid waste collection and disposal fees for property owners and tenants (those liable to pay solid waste charges for residential curbside collection) operated by the franchise contractor USA Waste of California, Inc., dba Feather River Disposal (FRD) serving Franchise Area No. 1.

If adopted, the resolution will amend the existing solid waste fee schedule to increase the solid waste collection and disposal fees for property owners and tenants (those liable to pay solid waste charges for residential curbside collection) by **6.09%** beginning on July 1, 2024. Commercial solid waste collection fees will increase by **6.09%** beginning on July 1, 2024. These rate changes apply to the area serviced by Feather River Disposal only, not Inter Mountain Disposal, and does not include the jurisdictions of the Chester Public Utilities District or the Quincy Community Service District, which have separate (non-county) contracts with Feather River Disposal.

*The proposed fee schedule is available for view on the internet at:*  
<https://www.plumascounty.us/2616/Public-Documents>

Pursuant to California Proposition 218, if you wish to file a valid written protest, you must ensure that the following information is included in your protest letter: the street address or Assessor's Parcel Number (APN) - if you own multiple properties and wish to file a protest for each property, all APNs must be listed - the original signature of the property owner or tenant (person billed for collection services) and a statement of opposition to the proposed fee increase. ***If you desire to submit a protest letter, it must be received by the Plumas County Department of Public Works, 1834 East Main Street, Quincy CA, before the date of the Public Hearing on the proposed fee, or delivered at the Public Hearing.***



**PLUMAS COUNTY  
INTEGRATED WASTE MANAGEMENT TASK FORCE (PCIWMTF)**  
**1834 East Main Street • Quincy, CA 95971 • (530) 283-6268**

*John Forno, Chair*

**MEMORANDUM**

May 29, 2024

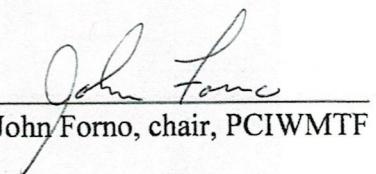
From: Plumas County Integrates Waste Management Task Force  
Subject: Advice from PCIWMTF pertaining to proposed rate change for Solid Waste Financial Areas No. 1 and No. 2  
To: Plumas County Board of Supervisors

On Monday, May 6<sup>th</sup>, 2024, the Plumas County Integrated Waste Management Task Force, a Board-appointed advisory committee, conducted a duly notified regular meeting. Three (3) Task Force Members were present; therefore, a quorum was established.

Following consideration of the Franchise Contract dictated annual rate review procedure, the Task Force unanimously developed the following advice for consideration by the Plumas County Board of Supervisors:

**The PCIWMTF recommends the Board of Supervisors approve a rate increase for Solid Waste Franchise Area No. 1 in the amount of 6.09% and a rate increase for Curbside and Transfer Station rates in Franchise Area No. 2 in the amount of 14.13% and 19.47% respectively for the Fiscal Year of 2024/2025, pursuant to the rate evaluation procedures outlined in the 2017 Franchise Contract. These values were determined via an independent analysis of audited financial statements submitted by the Franchise Contractors as dictated by the Franchise Contract.**

Respectfully submitted,

  
John Forno, chair, PCIWMTF

**EXHIBIT A**

**Feather River Disposal: Fee Schedule for Collection,  
Transfer and Related Waste Services – Collection  
Routes**

**Description of Service**

**Residential Base Rate (Per Month)**

35 gallon waste-wheeler  
64 gallon waste-wheeler  
96 gallon waste-wheeler

**Residential Large Items**

Washer, dryer, standard size refrigerator  
Single bed mattress and similar sized object  
Deep freezer  
Double bed mattress and similar sized objects  
Tire (16" or less)  
Tire (16.1" to 19.9")  
Tire (20" or greater)

**Residential Billing**

New residential collection account startup fee

**Commercial Base Rate**

One CY bin (once a week)  
One CY bin (twice a week)  
One CY bin (three collections a week)  
One CY bin (four collections a week)  
One CY bin (five collections a week)  
Each additional CY per collection  
35 gallon waste-wheeler  
64 gallon waste-wheeler  
96 gallon waste-wheeler

**Bin Delivery Charge**

**Special Travel Charge (Not to Exceed) Per Hour**

| Current Rates | Adjusted Rate                                     |
|---------------|---|
| ALL           | Proposed 2024<br>Rate (Effective<br>July 1, 2024) |
| \$ 27.40      | \$ 29.07  |
| \$ 37.25      | \$ 39.52  |
| \$ 48.29      | \$ 51.23  |
|               |   |
| \$ 26.68      | \$ 28.30  |
| \$ 26.68      | \$ 28.30  |
| \$ 53.13      | \$ 56.36  |
| \$ 53.13      | \$ 56.36  |
| \$ 5.87       | \$ 6.23   |
| \$ 11.35      | \$ 12.04  |
| \$ 26.68      | \$ 28.30  |
|               |   |
| \$ 11.35      | \$ 12.04  |
|               |   |
| \$ 106.28     | \$ 112.75   |
| \$ 212.24     | \$ 225.17   |
| \$ 319.03     | \$ 338.46   |
| \$ 425.45     | \$ 451.36   |
| \$ 531.87     | \$ 564.26   |
| \$ 28.56      | \$ 30.30  |
| \$ 29.52      | \$ 31.32  |
| \$ 40.14      | \$ 42.59  |
| \$ 55.00      | \$ 58.35  |
|               |   |
| \$ 70.87      | \$ 75.19  |
| \$ 115.10     | \$ 122.11   |

|                    |
|--------------------|
| 2024 RRI<br>1.0609 |
|--------------------|



**PLUMAS COUNTY  
SOLID WASTE  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors

**FROM:** Rob Thorman, Assistant Director of Public Works

**MEETING DATE:** July 9, 2024

**SUBJECT:** **PUBLIC HEARING:** Adopt a **RESOLUTION** Establishing a Revised Fee Schedule for Collection and Related Solid Waste Services for Franchise Service Area No. 2 (Operated by Intermountain Disposal); (No General Fund impact); approved as to form by County Counsel; discussion and possible action. Roll call vote.

---

**Recommendation:**

The Plumas County Integrated Waste Management Task Force has recommended that, unless it is determined there are timely written protests by *greater than* fifty percent of current collection route customers, that the Board of Supervisors vote to adopt the attached proposed 14.13% Rate Increase Resolution for solid waste services related to collection fees, which shall cover door-to-door collection, transfer, hauling, ultimate disposal activities, and franchise fees within Franchise Area No. 2, as operated by franchise contractor InterMountain Disposal, per the Franchise Agreement that took effect April 1, 2017.

**Background and Discussion:**

**PREFACE:**

*The primary purpose of this Agenda Request, in compliance with Proposition 218, 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 14.13% (residential) and 14.13% (commercial) for solid waste services provided by franchise contractor Intermountain Disposal related to collection fees. This Rate adjustment is necessary to cover increased costs per the Franchise Agreement for door-to-door collection, transfer, hauling, ultimate disposal activities as determined by an independent analysis of contractor expenses.*
2. *Enable commentary by the franchise contractor, Intermountain Disposal.*
3. *Open a Public Hearing and enable commentary by the general public and other governmental officials, if any. Receive and tabulate written protests against the proposed fee increase by customers. Close Public Hearing.*
4. *Consider the adoption of the attached proposed Resolution to Increase Rates by 14.13% (residential) and 14.13% (commercial) for solid waste services provided by franchise contractor Intermountain Disposal related to collection fees. This Rate adjustment is necessary to cover increased costs for door-to-door collection, transfer, hauling, ultimate disposal activities as determined by an independent analysis of contractor expenses.*

**BACKGROUND:**

During the 2023 rate review process, it was discovered that a mistake was made by R3 Consulting Group, the entity responsible for performing the annual rate review analysis, during the 2022 rate review. This error caused IMD to be erroneously granted a 6.41% rate increase. Upon learning of this error, R3 recommended that the County rescind IMD's 2023 rate increase and lower the service rates for the remainder of the fiscal year to reimburse the rate payers.

On December 19, 2023, IMD's curbside rates were lowered by 3.89%. This decrease was calculated such that, by July 1<sup>st</sup>, 2024, the rate payers will have been reimbursed for the period in which they were overcharged 6.41%.

Because the rate payers were refunded via artificially lowering their rates over a period of time, the 2024 rate review then needed to raise the rates up to where they would be, absent the erroneous rate increase in 2022 and subsequent lowering of rates in 2023. This figure was determined to be 8.13%.

On March 14, 2024, Solid Waste staff received Inter Mountain Disposal's audited financial statements for the period ending December 31, 2023. Public Works staff reviewed the audited financial statements and subsequently forwarded the documentation to R3 Consulting Group. R3 Consulting Group reviewed the audited financial statement and concluded that InterMountain Disposal, per the Franchise Agreement, was entitled to a fee increase in the amount of 6.00%. These two separate rate increases give a total rate increase of 14.13%, effective July 1, 2024.

This can be understood by comparing the transfer station rates that would have been in place absent any corrections against what they were with the corrections. The below tables show the monthly curbside rate for a 35 gallon waste wheeler in both scenarios. (Note the actual 2024 rate is \$0.13 less due to year-to-year rounding).

| WITH Erroneous Increase and Corrections |          |         |  |
|---|----------|---------|--|
| 2020                                    | \$ 25.86 | N/A     |  |
| 2021                                    | \$ 25.86 | N/A     |  |
| 2022                                    | \$ 28.16 | +8.91%  |  |
| 2023                                    | \$ 27.07 | -3.89%  |  |
| 2024                                    | \$ 30.89 | +14.13% |  |

| Without Erroneous Increase and Corrections |          |         |  |
|--|----------|---------|--|
| 2020                                       | \$ 25.86 | N/A     |  |
| 2021                                       | \$ 26.51 | +2.50%  |  |
| 2022                                       | \$ 26.51 | +0.00%  |  |
| 2023                                       | \$ 29.26 | +10.37% |  |
| 2024                                       | \$ 31.02 | +6.00%  |  |

#### **PROPOSED RATE INCREASE SUMMARY FOR IMD:**

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

- 14.13% (residential collection) and
- 14.13% (commercial collection)

*Note: This Agenda Request does not pertain to rates at the transfer stations, as the proposed 19.47% rate increase for those services was considered and approved by the Board of Supervisors at the June 18, 2024 Board of Supervisors meeting.*

## **CONSIDERATION BY THE SOLID WASTE TASK FORCE:**

On May 6, 2024, the Plumas County Integrated Waste Management Task Force conducted a Solid Waste Task Force Meeting to consider these proposed fee increase matters and make a recommendation for consideration by the Board of Supervisors. The Solid Waste Task Force voted to recommend a 14.13% Rate increase to the Board of Supervisors. If adopted, the rate increase would take effect retroactively on July 1, 2024.

## **PUBLIC NOTICE:**

On May 15, 2024, the franchise contractor, InterMountain Disposal, mailed notices of a public hearing to 2007 customers and property owners paying fees for residential and commercial customers under contract for curbside pickup and disposal of solid waste that detailed proposed rate adjustments and provided internet links to a listing of pertinent rate increase-related documents.

## **PUBLIC DOCUMENTS:**

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

- Resolution No. 23-8884 dated December 19, 2023, approved at the public hearing held December 19, 2023
- 2023 IMD Audited Financial Statements
- 2024 Refuse Rate Index (RRI) Adjustments, Final Report dated April 4, 2024

Copies of the above documents are available for public viewing, during normal office hours, at:

- Department of Public Works Headquarters Building

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://www.plumascounty.us/2616/Public-Documents>

## **Action:**

**PUBLIC HEARING:** Adopt a **RESOLUTION: RESOLUTION ESTABLISHING A REVISED FEE SCHEDULE FOR COLLECTION AND RELATED SOLID WASTE SERVICES FOR FRANCHISE SERVICE AREA NO. 2 (OPERATED BY INTERMOUNTAIN DISPOSAL).** No General Fund impact. Approved as to form by County Counsel; discussion and possible action. **Roll call vote.**

## **Fiscal Impact:**

No General Fund impact. Solid Waste Rate Incr.

