



### **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**

**AUGUST 13, 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 the Chair to allow the transfer of Fixed Asset ID 1231, a Silver 2001 Jeep Grand Cherokee Laredo, from the Plumas County Probation Department to the Plumas County Victim Witness Department; (No General Fund Impact).

### **B. SOCIAL SERVICES**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and the California Department of Social Services for Legal Representation on appeals of notices of action in connection with the Resource Family Approval Program; effective July 1, 2024, 3 year agreement; no monetary value; (No General Fund Impact); approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Social Change Partners LLC for the purpose of Providing technical and Program Assistance for the county Self Assessment (CSA) and Peer Quality Case Review (PQCR); effective July 1, 2024; not to exceed \$130,000; (No General Fund Impact) State and Federal; approved as to form by County Counsel.

### **C. FACILITY SERVICES**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Silver State Elevator, Co. for required monthly inspections and service; effective September 1, 2024; not to exceed \$27,000.00; (General Fund Impact) as approved in recommended FY24/25 budget 2012052 520906; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Smith Tree Services for as needed tree trimming/pruning or removal; effective September 1, 2024; not to exceed \$10,000.00; (General Fund Impact) as approved in recommended FY24/25 budget 2012052 521900; approved as to form by County Counsel.

## **3. DEPARTMENTAL MATTERS**

### **A. SHERIFF'S OFFICE** - Todd Johns

- 1) Approve and authorize Chair to sign and ratify a lease agreement between Plumas County Sheriff's Office and Ecolab Inc., a US Foods Division ("Lessor"); effective May 1, 2024; (General Fund Impact) as approved in FY24/25 budget (70380 / 520900); this item was not approved as to form by County Counsel; discussion and possible action.
- 2) Authorize the Sheriff to use Title III funds for the purchase and installation of radio infrastructure equipment; not to exceed \$150,000; discussion and possible action.

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

- 1) Adopt **RESOLUTION** Adopting Plumas County's Amended Job Classification Plan and Pay Rate For Sheriff's Office Manager; (General Fund Impact) as approved in FY 23/24 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 FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**C. AUDITOR-CONTROLLER - Martee Nieman**

- 1) Approve and authorize the Chair to sign an agreement between Plumas County Auditor Controller and MGT of America Consulting, LLC; effective August 13, 2024; this is for a 3-year contract for SB 90 claims; not to exceed \$13,500.00 (General Fund Impact) as requested in (FY24/25) recommended budget 2004052 / 521900 ; approved as to form by County Counsel; discussion and possible action.

**D. SOLID WASTE - Rob Thorman**

- 1) Approve and authorize Chair to sign a letter confirming the County's intention to keep the Chester Landfill open; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**E. PUBLIC WORKS/ROAD - Rob Thorman**

- 1) Adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on August 6, 2024, AMENDING ARTICLE 7, CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE; 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. CLERK OF THE BOARD**

1) **TITLE III SECURE RURAL SCHOOLS APPLICATIONS FOR FUNDING**

Consider the application(s) submitted by Plumas County Sheriff's Office, for FY 2023 Secure Rural Schools Funding Title III:

1. Plumas Co. Sheriff's Office Search and Rescue Building Enhancement Project (\$200,000)
2. Plumas Co. Sheriff's Office Search and Rescue Reinbursement Project (\$58,980)

and direct the Clerk to provide Public Notice to begin the 45-day Comment Period; and schedule the required Public Hearing before the Board on October 1, 2024; discussion and possible action.

**B. APPOINTMENTS**

- 1) Appoint Max Bradshaw to the Portola Cemetery District Board of Directors for a four-year term; discussion and possible action.

**C. CORRESPONDENCE**

**D. 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 Performance Evaluation - Risk Manager/OES
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

**7. ADJOURNMENT**

Adjourn meeting to Tuesday, August 20, 2024, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
PROBATION  
MEMORANDUM**

---

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

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

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize the Chair to allow the transfer of Fixed Asset ID 1231, a Silver 2001 Jeep Grand Cherokee Laredo, from the Plumas County Probation Department to the Plumas County Victim Witness Department; (No General Fund Impact).

---

**Recommendation:**

Approve and authorize the Chair to allow the transfer of Fixed Asset ID 1231, a Silver 2001 Jeep Grand Cherokee Laredo, between the Plumas County Probation Department and the Plumas County Victim Witness Department.

**Background and Discussion:**

Purchased new in 2001, the Plumas County Probation department has had a Jeep Grand Cherokee going largely unused due to some mechanical faults since the pandemic era. Victim Witness has expressed interest in reviving the vehicle to replace their dilapidated Ford Expedition with over 300,000 miles on it, which recently experienced major mechanical issues, of which the cost to repair would be more than the repair for the silver Jeep. As such, Probation has agreed to transfer the asset over to Victim Witness for their use.

**Action:**

It is respectfully requested that the Board approve and authorize the Chair to allow the transfer of fixed asset ID 1231 from Plumas County Probation to Victim Witness.

**Fiscal Impact:**

No fiscal impact. Asset will be transferred to another department, not sold.

**Attachments:**

1. Fixed Asset Xfer - Jeep - Prob.VicWit FY24.25

PLUMAS COUNTY AUDITOR - CONTROLLER  
 FIXED ASSET  
 CHANGE FORM

Reason for Change (Check one)		<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Sold	<input type="checkbox"/> Discarded
		<input type="checkbox"/> Donated	<input type="checkbox"/> Other _____	
Current Department Number	20400	New Department Number	20420	
Current Department Name	PROBATION	New Department Name	VICTIM WITNESS	
Date Acquired	6/3/2001	Date of Change	7/5/2024	
Current Location of Asset	ANNEX	New Location of Asset	ANNEX	
Total Asset Cost	27,254.12	Sold Amount	0.00	
Description of Asset	SILVER 2001 JEEP GRAND CHEROKEE			
Serial Number	VIN 1J4GW48S81C579937 PLATE 1108607 ASSET ID 1231			
Date Presented to the Board of Supervisors	Include copy of the BOS minutes			
Current Department Head Name (printed)	KEVIN ALLRED			
Current Department Head (signature)				
New Department Head Name (printed)	KORI BOUMA			
New Department Head (signature)				
Auditor Office Only				
Asset Number				
Asset Cost	Accumulated Depreciation _____			



**PLUMAS COUNTY  
SOCIAL SERVICES DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Christine Renteria, Office Supervisor

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and the California Department of Social Services for Legal Representation on appeals of notices of action in connection with the Resource Family Approval Program; effective July 1, 2024, 3 year agreement; no monetary value; (No General Fund Impact); approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and the California Department of Social Services for Legal Representation on appeals of notices of action in connection with the Resource Family Approval Program; effective July 1, 2024 to June 30, 2024; not to exceed \$0.00; (No General Fund Impact) Non-Financial Agreement; approved as to form by County Counsel.

**Background and Discussion:**

The Department of Social Services is operating the Resource Family Approval program, a program that reviews and approves requests from fostering families who wish to become part of the Resource Family system. In that system, Families are provided with additional training and resources to provide added support for children in the foster care system. Although it is not likely to happen, applicants for this program could be denied. Under that circumstance they would be accorded a right of appeal of the denial. This agreement provides that in the event such a circumstance happens the CDSS Legal Division will provide legal representation to the Department of Social Services.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and the California Department of Social Services for Legal Representation on appeals of notices of action in connection with the Resource Family Approval Program; effective July 1, 2024 to June 30, 2024; not to exceed \$0.00; (No General Fund Impact) Non-Financial Agreement; approved as to form by County Counsel.