## **Attachments:**

1. RESOLUTION Est Rev Fee Sched. IMD
2. IMD Curbside Rate Table 2024

3. IMD Prop 218 Public Notice 2024
4. Signed SWTF Letter 2024

## **RESOLUTION NO. 24-\_\_\_\_\_**

### **A RESOLUTION ESTABLISHING A REVISED FEE SCHEDULE FOR COLLECTION AND RELATED SOLID WASTE SERVICES FOR FRANCHISE SERVICE AREA NO. 2 (OPERATED BY INTERMOUNTAIN DISPOSAL)**

**WHEREAS**, the Plumas County Board of Supervisors, on December 19, 2023, did adopt Plumas County Resolution No. 23-8884, thus revising the fee schedules for collection, transfer, and related solid waste services for the Franchise Contractor for Franchise Service Area No. 2, pursuant to Plumas County Code Section 6-10.208, and

**WHEREAS**, InterMountain Disposal (IMD) is the solid waste franchise contractor for Franchise Service Area No. 2, and has requested an increase in the fees for residential and commercial customers under contract for curbside pickup and disposal of solid waste; and

**WHEREAS**, on \_\_\_\_\_, 2024, the Franchise Contractor for Service area No. 2, mailed notices of a public hearing to \_\_\_\_\_ (\_\_\_\_) customers and property owners paying fees for residential and commercial customers under contract for curbside pickup and disposal of solid waste that detailed proposed rate adjustments in accordance with Proposition 218; and

**WHEREAS**, on \_\_\_\_\_, 2024, a public hearing was held by the Plumas County Board of Supervisors to consider the proposed adjustments to solid waste fees and services; and

**WHEREAS**, \_\_\_\_\_ (\_\_\_\_) written protests against the proposed adjustments to solid waste fees and services were received prior to the conclusion of the public hearing; and

**WHEREAS**, it is the conclusion of the Board of Supervisors, based on evidence presented at the public hearing, that the Franchise Contractor for Franchise Service Area No. 2 is entitled to rate increases to the fee schedule that is presently in place pursuant to Plumas County Resolution No. 23-8884.

**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. 23-8884, for collection, transfer and related solid waste services in Franchise Service Area No. 2, effective July 1, 2024, 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. 2, as defined in the County Solid Waste Management Plan.
  
- (b) **Collection fees.** The base rate for collection, as described below and shown on attached

Exhibit "A", shall be the franchisee's sole compensation for door-to-door collection, transfer, hauling, and ultimate disposal activities.

(1) **Residential base rate.** The monthly charge for a thirty-five (35) gallon waste-wheeler shall be \$30.89 for one collection per week. The monthly charge for a sixty-four (64) gallon waste-wheeler shall be \$39.39 for one collection per week. The monthly charge for a ninety-six (96) gallon waste-wheeler is \$46.60 for one collection per week.

(2) **Residential large items.** Each washer, dryer, standard size refrigerator, single bed mattress, and similar size object shall be charged a maximum of \$25.14 each per collection. Each deep freezer, double bed mattress, and similar size object shall be charged a maximum of \$50.11 each per collection. Each tire shall be charged per collection: \$5.20 [sixteen (16") inches or less]; \$10.66 [more than sixteen (16") inches but less than twenty (20") inches]; \$25.14 [more than twenty (20") inches].

(3) **Residential billing.** Each new residential collection account shall be charged \$10.66 start-up fee to cover the administrative costs of arranging for new and/or seasonal service. The residential base rate may be billed to the customer three (3) months in advance of the service to be performed, provided that no account shall be considered delinquent by the franchisee if payment for a month's service is received by the fifteenth day of that month.

(4) **Commercial base rate.** A one cubic yard bin shall be charged a monthly fee of \$111.92 for one collection per week; a monthly fee of \$223.83 for two (2) collections per week; a monthly fee of \$335.74 for three (3) collections per week; a monthly fee of \$447.65 for four (4) collections per week; and a monthly fee of \$559.57 for five (5) collections per week. Each additional cubic yard per collection shall be charged \$30.06, including any fraction of a cubic yard such as when waste is heaped above the top of a bin. The monthly charge for a thirty-five (35) gallon waste-wheeler is \$38.50. The monthly charge for a sixty-four (64) gallon waste-wheeler is \$46.60. The monthly charge for a ninety-six (96) gallon waste-wheeler is \$52.19. Monthly charges for waste-wheelers are double the above if collection is twice per week.

(5) **Commercial large items.** The same rates as for residential large items, in subsection (b) (2), above, shall apply.

(6) **Commercial billing.** The commercial base rate may be billed to the customer one month in advance of service or guaranteed by an equivalent sum in the form of a security deposit or letter of credit.

(c) **Special travel charge for collection.** In addition to the residential and commercial base rates, special travel shall be charged to the customer by the franchisee in the following manner. If the service requested does not fall on a regular service day for that service area, or that service area has no regular service day, the reasonable time and mileage costs of the franchisee shall be charged to all customers served during the special travel. Time and

mileage costs shall be based on the distance from the last regular customer in the area, or if none, from the franchisee's yard. The costs, not to exceed \$116.75 per hour, shall be divided among the customers served during the special travel in proportion to the volume of waste collected from each customer. "Regular service" is defined as year-around service on at least a weekly basis.

(d) **Bin delivery charge.** In addition to the residential and commercial base rates, bin delivery shall be charged to the customer in the following manner. For each bin a delivery fee of \$71.83 shall be charged to cover the round-trip cost of delivery and eventual removal of the bin by the franchisee. This charge may be made payable in advance of delivery. This charge may be increased by any special travel charge applicable to the customer's request for delivery.

(e) **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 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 \_\_\_\_\_ day of \_\_\_\_\_ 2024, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSTAIN:** Supervisors:

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Chair, Board of Supervisors

**ATTEST:**

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Clerk of the Board of Supervisors

Approved as to form:



Joshua Brechtel, Attorney  
County Counsel's Office



**EXHIBIT A**

| InterMountain Disposal: Fee Schedule for Collection, Transfer and Related Waste Services - Collection Routes | Current Rates |
|--|---------------|
| Description of Service   | All           |
| <b>Residential Base Rate (per month)</b>   |               |
| 35 Gallon Waste Wheeler  | \$27.07       |
| 64 Gallon Waste Wheeler  | \$34.51       |
| 96 Gallon Waste Wheeler  | \$40.83       |
| <b>Residential Large Items</b>   |               |
| Washer, dryer, standard fridge, single mattress  | \$22.03       |
| Deep freezer, double mattress  | \$43.91       |
| Tire 16" or less   | \$4.56        |
| Tire 16.1" to 20"  | \$9.34        |
| Tire 20" or more   | \$22.03       |
| <b>Residential Account Start-Up Fee</b>  | \$9.34        |
| <b>Commercial Base Rate</b>  |               |
| One CY Bin (once per week)   | \$98.06       |
| One CY Bin (twice per week)  | \$196.12      |
| One CY Bin (three times per week)  | \$294.17      |
| One CY Bin (four times per week)   | \$392.23      |
| One CY Bin (five times per week)   | \$490.29      |
| Each additional CY per collection  | \$26.34       |
| 35 Gallon Waste Wheeler  | \$33.73       |
| 64 Gallon Waste Wheeler  | \$40.83       |
| 96 gallon waste wheeler  | \$45.73       |
| <b>Special travel charge (not to exceed) per hour</b>  | \$102.30      |
| <b>Bin delivery charge</b>   | \$62.94       |

|  |  |
|--|--|
| Adjusted Rate                                |  |
| Proposed Rate<br>(Effective July<br>1, 2024) |  |
| \$ 30.89                                     |  |
| \$ 39.39                                     |  |
| \$ 46.60                                     |  |
|  |  |
| \$ 25.14                                     |  |
| \$ 50.11                                     |  |
| \$ 5.20                                      |  |
| \$ 10.66                                     |  |
| \$ 25.14                                     |  |
|  |  |
| \$ 10.66                                     |  |
|  |  |
| \$ 111.92                                    |  |
| \$ 223.83                                    |  |
| \$ 335.74                                    |  |
| \$ 447.65                                    |  |
| \$ 559.57                                    |  |
| \$ 30.06                                     |  |
| \$ 38.50                                     |  |
| \$ 46.60                                     |  |
| \$ 52.19                                     |  |
|  |  |
| \$ 116.75                                    |  |
| \$ 71.83                                     |  |

2024 RRI  
1.1413



## PUBLIC NOTICE

### OF A PROPOSITION 218 PUBLIC HEARING ON A PROPOSED FEE INCREASE FOR COLLECTION AND DISPOSAL OF SOLID WASTE SUPERVISORS BOARD ROOM IN THE PLUMAS COUNTY COURTHOUSE

**10:00 A.M., July 2, 2024**

A resolution is being proposed to amend the rates for solid waste collection and disposal within the unincorporated portion of Plumas County served by **InterMountain Disposal (Solid Waste Franchise Area No. 2)**. The calculated rate increase (**14.13%**) is comprised of two constituent increases, a **6.00%** increase which is determined per the terms of the Franchise Contract and a one-time correction of **8.13%**.

In order to correct a mistake that was discovered in the 2022 rate evaluation process, IMD's curbside rates were lowered by 3.89% on December 19, 2023. This decrease was calculated such that, by July 1<sup>st</sup>, 2024, the rate payers will have been reimbursed for the period in which they were overcharged. Because the rate payers were refunded via artificially lowering their rates over a period, the 2024 rate review then needed to raise the rates up to where they would be, absent the erroneous rate increase in 2022 and subsequent lowering of rates in December of 2023. This figure was determined to be 8.13%.

If adopted, the resolution will amend the existing solid waste fee schedule to increase the solid waste collection and disposal fees for property owners and tenants (those liable to pay solid waste charges for residential curbside collection) by **14.13%** beginning on July 1, 2024. Commercial solid waste collection fees will increase by **14.13%** beginning on July 1, 2024. These rate changes apply to the area serviced by Intermountain Disposal only, not Feather River Disposal. This resolution will not affect property owners within the City of Portola. A proposed fee schedule is available on the County website (see below).

*The proposed fee schedule is available for view on the internet at:*

<https://www.plumascounty.us/2616/Public-Documents>

Pursuant to California Proposition 218, if you wish to file a valid written protest, you must ensure that the following information is included in your protest letter: the street address or Assessor's Parcel Number (APN) - if you own multiple properties and wish to file a protest for each property, all APNs must be listed - the original signature of the property owner or tenant

(person billed for collection services) and a statement of opposition to the proposed fee increase.

***If you desire to submit a protest letter, it must be received by the Plumas County Department of Public Works, 1834 East Main Street, Quincy CA, before the date of the Public Hearing on the proposed fee, or delivered at the Public Hearing.***



**PLUMAS COUNTY  
INTEGRATED WASTE MANAGEMENT TASK FORCE (PCIWMTF)**  
**1834 East Main Street • Quincy, CA 95971 • (530) 283-6268**

*John Forno, Chair*

**MEMORANDUM**

May 29, 2024

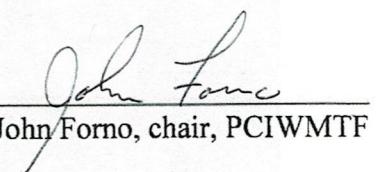
From: Plumas County Integrates Waste Management Task Force  
Subject: Advice from PCIWMTF pertaining to proposed rate change for Solid Waste Financial Areas No. 1 and No. 2  
To: Plumas County Board of Supervisors

On Monday, May 6<sup>th</sup>, 2024, the Plumas County Integrated Waste Management Task Force, a Board-appointed advisory committee, conducted a duly notified regular meeting. Three (3) Task Force Members were present; therefore, a quorum was established.

Following consideration of the Franchise Contract dictated annual rate review procedure, the Task Force unanimously developed the following advice for consideration by the Plumas County Board of Supervisors:

**The PCIWMTF recommends the Board of Supervisors approve a rate increase for Solid Waste Franchise Area No. 1 in the amount of 6.09% and a rate increase for Curbside and Transfer Station rates in Franchise Area No. 2 in the amount of 14.13% and 19.47% respectively for the Fiscal Year of 2024/2025, pursuant to the rate evaluation procedures outlined in the 2017 Franchise Contract. These values were determined via an independent analysis of audited financial statements submitted by the Franchise Contractors as dictated by the Franchise Contract.**

Respectfully submitted,

  
John Forno, chair, PCIWMTF



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Debra Lucero, County Administrative Officer  
**MEETING DATE:** July 9, 2024  
**SUBJECT:** County Administrative Officer's Report

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**Recommendation:**

Receive as information and documentation.

**Background and Discussion:**

See report

**Action:**

Receive as information and documentation.

**Fiscal Impact:**

.

**Attachments:**

1. CAO 6 Report June 2024

# PLUMAS COUNTY

## CALIFORNIA Administrative Officer



**TO:** Honorable Chair and Board Supervisors

**FROM:** Debra Lucero, CAO

**MEETING DATE:** July 9, 2024

**SUBJECT:** CAO Report 6/01/24 – 6/30/24

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### BUDGET PROCESS

June 25, 2024 Transmittal Letter to the BOS that accompanied the Budget Book

In light of the Budget Hearing on June 18, 2024 and an Open Letter dated June 18, 2024, and signed by David Hollister, District Attorney; Todd Johns, Sheriff; Cindie Froggatt, Assessor; Martee Nieman Graham, Auditor; Julie White, Treasurer-Tax Collector and Mimi Hall, Supervisor-Elect, please accept my revised letter for the Recommended 2024-25 Budget.

#### Open Letter – June 18, 2024

The Open Letter has several inaccuracies or misrepresentations but I am only going to address those that are most material.

- 1) Page 3 – 4<sup>th</sup> paragraph reads: *“It is true that Plumas County has used Fund Balance to close prior budget gaps, but budget advisors during several years without a CAO worked to keep use of fund balance to far below \$1M to balance annual budgets. However, it is not a historic trend ...”*

The charts below shows a 10-year look at past budgets which can be found on the County's website and demonstrates the County was relying on fund balance to balance the budget ranging from approximately \$800,000 in FY 2015-16, to more than \$1.8 million beginning in FY 2016-17 and every year thereafter.

## Analysis of Budget Book Schedules 2016-2025 for General Fund

Information was taken from Schedule 1 and Schedule 4

| 2015-16 | Expenditures    | Revenues        | Deficit         | Fund Balance    |
|---------|-----------------|-----------------|-----------------|-----------------|
|         | \$32,509,614.00 | \$31,704,562.00 | \$805,052.00    | \$805,052.00    |
| 2016-17 |                 |                 |                 |                 |
|         | \$32,851,647.00 | \$30,968,087.00 | \$1,883,560.00  | \$2,827,235.00  |
| 2017-18 |                 |                 |                 |                 |
|         | \$34,955,980.00 | \$32,556,026.00 | \$2,399,954.00  | \$1,699,964.00  |
| 2018-19 |                 |                 |                 |                 |
|         | \$36,418,751.00 | \$32,838,901.00 | \$3,579,850.00  | \$5,671,618.00  |
| 2019-20 |                 |                 |                 |                 |
|         | \$38,812,091.00 | \$35,348,200.00 | \$3,463,891.00  | \$3,170,115.00  |
| 2020-21 |                 |                 |                 |                 |
|         | \$40,490,554.00 | \$36,429,372.00 | \$4,061,182.00  | \$3,661,182.00  |
| 2021-22 |                 |                 |                 |                 |
|         | \$40,699,801.00 | \$37,311,472.00 | \$3,388,329.00  | \$3,011,823.00  |
| 2022-23 |                 |                 |                 |                 |
|         | \$44,562,773.00 | \$41,399,583.00 | \$3,163,190.00  | \$8,053,739.00  |
| 2023-24 |                 |                 |                 |                 |
|         | \$51,091,809.00 | \$42,439,091.00 | \$8,652,718.00  | \$15,571,208.00 |
| 2024-25 |                 |                 |                 |                 |
|         | \$57,616,932.00 | \$47,282,674.00 | \$10,334,258.00 | \$6,891,163.00  |

To be clear, I am in agreement that this is not a good practice and while there have been a variety of contributing factors, it is going to take a committed, multi-year approach among all leaders in Plumas County to reverse this trend.

The June 18, 2024, Open Letter also states: “*(The Budget) ... regurgitates the same narrative from the past eighteen months by pointing a finger to others for responsibility to provide solutions that ‘need(s) to be addressed by the leadership team.’ Absent is a clear roadmap from the CAO/County Budgetary Officer with best practices such as documented timelines, objectives, strategies and measures for success to assure the County’s progress towards that future.*”

Creating a documented timeline, objectives, strategies and measurements, such as a Strategic Plan, including budget processes, is essential and requires cooperation from the entire leadership team. The CAO is the primary individual responsible for facilitating the discussions with the leadership team and making policy recommendations to the Board of Supervisors, and we have attempted to do so. However, without the cooperation and participation of all appointed and elected department heads, we will not be effective.

The Open Letter also raises concerns relative to the term “roll-over” budget, and public statements regarding this term were raised during the budget hearing. Please note, it was never my intention to undermine Plumas County employees by using this term and I apologize if it was interpreted in that manner.

There are several benefits to moving the adoption of the budget up to June, but my primary reason for this approach is to allow for spending on capital projects to begin from July – September, rather than having to wait until after the budget is adopted in September and the construction is delayed until the spring due to weather. This should not be interpreted as indicating prior budgets were done incorrectly, but instead, a way to make us more efficient.

Finally, the Open Letter states: “*The 2024-2025 Recommended Budget, like the prior year, proposes increased expenditures without the revenue to pay for them, and it is balanced by one-time fixes with no concrete, sustainable long-term financing strategy.*”

As referenced above, relying on one-time funds has been a practice of Plumas County for many years. However, if I am understanding the concerns of those who signed the Open Letter, I am in complete agreement that we should reduce our reliance on one-time funds as well as develop a long-term financing strategy. Unfortunately, many of the challenges we face accumulated over multiple years and it will take a multi-year approach to address the issues. It will require updated policies that must be adhered to by all staff, and in some cases will require significant up-front costs to replace existing systems.

Without these actions, Plumas County will continue to struggle in understanding and preparing informed and realistic budgets to the Board of Supervisors. Considering our current circumstances, it requires all of us to be even more diligent in monitoring our expenses so that any potential overruns are identified and corrected as quickly as possible.

### Employee Compensation

As we are all aware, personnel costs make up the majority of expenses in any local government agency. In addition, there is likely close to unanimous agreement that Plumas County does not have the resources to offer salaries that are competitive with many other counties, much less competitive with public sector positions. However, the Board has made it a priority to increase compensation as much as possible.

You may recall that on March 1, 2022, the Board approved salary adjustments for elected officials, increasing compensation by 25.67% to 61.94% depending on the position. In addition, on June 5, 2022, the Board approved equity adjustments for Department Heads ranging from 2.3% up to 45%. These actions, while needed, have now set an expectation for line staff to receive equity adjustments as well which will put an additional strain on the budget.

Since 2022, rank and file employees received the following pay raises.

- **OE3 General Unit – 6%**
- **OE3 Mid Management Unit – 6%**
- **Public Works Unit - 20% plus another 2% July 2024**
- **Public Works Mid-Management Unit – 20% plus another 2% July 2024**
- **Sheriff's Department Unit – 23%**
- **Sheriff's Mid-Management Unit – 23%**
- **Confidential Unit – 8.5%**
- **Probation Unit – 11.5%**
- **Probation Mid-Management Unit – 11.5%**

This year, the Board of Supervisors prioritized increasing pay and proposed up-to-a-10% increase for all employees except those who have already had recent salary level adjustments (Sheriff's Department, Child Support, Public Works). Additionally, this would not apply to department heads or elected officials. The potential pay increase was proposed at this time so we could calculate the costs and include the calculations in the budget. Also proposed is up-to-a-20% increase for Social Services which is severely behind in pay equity compared to other counties. Meet and confer with unions must still occur.

For this reason, I felt it was important to be transparent and demonstrate to the Board and the public that funding is included in the budget to absorb some of the compensation increases that may be approved through the negotiation process. Please note that if those funds are not needed, they cannot be spent on something else without Board direction and in all likelihood, will result in additional fund balance heading into FY 2025-26.

The Board wants pay raises to occur without relying on one-time monies which is always the preferred scenario. However, we should also keep in mind that much of the one-time funding we have available is a result of salary savings since we have not been able to fill positions. As a result, if it is still the priority to increase wages so that Plumas County can attract more employees; the actual costs, vacancy rates, etc. will need to be closely monitored to ensure Plumas County is not forced into a position of making workforce reductions in future years.

The up-to-10%-across-the-board raises for General Fund employees would have a budget impact of \$1.34 million annually, while the Non-General Fund increases amount to \$1.46 million annually. Together, the above potential and approved raises in this budget alone amount to \$5.4 million annually. Please note that this assumes all positions are filled for the entire year which is not reasonable. However, it is the most conservative budget approach and any year-end salary savings can be used to offset compensation increases for a 2 – 3 years while we identify other ways to increase revenue and reduce expenditures, ideally without having to reduce services.

### Other Funding Sources

Counties across the state have seen significant revenue increases as a result of ARPA, COVID and LATCF funds. In addition, due to natural disasters Plumas has received FEMA funding to offset the costs of those events. These are all one-time funds, a portion of which have been used to balance the budget.

### Fiscal Year 2024/25 Priorities

The following is a summary of high-level priorities the CAO's Office, along with our Executive Leadership team of elected and appointed department heads, should continue focusing on over the next 12 months:

- **Understanding and creating better internal financial controls.** On this note, the Cost Plan for our County is woefully inadequate and is managed by the Auditor-Controller who is attempting to get it up to date. The Cost Plan enables grantees (county user departments) to recover costs incurred in the administration of a grant, entitlement or any form of assistance from the Federal, State, or other agencies outside the county. This is a revenue area that needs attention.
- **Truing up budget obligations.** On this note, days before we were to publish the budget, the Auditor-Controller found a \$2 million journal error. The Annex mortgage payment had not been journaled since 2021 and the Treasurer-Tax Collector had not transferred necessary funds from a subfund so the General Fund took another \$2 million hit just before we published.
- **Greater transparency and accountability in all areas of County financial affairs.**
- **Utilizing technology and/or outside consultants to assist under-staffed departments.**
- **Serving the citizens of Plumas County more effectively and efficiently.**

### Recommended Budget Summary

This year's \$156 million Recommended Budget includes a \$57.5 million General Fund with a proposed reserve of \$6.5 million per the County's Fiscal Policy. Last year was the first year - in at least six years - that this reserve policy was fully funded. The General Fund increased by 15% between the hearings due to adding back in positions and retirement expenditures in one department that were not included in the previous budget.