**Fiscal Impact:**

(No General Fund Impact) Non-Financial Agreement

**Attachments:**

1. 3635 Exhibits FINAL
2. 3635 FINAL (1)

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

This Agreement is entered into by and between the California Department of Social Services, hereinafter referred to as the CDSS, and the County of Plumas, hereinafter referred to as the County, for the purpose of establishing the responsibilities of the CDSS and the County in the provision and receipt of Legal consultation and Legal representation in administrative action appeals as described within Section III of this Agreement, associated with the Resource Family Approval (RFA) program of the County child welfare services agency and the State of California, pursuant to California Welfare and Institutions Code section 16519.5 et seq. Hereinafter, the County and the CDSS may be referred to collectively as the "Parties," or individually as a "Party."

**I. Background**

The RFA program was created to provide a unified, family-friendly, and child-centered process to replace the multiple processes for licensing foster homes, approving relatives and nonrelative extended family members as foster care providers, and approving adoptive families; establish a single set of standards for approvals which allow for the safety, permanence, and well-being needs of the children who have been victims of child abuse and neglect; reduce the use of congregate care placement settings; and decrease the length of time for each child to obtain permanency. Pursuant to Government Code section 30029.7, subdivision (a)(3), the County and the CDSS may enter into an agreement for the CDSS to provide services or activities related to RFA. The County and the CDSS have identified legal services or activities to be provided by the CDSS in order to expedite the delivery of services to children and nonminor dependents who reside or may soon reside in a Resource Family (RF) home.

**II. Definitions**

- A. "County" means the largest political division of the State having corporate powers, wherein the County's powers are exercised through its Board of Supervisors or through agents and officers acting under the authority of the Board or authority conferred by law (Govt. Code § 23000 et seq.). As used in this Agreement, the County includes agents, officers, directors, and County employees who conduct RFA activities on behalf of the County, as described in Welfare and Institutions Code section 16519.5 et seq.
- B. "Resource Family Approval" or "RFA" program means the program wherein an applicant seeks to meet the home environment assessment and permanency assessment standards of the State of California as set forth by the CDSS, with an approval provided by the County.

**EXHIBIT A**  
**(Standard Agreement)**

- C. "Respondent" means an applicant, Resource Family parent, or individual who has been served with a Notice of Action and is the subject of an administrative action. For matters that shall be heard by the CDSS State Hearings Division, a "Respondent" also means a "claimant," as defined in the CDSS Manual of Policy and Procedures section 22-001.
- D. "Written Directives" (WDs)<sup>1</sup> means the written processes, standards, and requirements issued by the CDSS to implement the RFA Program. (See WDs Section 3-01.) The WDs have the same force and effect as regulations; ensure that a county uses the same standards for RFA; and ensure that a county does not implement policies or procedures that conflict with or attempt to supersede the WDs. (WDs Section 2-01.)

III. Legal Consultation and Legal Representation on Appeals/State Hearings Division (SHD) and Office of Administrative Hearings (OAH)

- A. Role of the CDSS Legal Division in the Provision of Legal Consultation and Legal Representation on Appeals:
  - 1. The CDSS Legal Division shall act as the sole legal representative on behalf of the County in the provision of Legal consultations and Legal representation on appeals to an RFA Notice of Action. The County is the client and is the final decision maker on decisions affecting the legal rights of the County.
    - a. The Parties shall maintain confidentiality in all communications in accordance with any applicable confidentiality laws, privacy laws, and laws governing attorney-client relationships.
    - b. For purposes of this subdivision, "Parties" shall include agents of the County who conduct RFA activities as described in Welfare and Institutions Code section 16519.5 et seq. on behalf of the County. The County shall ensure that agents of the County who conduct such RFA activities on behalf of the County are familiar with any applicable confidentiality laws, privacy laws, and laws governing attorney-client relationships, including, but not limited to, Evidence Code section 952.

For the purposes of this Section, the County shall ensure that the agents, directors, officers, and employees of the County who conduct RFA activities on behalf of the County, are familiar with and follow

---

<sup>1</sup> Version 8 of the Written Directives was used as a reference in creating this Agreement. The Written Directives may be revised by the CDSS during the term of this Agreement and shall be in effect from the date of revision.