Addressing the deficit will require a combination of the following and each one of these would require a strategy and a plan – not something I would develop in a vacuum but with a team of professionals and those in charge of key financial functions within the County:

## **Increasing Revenues:**

1. **Tighten internal financial processes for better revenue and expenditure control:** Do month-end processes, year-end processes; make payments timely to state and federal agencies to avoid fines or fees. (Please note, I have been asking for a report on late fines or fees for months from the Auditor-Controller due to the fact the Treasurer-Tax Collector received \$36,000 in fines for missing deadlines recently.) We need to investigate investment strategies for more yield; collect taxes, fines and fees more vigorously; enforce leases on county-owned land; review fees that have not changed in years; sell surplus property the County owns; hold timely tax property sales.
2. **Proposed sales tax increase:** A  $\frac{3}{4}$  percent sales increase would bring an additional \$2 million to the county, according to proponents. This may be essential to maintain County services.
3. **Economic Development Initiatives:** Encourage business growth and attract new families to Plumas with incentives; continue to support nonprofits and businesses with grant opportunities so they can continue the vital work they are doing.
4. **Tourism Promotion:** Encourage the expansion of the Feather River Tourism Association to cover the entire County in 2025. FRTA is doing an excellent job marketing the County's many features and attractions. Along with this, the County needs to make a pledge to vigorously collect TOT taxes to enhance this effort as well as strengthen one of our largest revenue sources.
5. **Property Development:** Develop unused or underutilized county-owned land for commercial or residential purposes, either through direct development or partnerships with private developers.
6. **Fee Adjustments:** Review and adjust fees - some of which have not been adjusted in more than a decade.
7. **Public-Private Partnerships (PPPs):** Continue to collaborate with private entities on infrastructure projects or service delivery to leverage private sector expertise and resources.
8. **Grants and Funding:** Actively seek out and apply for state and federal grants that align with county priorities, such as infrastructure improvements, economic development, social services, corrections, trails, etc.

## **Reducing Expenditures:**

1. **Operational Efficiency:** Have Department Heads conduct a thorough review of operations to identify inefficiencies and areas for streamlining processes, reducing duplication, and improving productivity.
2. **Outsourcing:** Continue to outsource services to specialized vendors or neighboring counties to reduce operating costs while maintaining service quality.
3. **Staffing Optimization:** Review staffing levels across departments and implement measures such as eliminating vacant positions. Look to Department Heads to evaluate workflows and consider new or different employee positions and technology.
4. **Technology Investments:** Invest in technology solutions such as automation, digitalization, and data analytics to improve operational efficiency and reduce the need for manual labor or redundant processes.
5. **Energy and Resource Conservation:** Implement energy-saving measures, such as installing energy-efficient lighting, optimizing HVAC systems, and promoting water conservation, to reduce utility costs for county-owned facilities. We are actively doing this with the Engie Project (**See Page 22 For a synopsis of this project**).
6. **Consolidation of Services:** Explore opportunities to consolidate or merge certain County services or departments to eliminate duplication of efforts and achieve economies of scale.

Our total General Fund Opening Fund Balance is \$20.2. This budget assumes a 2% property tax growth rate and a 3.9% growth in General Fund revenues. Our overall growth rate is estimated to be about \$842,000 after analyzing the past twelve years of taxes and assessments.

Position allocation for FY24-25 for the final recommendation is 420.746 Full-Time Equivalents (FTEs). This budget eliminates three vacant positions from the General Fund which have remained open for one year without being filled in the following departments:

Building - 1  
Probation – 2

Solving a deficit is not just about increasing revenues. While County staff can recommend the Board update our fee schedules to ensure full cost recovery where allowable, and should be done as quickly as possible, the majority of revenue comes from taxes and any increases must be approved by the voters.

As a result, we must also consider reducing positions, particularly those that have been vacant for more than one year, in order to present a balanced budget. With the suggestions at the June 18<sup>th</sup> Budget Hearing, we have added back in 15.02 positions, bringing the total vacancies to 84.695 which remain unfilled and allocated as of the publishing of this budget. These positions are worth approximately \$8 million. It will be important during the next budgeting cycle to strategically eliminate unfilled positions to bring the county's projected vacancy rate from 20.3% to 10% in the next budget cycle, while also recognizing that if warranted, positions can be reinstated at any time upon approval by the Board of Supervisors. This is a constantly changing scenario as people retire, quit or are hired. There is currently legislation that will affect vacancy rates in government positions which may become law in January 2025.

In addition to requested and negotiated pay raises, it should be noted that potentially 238 employees of our 401 allocated positions or nearly 60% of the workforce for the upcoming fiscal year, will receive a 5% Merit or Longevity pay increase. These increases will cost the County nearly \$1 million in addition to any proposed raises. Also, the County is obligated to pay out accrued and unused comp time, vacation pay and a portion of sick leave (depending on years of service) for retirees. This is estimated to be about \$400,000 for the next fiscal year.

It's clear that we cannot keep pace with needed raises and obligations and continue to do business in the same manner. We must look at increasing revenues and decreasing expenditures as outlined above; and other cost-savings measures.

This year's Budget does have bright spots with the Engie Energy Project to reduce PG&E costs and increase efficiencies as well as replace aging equipment such as generators, HVAC systems and more. Much of our equipment is approaching 20 years old or older. Even with the cost of the project, it is projected to save the county upwards of \$130,000 annually.

The County's new jail will be fully operational and the Public Works and the Sheriff's Department should be commended for coming in at or near budget. We still do not understand, however, how operating the new jail may impact the budget.

The new Budget also assumes capital improvement projects that are long overdue at County facilities such as libraries, parking lots, roads, and parks. We will continue to look for good-fit grant opportunities and state revenues to assist with these projects.

Five new positions are being added in the following Departments - all are as a result of being required by law or are grant-required or being funded as a result of the Dixie Fire:

### **Behavioral Health**

- 2 Behavioral Health Therapists - required by State Law and paid with state funds.

## **CAO's Office - Grant Management**

- .333 Extra Help position required for Quincy/Chester BRE Grant (paid from grant funds)
- 1 Recovery Coordinator Position, (Three-Year Sunset Position) proposed to be funded by PG&E Settlement Funds. This position will coordinate with the Dixie Fire Collaborative and maintain Dixie Fire-related mitigation and disaster recovery grants

## **Planning**

- 1 Executive Assistant in Planning to assist with approximately 17 grants (including hazard mitigation grants) the Department is attempting to manage (paid from General Fund).

For a variety of factors, the County does not have current and accurate budget information readily available. While the CAO is responsible for providing future year projections of revenues and expenditures, without having valid and accurate historical information, it simply is not feasible. In addition, not having accurate historical information puts the entire organization in a very awkward position of having to make recommendations and ultimately approve the use of millions of dollars of tax-payer money. It is also a contributing factor of potentially having to rely too heavily on the use of one-time funds.

*True teamwork will get us where we need to go.*

I want to thank all the Department Heads, Finance Officers and the Budget Team for working to improve our processes. This was a particularly difficult year as one of the main Budget Team members was unavailable to us. But we pushed through. Next year, we will use OpenGov software to assist us in the budgeting process.

We have also done a tremendous amount of research on new job classifications and/or compensation studies for the following departments:

- Public Health
- Library
- Information Technology (IT)
- Building
- Risk Management/OES
- Planning
- Sheriff's Department
- County Fair
- Behavioral Health
- Environmental Health
- CAO
- Agriculture
- Human Resources
- Probation
- Public Works
- County Counsel
- Social Services

We will be working with departments to re-organize beginning in January 2025 for the 2025-26 Fiscal Year. Also accompanying the Budget Book was a separate memo regarding the Treasurer-Tax Collector's Office and the Auditor-Controller's Office – two essential departments to the development of the Budget.

# **MEMO (included in June 25, 2024 Agenda but not budget book)**

**To: Honorable Board of Supervisors**

**FROM: Debra Lucero, CAO**

**RE: Recommended Budget Adoption 2024-25**

Soon after coming to Plumas County, I discovered the lack of knowledge, training, compliance and more as it relates to the financial processes. I went to the then Executive Director of Trindel, the County's insurance company, to get some advice as to what to do. I was advised to get an accountancy firm to look at the books and workflow to determine pinch points and issues. Soon after, the Board approved Clifton, Larson & Allen (CLA) to come onboard to assist in catch-up and workflow management. As a result, several best practices and other recommendations were made. Few have been implemented.

The County has allocated \$1,412,000 over two to three years to update its financial processes and catch up on work that has hindered the timely filing of required financial statements, processes and audits. This work is essential in preparing an annual budget. When books are not closed in a timely manner, necessary internal reports are unavailable and external reports such as audits are late. The last one Plumas County turned in was on April 22, 2024 for FY2021-22. It was due on March 31, 2023. Our FY2022-23 is also late; it was due on March 31, 2024. This is a continuing pattern.

Below are the firms that are assisting Plumas County in this work:

**CLA contract** - \$728,000 over two fiscal years from one-time Local Assistance Tribal Consistency Fund (LATCF) and \$85,000 from the General Fund.

**Craig Goodman** - \$310,000 (Auditor-Controller consultant over two fiscal years from the General Fund).

**OpenGov** software for budgeting purposes - \$277,000 (3-year contract - General Fund)

**Sympro** Software for investment reporting - \$97,000 (3-year – General Fund)

The County has spent tax payer dollars to get its financial house in order but that work will be for not, if financial processes are not done monthly, quarterly, etc. In the 2021-22 audit (the most recently completed Single Audit), the Auditor-Controller stated in her Corrective Plan:

*“The Auditor-Controller and Treasurer-Tax Collector worked with the contracted consulting firm to develop a new procedure to balance cash within the MUNIS system to tie to the bank accounts monthly. We have created new templates and Excel reports to utilize monthly going forward for cash reconciliation. The County is now caught up to December 2023.”*

This is not a true statement as of the publishing of the Recommended 2024-25 Budget. November and December cash reconciliations have not been done.

The Auditor-Controller further states:

*“Reconciling cash will be a monthly procedure and the Auditor-Controller anticipates the FY 23/24 will be completely reconciled by June 30, 2024. The Auditor-Controller anticipates full cooperation from both departments to ensure that this is done in a timely manner.”*

This has not been done as of the publishing of the budget, putting the County eight months behind in cash reconciliation.

It should be noted that being an accountant is not part of the CAO's job description but it is part of the Auditor-Controller's position.

While the position is an elected one; the current Auditor-Controller was appointed by the Board. California Law Section 26945 of the Government Code requires certain qualifications. (a) The person possesses a valid and active certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant.

(b) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, as that section read on December 31, 2009, or a business-related degree that includes at least 24 semester units, or equivalent quarter units, in accounting-related subjects, including, but not limited to, accounting, financial reporting, auditing, and taxation, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, or a nonprofit organization, dealing with similar fiscal responsibilities, including, but not limited to, public accounting or auditing responsibilities, for a continuous period of not less than three years.

(c) The person has served as county auditor, chief deputy county auditor, or assistant county auditor, or an equivalent position for a continuous period of not less than three years.

County auditors serve as the chief accountant for county funds. Plumas County needs an accountant onboard. Their responsibilities include keeping accounts current with the treasurer, examining and settling the accounts of individuals who owe money to the county, and reconciling the county's cash and investment accounts with the treasurer.

Consistency in the arena of internal controls relating to the above financial processes, has been lacking for many, many years. The following data came from my April 2024 CAO Report:

In the past 11 completed audits from 2012 to 2022, the following findings were repeated:

1. Reconciliation of Pooled Cash & Investments (2022,2021,2020,2014)
2. Allocation (apportionment) of Interest Earnings (2021,2022)
3. Year-End Closing Process (2018,2017,2016,2015,2014)
4. Prior Period Adjustments (2017,2016)
5. Plumas County Transit Authority (2017,2016,2015,2014)
6. Accounts Receivable (2014,2015)
7. Capital Assets Prior Period Adjustment (2013,2012)
8. Capital Assets Disposal (2013,2012)

Other items mentioned throughout the 11-year period:

1. Final Accruals in the financial Statements (2022)
2. Accountability of Capital Assets (2021)
3. Payment of Expenditures (2021)
4. Audit Adjustments (2019)
5. Schedule of Expenditures of Federal Awards (2017)
6. Accounts Payable (2014)
7. EFT Deposits Lack of Timely Processing (2014)

From 2012 to 2017, there were five "Material Weakness" findings.

During this same time period, there were 15 "Significant Deficiencies" including the Federal Awards & Questions. These audit findings are important, but less so than a material weakness.

From 2018 to 2022, there were eight “Significant Deficiencies” but “Material Weaknesses” have grown to represent the bulk of the findings in recent audits. This is a disturbing trend but the Board of Supervisors authorized the CLA contract to assist our financial departments in the past year to address some of these internal control patterns.

| Single Audit Comparisons 2012-2022 (11 Fiscal Years Reviewed) |  |                        |                                      |                        |                |
|---|--|------------------------|--------------------------------------|------------------------|----------------|
| YEAR  | FINDING YEAR-NO FINANCIAL STATEMENT FINDINGS | TYPE OF FINDING        | FEDERAL AWARDS & QUESTIONED COSTS    | TYPE OF FINDING        | REPEAT FINDING |
| 2022  | Finding 2021-001                             |                        | Schools and Roads - Grants to states | Material Weakness      | YES            |
|   | 1  |                        | Highway Planning & Construction      | Material Weakness      | YES            |
|   | 2  |                        | Foster Care - Title IV-E             | Material Weakness      | YES            |
|   | 3  |                        | Medical Assistance Program           | Material Weakness      | YES            |
|   | 4  |                        |                                      | Material Weakness      | YES            |
| Finding 2022-002  | Reconciliation of Pooled Cash & Inv          | Material Weakness      |                                      | Material Weakness      | YES            |
| Finding 2022-003  | Apportionment of Quarterly Investm           | Material Weakness      |                                      | Material Weakness      | YES            |
| Finding 2022-004  | Final Accruals in the Financial State        | Significant Deficiency |                                      | Significant Deficiency | NO             |
| 2021  | Finding 2021-001                             |                        | Schools and Roads - Grants to states | Material Weakness      | YES            |
|   | 1  |                        | Highway Planning & Construction      | Material Weakness      | YES            |
|   | 2  |                        | Coronavirus Relief Fund              | Material Weakness      | NO             |
|   | 3  |                        | Foster Care - Title IV-E             | Material Weakness      | YES            |
|   | 4  |                        | Medical Assistance Program           | Material Weakness      | YES            |
| Finding 2021-002  | Reconciliation of Pooled Cash & Inv          | Material Weakness      |                                      | Material Weakness      | YES            |
| Finding 2021-003  | Accountability of Capital Assets             | Significant Deficiency |                                      | Significant Deficiency | NO             |
| Finding 2021-004  | Payment of Expenditures                      | Significant Deficiency |                                      | Significant Deficiency | NO             |
| Finding 2021-005  | Allocation of Interest Earnings              | Significant Deficiency |                                      | Significant Deficiency | NO             |
| 2020  | Finding 2020-001                             |                        | Schools and Roads - Grants to states | Material Weakness      | YES            |
|   | 1  |                        | Highway Planning & Construction      | Material Weakness      | YES            |
|   | 2  |                        | Foster Care - Title IV-E             | Material Weakness      | YES            |
|   | 3  |                        | Medical Assistance Program           | Material Weakness      | YES            |
|   | 4  |                        |                                      | Significant Deficiency | YES            |
| Finding 2020-002  | Reconciliation of Pooled Cash & Inv          | Significant Deficiency |                                      |                        |                |
| 2019  | Finding 2019-001                             |                        | Schools and Roads - Grants to states | Material Weakness      | YES            |
|   | 1  |                        | Foster Care - Title IV-E             | Material Weakness      | YES            |
|   | 2  |                        | Medical Assistance Program           | Material Weakness      | YES            |
|   | 3  |                        | Foster Care - Title IV-E             | Material Weakness      | NO             |
| Finding 2019-002  |  |                        |                                      | Significant Deficiency | ?              |
| Finding 2019-003  | Audit Adjustments                            | Significant Deficiency |                                      |                        |                |
| 2018  | Finding 2018-001                             |                        | Airport Improvement Program          | Significant Deficiency | ?              |
|   | 1  |                        |                                      |                        |                |

| Single Audit Comparisons 2012-2022 (11 Fiscal Years Reviewed) |  |                                      |                                   |                        |                |
|---|--|--------------------------------------|-----------------------------------|------------------------|----------------|
| YEAR  | FINDING YEAR-NO FINANCIAL STATEMENT FINDINGS | TYPE OF FINDING                      | FEDERAL AWARDS & QUESTIONED COSTS | TYPE OF FINDING        | REPEAT FINDING |
|   | Finding 2018-002                             | Year-End Closing Process             | Significant Deficiency            | Significant Deficiency | YES            |
| 2017  | Finding 2017-001                             | Prior Period Adjustments             | Material Weakness                 | Material Weakness      |                |
|   | Finding 2017-002                             | Schedule of Expenditures of Federal  | Material Weakness                 | Material Weakness      |                |
|   | Finding 2017-003                             | Year-End Closing Process             | Significant Deficiency            | Significant Deficiency | YES            |
|   | Finding 2017-004                             | Plumas County Transit Authority      | Significant Deficiency            | Significant Deficiency | YES            |
| 2016  | Finding 2016-001                             | Prior Period Adjustments             | Material Weakness                 | Material Weakness      | YES            |
|   | Finding 2016-002                             | Year-End Closing Process             | Significant Deficiency            | Significant Deficiency | YES            |
|   | Finding 2016-003                             | Plumas County Transit Authority      | Significant Deficiency            | Significant Deficiency | YES            |
| 2015  | Finding 2015-001                             | Year-End Closing Process             | Significant Deficiency            | Significant Deficiency | YES            |
|   | Finding 2015-002                             | Accounts Receivable                  | Significant Deficiency            | Significant Deficiency |                |
|   | Finding 2015-003                             | Plumas County Transit Authority      | Significant Deficiency            | Significant Deficiency | Yes            |
| 2014  | Finding 2014-001                             | Year-End Closing Process             | Significant Deficiency            | Significant Deficiency |                |
|   | Finding 2014-002                             | Pooled Cash Reconciliation           | Significant Deficiency            | Significant Deficiency |                |
|   | Finding 2014-003                             | Accounts Payable                     | Significant Deficiency            | Significant Deficiency |                |
|   | Finding 2014-004                             | Accounts Receivable                  | Significant Deficiency            | Significant Deficiency |                |
|   | Finding 2014-005                             | EFT Deposits Lack of Timely Process  | Significant Deficiency            | Significant Deficiency |                |
|   | Finding 2014-006                             | Plumas County Transit Authority      | Significant Deficiency            | Significant Deficiency | YES            |
| 2013  | Finding 2013-001                             | Capital Assets Prior Period Adjustme | Material Weakness                 | Material Weakness      | YES            |
|   | Finding 2013-002                             | Capital Asset Disposal               | Significant Deficiency            | Significant Deficiency | YES            |
| 2012  | Finding 2012-001                             | Capital Assets Prior Period Adjustme | Material Weakness                 | Material Weakness      |                |
|   | Finding 2012-002                             | Capital Asset Disposal               | Significant Deficiency            | Significant Deficiency |                |

## Plumas County Treasury Oversight Examination Comparison 2012-2022 11-Year Review

In the past 11 completed Treasury Oversight Examinations from 2012 to 2022, the following years are not on file in the Treasurer-Tax Collector's office: 2012 and 2015. Of the nine years on file, the following findings and the Treasurer's responses are summarized below:

| Treasury Oversight Examination | Type of Finding  | Response to Finding by Treasurer-Tax Collector   |
|--------------------------------|------------------|--|
| 2022                           |                  |  |
|                                | Finding 2022-001 | Monthly Investment Reporting not being submitted to the BOS within 30 days following the end of the month.<br>We are implementing new investment software for efficiency and timely reporting.   |
|                                | Finding 2022-002 | Administrative Fee<br>We will review all calculations after the admin fee is calculated.   |
|                                | Finding 2022-003 | Interest Apportionment<br>The interest apportionments fell behind during catastrophic events. There have been new spreadsheets created to calculate the interest more efficiently.   |
| 2021                           |                  |  |
|                                | Finding 2021-001 | Monthly Investment Reporting not being submitted to the BOS within 30 days following the end of the month.<br>The accounting of the investments is time consuming. We are currently researching software and having discussions on how to make a more efficient process while keeping accurate accounting. |
|                                | Finding 2021-002 | Administrative Fee<br>We will proof all calculations for accuracy.   |
| 2020                           |                  |  |
|                                | Finding 2020-001 | Monthly Investment Reporting not being submitted to the BOS within 30 days following the end of the month.<br>The Treasurer's office will continue to make timely reports a priority.  |
|                                | Finding 2020-002 | Administrative Fee<br>Each quarterly administrative fee charge will be reviewed before each interest apportionment.  |
| 2019                           |                  |  |
|                                | Finding 2019-001 | Monthly Investment Reporting not being submitted to the BOS within 30 days following the end of the month.<br>The Treasurer's office will continue to make timely reports a priority.  |
| 2018                           |                  |  |
|                                | Finding 2018-001 | Monthly Investment Reporting not being submitted to the BOS within 30 days following the end of the month.<br>The Treasurer's office will continue to make timely reports a priority.  |
| 2017                           |                  |  |
|                                | Finding 2017-001 | Monthly Investment Reporting not being submitted to the BOS within 30 days following the end of the month.<br>The Treasurer's office will make an earnest effort for timely reports  |
| 2016                           |                  |  |
|                                | Finding 2016-001 | Monthly Investn August 31, 20 The Treasurer's Office will make an effort to have the reports submitted within 30 days to the Board of Supervisors.<br>The Treasurer's office will make an effort to have the reports submitted within 30 days to the Board of Supervisors                                  |
| 2015                           |                  | Not available according to the Treasurer-Tax Collector   |
| 2014                           |                  | Finding 2014-001 Monthly investn February 28.; No management response  |
| 2013                           |                  | Findings 2013-001 Monthly Investment reports for Corrective Action Plan stated: This will be implemented in 2013-14<br>Findings 2013-002 Costs of complying with the aii Implemented   |
| 2012                           |                  | Not on file  |

Audit findings and lack of internal controls have been the topic of many board meetings and my CAO reports and most recently, in the 2023-24 Grand Jury Report. In that report, the Grand Jury pointed out the following areas of non-compliance – mostly focusing on the Treasurer-Tax Collector but many of these functions involve the Auditor-Controller as mentioned above:

- A backlog of journal entries
- Failing to reconcile cash and investments
- Failing to apportion interest to the special districts
- Insufficient staffing
- Insufficient training on software
- Lack of updated policies and procedures
- Non-existence of a Treasury Oversight Committee.

Collecting revenues is a major function of the Treasurer-Tax Collector yet one of our greatest revenue generators, Transient Occupancy Tax (TOT) has been languishing. Although the fund is up in revenue over past years; there are 100-150 noncompliant properties. Enforcement and compliance is part of the Treasurer-Tax Collector's job. It's difficult to know how our investments are doing because of the lack of transparency and reporting.

The Grand Jury also recommended a Chief Financial Officer and I concur with that finding and think it would be prudent to hire one prior to the Oct. 2 final adoption deadline.