**EXHIBIT A**  
**(Standard Agreement)**

applicable laws for privacy and confidentiality, as well as protect and maintain the confidential nature of the communications created by attorney-client relationships, including, but not limited to, Evidence Code section 952 and applicable case law.

2. Except as otherwise provided in this Section, the CDSS Legal Division shall represent the County on all appeals to an RFA Notice of Action for denial or rescission of RF approval, denial or rescission of a criminal record exemption, or exclusion of an individual, and shall appear on behalf of the County at all proceedings related to such actions that are heard by the SHD or the OAH. Nothing in this Section shall preclude a County representative from being present at a RFA hearing.
3. If the County chooses to represent itself on an appeal in an individual case, it shall not send a Statement of Facts as described in Section III(D) to the CDSS Legal Division to request representation and shall not seek legal advice or direction from the CDSS Legal Division. In those cases, the County hearing representative shall receive legal advice and direction from County Counsel or their designee. The CDSS Legal Division shall not provide legal representation or advice.
4. The Parties agree that the CDSS Legal Division's scope of work shall not include Legal consultation or Legal representation regarding the following:
  - a. Writs or lawsuits or similar actions filed by or against the County, except that the CDSS Legal Division may be available to consult with the County on any such actions arising out of an RFA action as described herein;
  - b. Requests for information or documents from the County such as Public Records Act requests or subpoenas issued to the County;
  - c. Placement of a dependent child or nonminor dependent;
  - d. Relative or non-relative extended family member approvals pursuant to the "*Harris*" case;
  - e. Child Abuse Central Index grievance hearings;
  - f. Dependency or delinquency matters;
  - g. Assistance with issuing or serving an investigatory subpoena or warrant;

**EXHIBIT A**  
**(Standard Agreement)**

- h. Hearings or proceedings regarding jurisdictional disputes where no Notice of Action for denial or rescission of RF approval, or denial or rescission of a criminal record exemption, has been served;
- i. Defending the County on a Temporary Suspension Order (TSO); and
- j. Any other matter within the authority and direction of the County Counsel.

**B. Duties of the County and the CDSS Legal Division Regarding Consultation:**

- 1. In compliance with the WDs or regulations issued pursuant to Welfare and Institutions Code section 16519.5, the County is required to consult with legal counsel prior to service of a Notice of Action for denial or rescission of Resource Family approval, or denial or rescission of a criminal record exemption, and is required to consult with the CDSS Legal Division when recommending the exclusion of an individual.
- 2. Pursuant to this Agreement, Legal consultation for denials or rescissions for which the County seeks, the CDSS Legal Division representation shall be with the CDSS Legal Division, and not County Counsel.
- 3. The County may request a Legal consultation with the CDSS Legal Division regarding legal or evidentiary issues related to an investigation, family evaluation, or other matters affecting the approval.
- 4. If the County seeks a TSO against a Resource Family's approval, in addition to consulting with the CDSS Legal Division on the matter, the County shall consult with their County Counsel prior to service of a TSO. The County should follow its internal procedures for a RFA TSO.
- 5. Legal consultations shall not include technical assistance regarding program requirements or procedures, RFA implementation or statewide policies; these issues shall be referred to the CDSS RFA County Liaison, RFA Policy Analyst, or RFA Inbox.
- 6. The County shall work with the CDSS RFA County Liaison to schedule a regular monthly legal consult meeting, or as needed. If a matter is urgent, such as a situation warranting the immediate exclusion of an individual or a TSO, the County may contact their CDSS RFA County Liaison by phone, email, or in-person and request an urgent consult with their assigned CDSS Legal Division consulting attorney.