## GRANTS MANAGER

- Re-Registered our annual SAM registration
- Budgeting and OpenGov; Budget hearings
- Worked on a time extension and fund extension for one grant with Sierra Buttes Trail Stewardship
- Met with Sierra Buttes Trail Stewardship for operations planning
- Continued discussions and meetings around Town Hall/Library/Community Center in Greenville
- Continued discussions and planning with Library, IT, Planning and Clerk Recorder
- Updated Fire Escape route for CAO and BOS offices
- Provided support for CalOES grants
- Still working on contract with RCAC

- Preparing for Opioid Reporting

## RISK MANAGEMENT

6/4 – Mitigation for Emergency Managers  
 6/5 – Mitigation for Emergency Managers  
 6/6 – Mitigation for Emergency Managers  
 6/11-12 Trindel Board of Directors meeting  
 6/13 – Fire Safe Board Meeting  
 6/13 – Fire Safe Council Meeting  
 6/14 – Hazard Mitigation Meeting – Kickoff – with Cal OES  
 6/18 – VOAD Planning Meeting  
 6/20 – BSIR Training  
 6/24 – Rainbow Family update  
 6/25 – Hazard Mitigation team meeting  
 6/26 – Rainbow Family – Public Health Webinar  
 6/27 – Plumas Social Service meeting regarding Shelter Planning, Extreme Weather, training staff  
 6/27 – Public Health meeting regarding Shelter, Transportation, Extreme Weather

## CAL-OES UPDATE

6/1 – Fire Chiefs  
 6/4 – Mitigation for Emergency Managers  
 6/5 – Mitigation for Emergency Managers  
 6/6 – Mitigation for Emergency Managers  
 6/13 – Fire Safe Board Meeting  
 6/13 – Fire Safe Council Meeting  
 6/14 – Hazard Mitigation Meeting – Kickoff – with Cal OES  
 6/15 – Plumas Drought Task Force Meeting  
 6/18 – VOAD Planning Meeting  
 6/20 – BSIR Training  
 6/20 – CA Wildfire Smoke Call Preseason Call  
 6/24 – Webinar – NWS spot weather  
 6/24 – Rainbow Family update  
 6/25 – Hazard Mitigation team meeting  
 6/26 – FEMA Go training webinar  
 6/26 – Rainbow Family – Public Health Webinar  
 6/27 – Plumas Social Service meeting regarding Shelter Planning, Extreme Weather, training staff  
 6/27 – Public Health meeting regarding Shelter, Transportation, Extreme Weather

## CLIFTON, LARSON & ALLEN (CLA UPDATE)

### Highlights for June:

## BUDGET-RELATED ACTIONS to Recommended Budget Adoption June 25

- Budget preparation & review; participate in meetings and emails.
- Fund balances
- Coordination, information gathering and follow up with department heads
- Salary calculations, allocations, vacancy rates and modifications made to salaries and assumptions
- Preparation of budget book, schedules, for publishing deadlines and board meetings
- Participation in daily budget meetings as well as board meetings
- Tracking budget adjustments and modifications and updates to schedules
- Status meeting planning and attendance.
- Attended 6/18/24 Board Meeting.
- FY25 Budget preparation, various calculation, review.
- OpenGov Workforce meeting.

- Budget preparation & review; participate in meetings and emails.
- Attended June 25, 2024 Special Board of Supervisor meeting for FY25 Recommended Budget adoption.

### **Recurring Recommendations:**

- Set up each person within Treasury department responsible for banking / financial institution transactions, reconciliations, or review duties with their own appropriate login (no sharing logins).
- Setup read only access rights for Financial Institutions for the CAO & access rights for the Auditor Controller based on needs of job function.
- BOS obtain an inventory of all County bank accounts / financial institutions 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, bank account reconciliations proper internal controls within the functions of Treasury, Auditor-Controller, and CAO offices.
- Utilization of investment software will expedite the process to get caught up on investment compliance reporting and ongoing management of investment reporting & recording of transactions. We recommend that the County explore its current service agreement with PFM. Enhancing services with the current provider may be another way to expedite the process of maintaining compliance with the County's investment reporting requirements. Additionally, although the calculation of interest apportionment was not in our scope, we recommend the County review the current interest apportionment process, and calculations derived by the County's internally developed tool for completeness and accuracy. Consider updating or replacing the legacy interest apportionment system in conjunction with investment software and process upgrades under consideration.
- CLA recommends that a fiscal officer or administrative assistant be hired or identified within the County to assist the CAO's office. Currently, the CAO's office does not have adequate staffing levels to assign the budget tasks performed by CLA's interim accounting team. Under direction of the CAO, this position would prepare, manage, and coordinate the details necessary for the development of the County's annual operating and capital budget; assist with forecasts of necessary funds including supplies, services and staffing; discuss and resolve budget issues with appropriate staff; coordinate preparation and publishing of the budget book with required schedules and targeted improvements; implement budget adjustments as necessary. This position, at the direction of the CAO, may assist with other tasks and initiatives such as, monitor and report on expenditures vs. budget across all departments regularly, facilitate fund administration across the County, provide CAO support to departments, Travel & Expense compliance, and process improvement.
- CLA recommends that an assistant controller or an accounting manager be hired for the existing open/allocated position within the Auditor Controller Department. Currently, the Auditor Controller office does not have adequate management staffing levels to perform regular general ledger accounting close tasks, such as reconciling cash transactions in Munis daily and monthly to bank balances, recording transactions timely, processing payables and receivables timely, and regularly closing the general ledger in Munis with balance sheet accounts reconciled. Under direction of the Auditor Controller, this new/open position can assist with staff management and training, maintenance of the Chart of Accounts, process improvement projects, and assist with creation of performance reporting for Auditor Controller / CAO / Board of Supervisors. This filled position can also assist with supporting the annual audit.

### **ENERGY ASSESSMENT FINANCE UPDATE**

We have continued to meet with banking, finance and attorney representatives on the Engie financing. We expect to bring this to the board on July 16 or August 6 with final closing occurring approximately one week after either date.

### **OTHER CAO MEETINGS / ACTIVITIES**

1. 6/3 – Meeting with National Forest and new concessionaires

2. 6/4 – BOS Meeting
3. 6/4 – Budget Meeting
4. 6/5 – OpenGov Meeting
5. 6/5 – Budget Meeting
6. 6/5 – Re-Group Budget Meeting
7. 6/5 – OpenGov Meeting
8. 6/5 – CLA/County Meeting
9. 6/6 – Human Resources/MRG Weekly Check-In
10. 6/6 – Budget Meeting
11. 6/6 – Budget Meeting
12. 6/7 – Budget published to website to begin 10-day public review
13. 6/7 – Budget Meeting
14. 6/7 – Budget Meeting
15. 6/7 – Budget Meeting
16. 6/10 – Engie/County of Plumas Kick-Off Meeting
17. 6/11 – BOS Meeting
18. 6/11 – Department Head Meeting
19. 6/12 – County of Plumas/CLA Status Meeting
20. 6/12 – CCP Meeting to go over proposed budgets/projects
21. 6/12 – Budget Meeting
22. 6/12 – Dinner with Trindel in Chester
23. 6/13 – Human Resources/MRG Weekly Check-In
24. 6/13 – Budget Meeting
25. 6/13 – Budget Meeting
26. 6/13 – Engie Finance Meeting
27. 6/13 – Budget Meeting
28. 6/13 – Budget Meeting
29. 6/14 – Budget Meeting
30. 6/17 – OpenGov Meeting
31. 6/17 – Budget Meeting
32. 6/17 – Debt Service Pre-Meeting with KNN
33. 6/17 – LCW/MRG Meeting on Budget & Wages
34. 6/17 – Human Resources/MRG Meeting
35. 6/17 – Meeting with KNN on Engie Finance
36. 6/18 – Budget Meeting
37. 6/18 – Budget Hearing with BOS
38. 6/19 – Budget Wrap Meeting with CLA
39. 6/20 – Human Resources/MRG Weekly Check-In
40. 6/20 – Budget Meeting
41. 6/20 – OpenGov Preview Prep Meeting
42. 6/20 – Grand Jury Swearing In
43. 6/20 – Budget Meeting with CLA
44. 6/21 – Budget Meeting
45. 6/21 – Budget Meeting
46. 6/24 – OpenGov Project Status Meeting
47. 6/24 – Social Services/County Counsel Meeting to discuss Grand Jury Report
48. 6/25 – Staff meeting about Professional Services funds
49. 6/25 – Special Board Meeting to adopt Recommended Budget
50. 6/27 – Human Resources/MRG Weekly Check-In
51. 6/27 – Meeting with Facility Services
52. 6/27 – Meeting with Assessor's Office

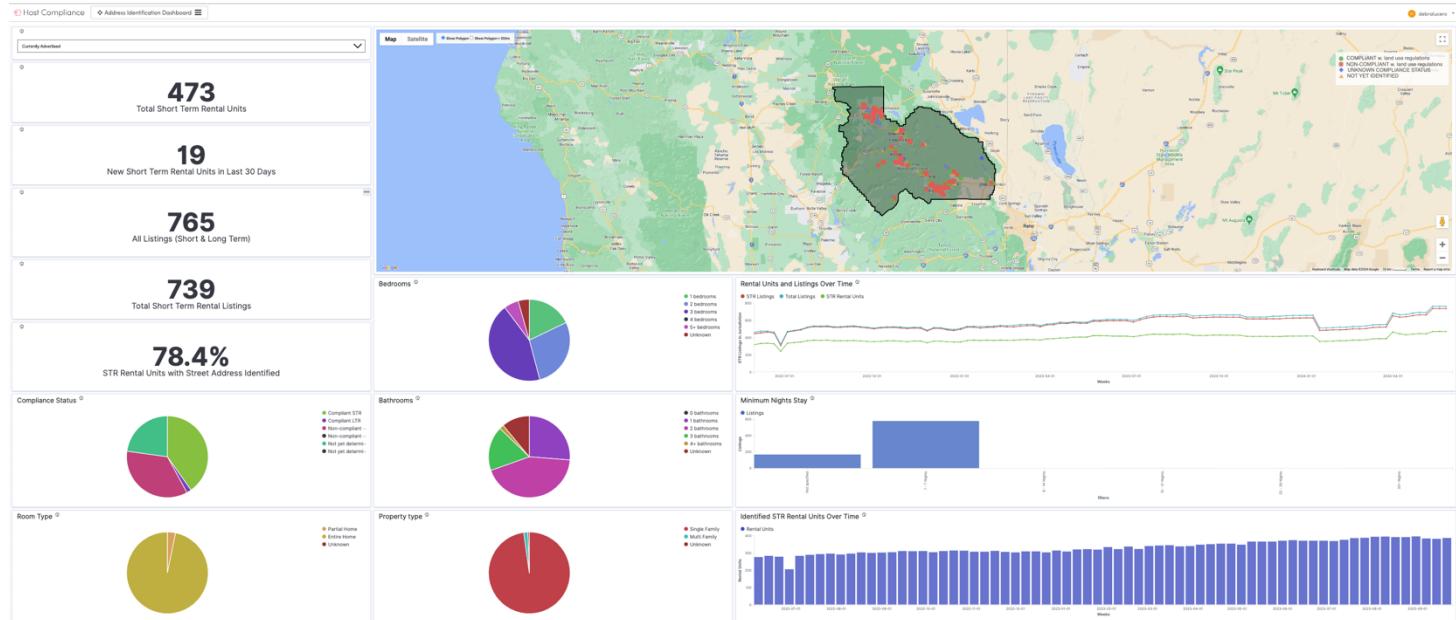
## TRANSIENT OCCUPANCY TAX (TOT) REPORT

Although budget activity has taken the majority of the time this past month, we recognize the importance of getting our TOT-generating properties in compliance. We are in the process of contacting other counties to compare ordinances, compliance issues, etc., and working with the Feather River Tourism Association. The Treasurer-Tax Collector also made comments at a recent Board meeting about “working as a team” to enhance TOT revenues, collections and compliance. Our office stands ready to assist.