**EXHIBIT A**  
**(Standard Agreement)**

7. Prior to a scheduled legal consult, the County shall obtain the evidence necessary to support the information contained in the Legal consultation memo related to the County's finding, position, or action requested.
8. The County shall prepare a confidential Legal Consultation Memo (LCM) for each matter upon which legal advice is sought through a consult with the CDSS Legal Division. A copy of the RFA LCM form can be obtained through the CDSS RFA County Liaison. Upon request, the CDSS RFA County Liaison shall provide technical assistance to the County regarding the program requirements or procedures including, but not limited to, family evaluations, RFA implementation, statewide policies, legal consult procedures, or how to draft the Notice of Action, LCM, or statement of facts. Both Parties shall maintain the confidentiality of all attorney-client communications, including the LCM.
9. Using a secure or encrypted format, or a secure file transfer protocol, the County shall send a properly completed LCM, the draft Notice of Action, as well as relevant attachments related to the request for consult including, but not limited to, investigations, court records, arrest reports, and a draft Written Report (if application denial). These documents shall be sent to the CDSS RFA County Liaison and the Consulting Attorney at least five (5) business days prior to the date of the regularly scheduled consult.
10. The consult meeting is an opportunity for the CDSS Legal Division Consulting Attorney and the CDSS RFA County Liaison to discuss the information in the LCM provided by the County with the appropriate County staff. Accordingly, the County should make its best efforts to have the assigned County RFA worker or probation officer, with knowledge of the facts described in the LCM, present at the consult. If the County RFA worker or probation officer cannot attend in person, the County RFA worker or probation officer should attend by teleconference. If that is not possible, the supervisor who is familiar with the facts of the matter shall attend.
11. If a matter to be discussed at the consult involves a recommendation for an exclusion action, a family evaluation conducted by the CDSS, an investigation conducted by the CDSS, or dual or multiple programs (e.g., RFA and a child care license), the County shall identify and request the appropriate CDSS RFA staff, CDSS adoptions staff, or CDSS Community Care Licensing Division (CCLD) staff to attend or teleconference into the consult.
  - a. The County may request the assistance of the CDSS RFA County Liaison in arranging for the necessary CDSS staff to attend.

**EXHIBIT A  
(Standard Agreement)**

- b. The County and the CDSS shall share evidence and information regarding related investigations, assessments, or actions as required by the WDs.
  - c. Agents of the County who conduct activities as described in Welfare and Institutions Code section 16519.5 may be present during the portion of a consultation that is applicable to a matter for which the agent acted on behalf of the County, and for which the agent's presence is needed to discuss the information in the consult memo provided by the County. The County shall ensure that the agent of the County is aware of and complies with the confidentiality of the legal consult, the legal advice provided, and the confidentiality of any information shared, as required by law.
12. The CDSS Legal Division Consulting Attorney shall review the legal consult memo, the draft Notice of Action, and attachments, and shall advise the County regarding the Notice of Action, the proper hearing forum, and any other matter related to an investigation or proposed action. If the LCM or draft Notice of Action are incomplete, said attorney may return them to the County to complete them or refer the County to the CDSS RFA County Liaison for technical assistance.
13. The CDSS Legal Division Consulting Attorney shall document the legal advice in writing within three (3) to five (5) business days, or as agreed upon at the consult, and submit the documentation to the County and the CDSS RFA County Liaison. If the matter involves dual or multiple programs or an exclusion action, the CDSS Legal Division Consulting Attorney shall provide the relevant CCLD Regional Office staff (licensing action) or the CDSS RFA County Liaison (RFA exclusion action) with a copy of the consult memo and legal advice.
14. If the advice of the CDSS Legal Division Consulting Attorney is to proceed with an action that affects the approval, the County should notify the child(ren)'s placement worker, as applicable.
15. If the County fails to comply with the requirements of Section III(B), the County waives its right pursuant to this contract to have the CDSS Legal Division representation on the appeal.

C. County Duties Regarding Processing the Notice of Action and Appeal:

1. The County shall serve the Notice of Action in accordance with Welfare and Institutions Code section 16519.6 and the WDs or regulations. The County

**EXHIBIT A  
(Standard Agreement)**

shall ensure the file contains adequate documentation regarding service of the Notice of Action to the correct address, such as certified mail receipts, and/or a proof of service in accordance with WDs, Article 12: Due Process.

2. If the matter includes an exclusion action or CCLD action, the County shall coordinate administrative actions, including service of the Notice of Action, notice of a related licensing action by CCLD, an exclusion order, or the filing of formal pleadings, with the CDSS. (WDs, Article 12.)
3. If an appeal is filed, the County is responsible to comply with the law, WDs, or regulations, and internal procedures including, but not limited to, the following:
  - a. Date-stamp the appeal and envelope;
  - b. Update the Notice of Action appeal status in the Administrative Action Records System (AARS);
  - c. For OAH cases, immediately send the acknowledgment of appeal to Respondent and begin preparing the case for the CDSS Legal Division as described in paragraph D;
  - d. Obtain a legal case number from the CDSS RFA County Liaison and add the legal case number to the Statement of Facts; and,
  - e. For SHD cases, begin preparing the case to be sent to the CDSS Legal Division at the same time the appeal is forwarded to the SHD as described in paragraph D;
  - f. Forward the appeal to the SHD by uploading the Notice of Action and appeal to the SHD's Appeals Case Management System (ACMS).

D. Preparing the Case to Send to the CDSS Legal Division After Receipt of an Appeal:

1. To obtain the CDSS Legal Division's representation on an RFA appeal, the County shall prepare a Statement of Facts using the current versions of the following confidential attorney-client forms:
  - a. Form RFA-9029: Statement of Facts Summary Sheet – Resource Family
  - b. Form RFA-9029D: RFA Statement of Facts Dividers

**EXHIBIT A**  
**(Standard Agreement)**

- c. Form RFA-9029W: Witnesses Continuation
2. For SHD cases, the County shall prepare the Statement of Facts, a draft position statement, and copies of all approval file documents within five (5) to seven (7) business days of receipt of an appeal into AARS. The documents shall be sent electronically to the CDSS Legal Division by encrypted email or Secure File Transfer (in AARS) at the same time the appeal is forwarded to the SHD (WDs, Article 12). No later than ten (10) business days after receipt of appeal, upload appeal and Notice of Action only into ACMS. The County shall maintain the confidentiality of the attorney-client privileged Statement of Facts forms during any transmission of the forms or in any files maintained by the County. The County shall use the draft position statement template provided by the CDSS when drafting the position statement. The County shall comply with the WDs Section 10-05 related to retention of the RF File.
3. For OAH cases that involve a TSO or immediate exclusion action, the County shall prepare the Statement of Facts forms and copies of the RFA documents and evidence identified in the RFA 9029D: RFA Statement of Facts Dividers, and send to the CDSS Legal Division and the CDSS RFA County Liaison by encrypted email or Secure File Transfer within ten (10) business days of receipt of the appeal. Hard copies of the original documents shall also be sent by mail.
4. For all other OAH cases, the County shall prepare and send secure email to the CDSS RFA County Liaison the Statement of Facts Divider with forms and originals of all relevant documents within thirty (30) days of receipt of the appeal. The CDSS RFA County Liaison shall review the documents, provide any technical assistance necessary, and then forward to the CDSS Legal Division.
5. The County shall make its best efforts to obtain certified court and law enforcement or other relevant records prior to sending the case to the CDSS Legal Division. If certified records are received after the case has been forwarded, then the County shall forward the records to the CDSS Legal Division upon receipt.
6. Prior to finalizing the Statement of Facts, the County shall verify that the witness list contact information in Form RFA-9029: Witness List, is current and updated, including the current placement and placement worker information for any child or nonminor dependent victim or witness.