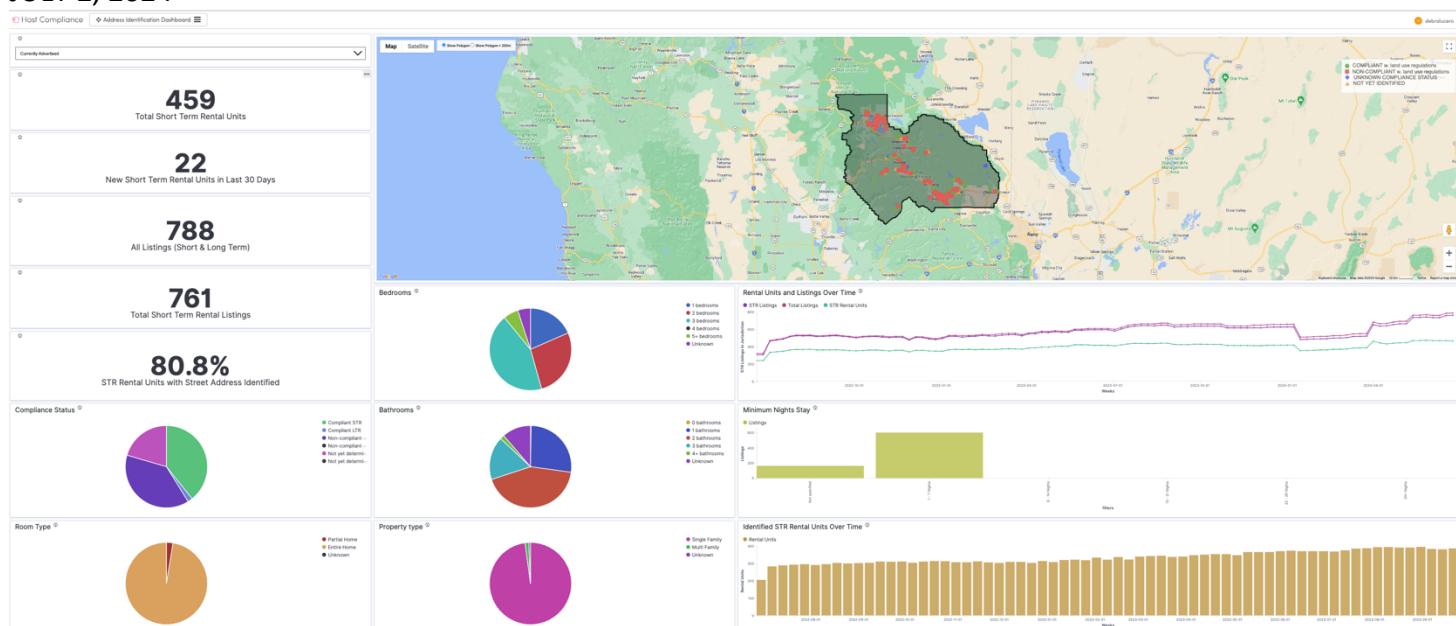
Granicus generated the following reports: (Also showing is June 2, 2024 so it can be compared to last month’s report and the current July 2, 2024 report).

| <b>Monthly status report</b>  |   |
|---|---|
| Report for Plumas County, CA (Plumas County, CA) generated on June 2, 2024.     |   |
| <b>473</b><br>Properties in or near Plumas County, CA                           | <b>459</b><br>Properties in or near Plumas County, CA                           |
| <b>371</b><br>Properties in or near Plumas County, CA with address identified   | <b>371</b><br>Properties in or near Plumas County, CA with address identified   |
| <b>194</b><br>Compliant Short Term Rentals                                      | <b>184</b><br>Compliant Short Term Rentals                                      |
| <b>170</b><br>Non-compliant properties  | <b>180</b><br>Non-compliant properties  |
| <b>109</b><br>Properties with unknown compliance                                | <b>95</b><br>Properties with unknown compliance                                 |
| <b>211</b><br>Properties that have received letters since first mailing         | <b>211</b><br>Properties that have received letters since first mailing         |
| <b>108</b><br>Properties that have received letters and are now compliant       | <b>108</b><br>Properties that have received letters and are now compliant       |
| <b>103</b><br>Properties that have received letters but are still non-compliant | <b>103</b><br>Properties that have received letters but are still non-compliant |

JUNE 2, 2024



JULY 2, 2024





PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM

---

**TO:** Honorable Chair and Board of Supervisors

**FROM:** Allen Hiskey, Clerk of the Board

**MEETING DATE:** July 9, 2024

**SUBJECT:** Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on August 6, 2024; discussion and possible action.

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**Recommendation:**

Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on August 6, 2024; discussion and possible action.

**Background and Discussion:**

Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on August 6, 2024; discussion and possible action.

**Action:**

Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on August 6, 2024; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact; review only.

**Attachments:**

1. Resolution No. 8609

RESOLUTION NO. 21-8609

A RESOLUTION RATIFYING THE PLUMAS COUNTY HEALTH OFFICER'S  
DECLARATION OF LOCAL HEALTH EMERGENCY

BECKWOURTH COMPLEX FIRE, DIXIE FIRE AND FLY FIRE

**WHEREAS**, Health and Safety Code section 101080 authorizes a local health officer to declare a local health emergency in the jurisdiction, or any part thereof: when the local health officer reasonably determines that there is an imminent and proximate threat of the introduction into the jurisdiction, or any part, thereof of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent; and,

**WHEREAS**, on July 26, 2021, Plumas County's Health Officer, Mark Satterfield, MD, declared a local health emergency based on an imminent and proximate threat to public health due to hazardous waste in the form of contaminated debris from hazardous waste/materials and structural debris from the Beckwourth Complex Fire, the Dixie Fire and the Fly Fire (which has now merged with the Dixie Fire), such declaration being attached hereto and incorporated herein; and

**WHEREAS**, under Health and Safety Code section 101080, a local health officer's declaration of a local health emergency must be ratified by the Board of Supervisors within seven (7) days in order to remain in effect; and

**WHEREAS**, Health and Safety Code section 101080 generally requires the Board of Supervisors to review the need for continuing the local health emergency at least every 30 days until the local health emergency is terminated; and

**WHEREAS**, Health and Safety Code section 101080 requires local jurisdictions to terminate the emergency at the earliest possible date that conditions warrant termination; and

**NOW THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors hereby, and pursuant to Health and Safety Code section 101080, ratifies the declaration of a local health emergency declared by the local health officer on July 23, 2021.

The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the special meeting of the Board of Supervisors on July 27, 2021 by the following vote:

AYES: Supervisor (S) Ceresola, Goss, Thrall, Hagwood, and Engel

NOES: None

ABSENT: None



Chair, Board of Supervisors

ATTEST:



Clerk of the Board of Supervisors

DECLARATION NO. 21-

DECLARATION OF A LOCAL HEALTH EMERGENCY IN THE COUNTY OF PLUMAS  
BY PLUMAS COUNTY HEALTH OFFICER  
FOR THE BECKWOURTH COMPLEX AND DIXIE AND FLY FIRES

**WHEREAS**, The Beckwourth Complex is comprised of the Dotta Fire and the Sugar Fire on the Beckwourth Ranger District of the Plumas National Forest. The Dotta Fire is thought to have been ignited by lightning on June 30, 2021 near Dotta Canyon, and on July 2, 2021, the Sugar Fire is thought to have been ignited by lightning west of Sugarloaf Peak; and

**WHEREAS**, the Plumas National Forest failed to control the fires and on July 4, 2021, the California Incident Management Team 4 (CAIMT4) took over command and control of the fires and combined them to be called the Beckwourth Complex Fire; and

**WHEREAS**, Plumas County Proclaimed a Local State of Emergency on July 8, 2021 related to the significant impacts of the Beckwourth Complex Fire; and

**WHEREAS**, on July 13, 2021 the Plumas County Board of Supervisors confirmed and ratified said Proclamation of Local Emergency by Resolution No. 21-8601; and

**WHEREAS**, on July 16, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to the Beckwourth Complex Fire because the wildfire had destroyed homes, caused the evacuation of residents, and damaged critical infrastructure; and

**WHEREAS**, the Dixie Fire started in the Feather River Canyon near the Cresta Powerhouse on July 13, 2021. The cause of the fire is currently unknown and under investigation; and

**WHEREAS**, the Dixie Fire is over 190,000 with 21% containment and continues to threaten life and property, creating conditions of extreme peril and triggering evacuations of thousands of people; and

**WHEREAS**, Plumas County Proclaimed a Local State of Emergency on July 16, 2021 related to the significant impacts of the Dixie Fire; and

**WHEREAS**, on July 20, 2021 the Plumas County Board of Supervisors confirmed and ratified said Proclamation of Local Emergency by Resolution No. 21-8605; and

**WHEREAS**, the Fly Fire started in the Butterfly Valley area on July 22, 2021. The cause of the Fire is currently unknown and is under investigation; and

**WHEREAS**, the Fly Fire was 4,300 acres as of July 24, 2021 with 5% containment and has threatened life and property, creating conditions of extreme peril and triggering evacuations of thousands of people. The Fly Fire merged with the Dixie Fire on the night of July 24, 2021; and

**WHEREAS**, on July 23, 2021 Plumas County Proclaimed a Local State of Emergency related to the significant impacts of the Fly Fire; and

**WHEREAS**, on July 23, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to the Dixie and Fly Fires because the fires have destroyed homes, caused evacuation of residents, and damaged critical infrastructure; and

**WHEREAS**, as of July 26, 2021, the Beckwourth Complex Fire has destroyed 16 structures in Plumas County and as a result the wildfire has created an enormous amount of debris; and

**WHEREAS**, as of July 26, 2021, the Dixie Fire has destroyed 16 structures and 6 other minor structures in Plumas County and as a result the wildfire has created an enormous amount of debris; and

**WHEREAS**, the debris resulting from the Beckwourth Complex Fire, and the Dixie and Fly Fires contain hazardous material in the ash of burned structures, which has created a health emergency and poses a substantial present and future hazard to human health and safety and the environment unless it is addresses and managed; and

**WHEREAS**, there is an imminent and proximate threat of exposure to partially respirable-size particulate matter, possible infection or communicable disease exposure to biological agents due to combustion of animal carcasses, possible accumulation of perishable foods and other organic materials that normally require refrigeration but have been left to spoil due to lack of electricity, potential contamination or destruction of residential and commercial drinking water supplies, and potential pollution of nearby surface water; and

**WHEREAS**, the seasonal thunderstorms and inclement weather could spread the hazardous material in the ash of the burned structure and could thereby pollute and contaminate surface water and the domestic water supplies of the affected areas of Plumas County; and

**WHEREAS**, California Health and Safety Code section 101075 confers upon the local Health Officer emergency powers necessary to protect public health and safety; and

**WHEREAS**, California Health and Safety Code section 101080 authorizes the local Health Officer to declare the existence of a local health emergency when this County or any area of the county is affected or likely to be affected by a public health threat while the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven (7) days, and subject to reaffirmation every thirty (30) days thereafter until such local health emergency has ceased; and

**WHEREAS**, the Health Officer hereby finds that:

- (a) The Beckwourth Complex Fire, Dixie Fire and Fly Fire have created certain hazardous waste conditions in Plumas County in the form of contaminated debris from household hazardous waste/materials and structural debris resulting from the destruction of residences and structure; and
- (b) The hazardous waste debris poses a substantial present or potential hazard to human health and the environment unless immediately addressed and managed; and
- (c) There is an imminent and proximate threat of infections or communicable disease and/or non-communicable agents due to fire related debris; and

(d) The Board of Supervisors of the County of Plumas is not in session and cannot immediately be called into session; and

These threats to public health necessitate the declaration of a local health emergency.

**NOW, THEREFORE, IT IS DECLARED** that a local health emergency exists in the County of Plumas, due to hazardous waste in the form of contaminated debris from the hazardous waste/material and structural debris from the ongoing Beckwourth Complex Fire, Dixie Fire and Fly Fire; and

**NOW, THEREFORE, IT IS FURTHER DECLARED AND ORDERED** that during the existence of the local health emergency the power, functions and duties of the Health Officer shall be those prescribed by State law, including the provisions of California Health and Safety Code sections 101040 and 101085; and by ordinances, resolutions and approved plans of the County of Plumas to mitigate the effects of the local emergency.

**NOW, THEREFORE, BE IT RESOLVED** the Plumas County Health Officer, Mark Satterfield, M.D. declares:

A local health emergency is declared in Plumas County commencing on or about 2:04 Pm  
a.m./p.m. of the 26<sup>th</sup> day of July, 2021.

7/26/21  
Date

  
\_\_\_\_\_  
Mark Satterfield, M.D.  
Health Officer  
County of Plumas



PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Allen Hiskey, Clerk of the Board

**MEETING DATE:** July 9, 2024

**SUBJECT:** Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckworth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

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**Recommendation:**

Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckworth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**Background and Discussion:**

Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckworth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**Action:**

Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckworth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact, review only

**Attachments:**

1. Resolution No. 21-8601 - RATIYING THE PROCLAMATION OF A COUNTY WIDE LOCAL EMERGENCY DUE TO WILDFIRES IMPACTING PLUMAS COUNTY
2. REEA42~1

RESOLUTION NO. 21-3601

A RESOLUTION RATIFYING THE PROCLAMATION OF A COUNTY-WIDE LOCAL  
EMERGENCY DUE TO WILDFIRES SIGNIFICANTLY IMPACTING COMMUNITIES IN  
PLUMAS COUNTY

**WHEREAS**, Section 4-1.05 of the Plumas County Code empowers the Director of the Office of Emergency Services to proclaim a local emergency when the county is affected or threatened by an event causing great damage, possible loss of life, or other public calamity and the Board of Supervisors is not in session; and,

**WHEREAS**, on July 8, 2021, the Director of Emergency Services proclaimed a local emergency due to the Beckwourth Complex fire threatening communities in Plumas County; and

**WHEREAS**, Plumas County has activated the Emergency Operations Center; and these conditions are, or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County of Plumas; and,

**WHEREAS**, Section 4-1.05 of the Plumas County Code requires the Board of Supervisors to ratify the emergency proclamation within seven (7) days or the proclamation will no longer be in force,

**WHEREAS**, it has been found that local resources are unable to cope with the effects of said emergency;

**NOW THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors hereby ratifies the declaration of a local emergency due to the significant, ongoing and possible undiscovered impacts due to the wildfires in Plumas County.

**BE IT FURTHER RESOLVED**, the Plumas County Board of Supervisors shall review the need for continuing the local emergency at least every month and shall terminate the emergency as soon as local conditions warrant.

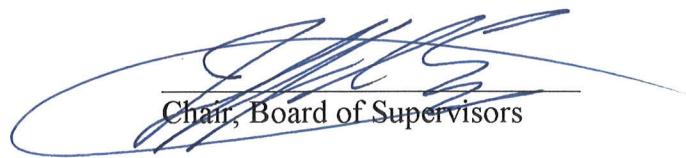
**BE IT FURTHER PROCLAIMED AND ORDERED** that a copy of this resolution be forwarded to the Director of the California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Plumas County; that the Governor waive regulations that may hinder response and recovery efforts; that response and recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the regular meeting of the Board of Supervisors on July 13, 2021 by the following vote:

AYES: Supervisor Ceresola, Goss, Thrall, Hagwood, and Engel

NOES: None

ABSENT: None



Chair, Board of Supervisors

ATTEST:



\_\_\_\_\_  
Clerk of the Board of Supervisors

RESOLUTION NO. 21- **8605**

A RESOLUTION RATIFYING THE PROCLAMATION OF A COUNTY-WIDE LOCAL  
EMERGENCY DUE TO THE DIXIE FIRE SIGNIFICANTLY IMPACTING COMMUNITIES  
IN PLUMAS COUNTY

**WHEREAS**, Section 4-1.05 of the Plumas County Code empowers the Director of the Office of Emergency Services to proclaim a local emergency when the county is affected or threatened by an event causing great damage, possible loss of life, or other public calamity and the Board of Supervisors is not in session; and,

**WHEREAS**, on July 19, 2021, the Director of Emergency Services proclaimed a local emergency due to the Dixie Fire threatening communities in Plumas County; and

**WHEREAS**, on July 16, 2021 Governor Gavin Newsom declared a state of emergency in Plumas County due to the Beckwourth Complex Fire; and

**WHEREAS**, Plumas County has activated the Emergency Operations Center; and these conditions are, or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County of Plumas; and

**WHEREAS**, Section 4-1.05 of the Plumas County Code requires the Board of Supervisors to ratify the emergency proclamation within seven (7) days or the proclamation will no longer be in force,

**NOW THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors hereby ratifies the declaration of a local emergency due to the significant, ongoing and possible undiscovered impacts due to the Dixie Fire in Plumas County.

**BE IT FURTHER RESOLVED**, the Plumas County Board of Supervisors shall review the need for continuing the local emergency at least every month and shall terminate the emergency as soon as local conditions warrant.

**BE IT PROCLAIMED AND ORDERED** that a copy of this resolution be forwarded to the Director of the California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Plumas County; that the Governor waive regulations that may hinder response and recovery efforts; that response and recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

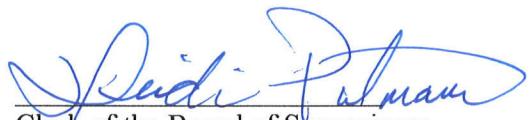
The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the regular meeting of the Board of Supervisors on July 20, 2021 by the following vote:

AYES: Supervisor (s): Ceresola, Goss, Thrall, Hagwood, Engel

NOES: None

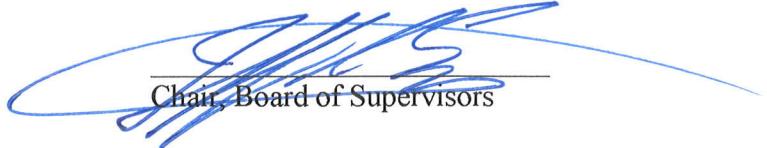
ABSENT: None

ATTEST:



Didi Patman

Clerk of the Board of Supervisors



Chair, Board of Supervisors



PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Allen Hiskey, Clerk of the Board

**MEETING DATE:** July 9, 2024

**SUBJECT:** Review, pursuant to Government Code section 8630, **RESOLUTION No. 23-8767** ratifying the Proclamation of County-Wide Local Emergency due to the Plumas County Blizzard & Storm Events; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

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**Recommendation:**

Review, pursuant to Government Code section 8630, **RESOLUTION No. 23-8767** ratifying the Proclamation of County-Wide Local Emergency due to the Plumas County Blizzard & Storm Events; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**Background and Discussion:**

Review, pursuant to Government Code section 8630, **RESOLUTION No. 23-8767** ratifying the Proclamation of County-Wide Local Emergency due to the Plumas County Blizzard & Storm Events; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**Action:**

Review, pursuant to Government Code section 8630, **RESOLUTION No. 23-8767** ratifying the Proclamation of County-Wide Local Emergency due to the Plumas County Blizzard & Storm Events; recommendation to continue the emergency and bring back within 60 days, on September 10, 2024; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact, review only.

**Attachments:**

1. RE4BC8~1

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS  
PROCLAIMING A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR  
PROCLAIM A STATE OF EMERGENCY  
(PLUMAS COUNTY BLIZZARD & STORM EVENTS)

RESOLUTION 2023- 8767

WHEREAS, the Plumas County Board of Supervisors recognizes that conditions of extreme peril to the safety of persons and property have arisen within Plumas County; caused by the Blizzard that hit the Sierra region and particularly Plumas County, and

WHEREAS, the Blizzard Warning throughout our region originated on Monday, February 26, 2023 through Wednesday, March 1, 2023; and

WHEREAS, another storm warning was in effect for March 4, 2023 through March 6, 2023, and more snow and rain storms are expected throughout March per the national weather service; and

WHEREAS, Plumas County is recovering from the Dixie Fire and many in our region are living in travel trailers and temporary housing through December 31, 2024 due to the loss of 700 homes in our county of 19,915 people. People living in these and other temporary structures are at more risk due to snow loads and freezing conditions; and

WHEREAS, per historical data, areas of Plumas County are close to their max snow loads. Some areas are at or near thresholds for snow load. The average snow load for Almanor Basin is 100 lbs per cubic square foot, some of the last totals are at approximately 80-100 lbs.; and

WHEREAS, Plumas County's only incorporated city had a boil-water-only alert due to freezing temperatures and issues with the water system, affecting 4,500 people; and

WHEREAS, Plumas County's population over 65 years old is 30% - double the State of California's average for this age group - and are less mobile and more vulnerable to these adverse conditions

WHEREAS, staffing is inadequate to cope with removal of the heavy snowfall. Streets remain unplowed due to shortages of essential Public Works employees, causing impacts to essential government services and a hazard for essential emergency first responders; and

WHEREAS, snow removal equipment and other road equipment has been damaged due to the heavy snowfall and while repairs are being attempted, the workload is extreme; and

WHEREAS, due to the significant accumulation of snow from the blizzard and other storms, the predicted rain storms may result in significant flooding; and

WHEREAS, aging HVAC systems throughout County buildings are being stressed and failing in some instances; and

WHEREAS, transportation in the area is significantly disrupted. Highway 70, one of the two major travel corridors is closed indefinitely and has been since the January storms. Highway 80 is sporadically closed as are Highway 32 and 36. Fuel and supplies are a concern. Store shelves are beginning to look bare; and

WHEREAS, schools have seen several days of closure as have County offices due to hazardous travel conditions in the Sierra region; and

WHEREAS, if there were a need for a shelter to open, Plumas residents could not get to it due to snow conditions, unplowed roads and projected heavy snow and rainfall rates.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Plumas, State of California, hereby proclaims that a local emergency exists throughout Plumas County due to the blizzard and snow conditions.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Plumas, State of California, hereby directs that:

1. This Proclamation of Existence of a Local Emergency shall be renewed and deemed to continue to exist as provided by state law or until its termination is proclaimed by the Board of Supervisors of the County of Plumas.
2. The Director of Emergency Services for the County of Plumas is hereby designated as the authorized representative of the County of Plumas for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain State and Federal assistance, to include CDAA.
3. During the existence of said local emergency, competitive bidding and other local purchasing, bidding and procurement requirements related to the Local Emergency are suspended.
4. The Director of Emergency Services or his or her designee immediately forward a certified copy of this resolution proclaiming a local emergency with a request that the Governor continue to maintain a State of Emergency for the County of Plumas.
5. Plumas County is not formally requesting California Disaster Assistance Act funds at this time.

PASSED AND ADOPTED by the Board of Supervisors of the County of Plumas, State of California, on March 7, 2023, by the following vote:

AYES Supervisor(s) Goss, McGowan, Hagwood, Ceresola, Engel

NOTES: None

ABSENT: None

Dwight Ceresola  
Dwig Ceresola, Chair  
Plumas County Board of Supervisors

ATTEST



Heidi White  
Clerk of the Board of Supervisors