**EXHIBIT A**  
**(Standard Agreement)**

**E. Duties of the County and the CDSS Legal Division after the CDSS Legal Division Receives the Case:**

1. Upon receipt of the case file, the CDSS Legal Division shall be responsible for the following:
  - a. Logging the case into the Legal Case Tracking System and immediately assigning the case to a CDSS Legal Division Consulting Attorney.
  - b. Preparing a new case memo identifying the Consulting Attorney and the Consulting Attorney's contact information, and emailing it to the County staff identified on the Statement of Facts and the CDSS RFA County Liaison.
2. The CDSS Legal Division Consulting Attorney shall review the complete file to determine if the evidence is sufficient to go forward with the requested administrative action. If not, the County shall be consulted, and the file may be closed without filing and sent back to the County for an informal resolution or to obtain more evidence.
3. For cases to be heard at SHD, the CDSS Legal Division Consulting Attorney shall review the draft Position Statement prepared by the County and work with the County to finalize it. Provided that the County provides the necessary and relevant information in a timely fashion, the CDSS Legal Division is responsible for filing the Position Statement and exhibits with the SHD. The County shall be responsible for making available to Respondent all relevant documents in the County's possession in accordance with the WDs. Prior to disclosure to Respondent, the County shall withhold or redact documents that are confidential or privileged, as required by law.
4. For cases to be heard at the OAH, the Consulting Attorney shall prepare, sign, and file the Accusation or Statement of Issues in accordance with the County's request in the Statement of Facts case summary and serve on the Respondent(s):
  - a. A copy of the filed Accusation or Statement of Issues shall be provided to the County Child Welfare Director or Chief Probation Officer or designee.
  - b. If there are any substantive changes to the allegations at issue that were identified in the Statement of Facts case summary provided by the County, the CDSS Legal Division shall consult the County Welfare Director, Chief Probation Officer, or designee, for approval prior to filing the Accusation or Statement of Issues.

**EXHIBIT A**  
**(Standard Agreement)**

- c. A CDSS Legal Division attorney may sign an amended Accusation or Statement of Issues on behalf of the County, if the amendment is approved by the County Welfare Director, Chief Probation Officer or designee. The CDSS Legal Division shall file a copy of the amended pleading with the OAH, as applicable.
5. If a resolution is sought prior to hearing, the CDSS Legal Division shall discuss settlement options with the County, Respondent, CCLD or the CDSS Program if applicable, draft the settlement agreement, and supervise its finalization. The County shall have the final decision on whether to approve a settlement. If a Respondent seeks to withdraw the appeal or Notice of Defense, the CDSS Legal Division shall prepare a written withdrawal for Respondent to sign, and if the matter has been set for hearing, submit a copy to the Administrative Law Judge.
6. For OAH cases, the CDSS Legal Division shall prepare and serve documents on Respondent in accordance with Government Code sections 11507.5 and 11507.6.
7. While the RFA administrative action is pending, the County shall keep the assigned CDSS Legal Division Consulting Attorney informed of new developments that occur prior to the hearing (e.g., new arrests or new evidence), and of any changes in the Respondent's address or other contact information. The County shall timely forward any phone calls or correspondence from Respondent, their authorized representative, or the SHD, to the CDSS Legal Division Consulting Attorney.
8. The County shall assist the CDSS Legal Division, if necessary, in locating witnesses, with the service of subpoenas for appearance at hearing, and with the transportation of witnesses to the hearing. The County shall notify the assigned CDSS Legal Division Consulting Attorney if there are concerns about the testimony of a child or similarly vulnerable witness at hearing as specified in the WDs, Article 12. The County shall assist the CDSS Legal Division Consulting Attorney in providing information, or facilitating contact with, the witness's placement worker or treatment provider if a motion to protect the witness is determined to be necessary. The County shall provide for the use of one-way closed-circuit television or video in accordance with WDs, Section 12-16 (Conduct of Hearing; Confidentiality and Procedures), as applicable.
9. The CDSS Legal Division shall represent the County at the prehearing conference, settlement conference, and hearing before the SHD or the

**EXHIBIT A**  
**(Standard Agreement)**

OAH, and prepare any necessary motions, briefs, subpoenas, settlement documents, or other hearing documents, including those related to the County's withdrawal of a Notice of Action and defaults, as outlined in the WDs.

10. The County shall be responsible for the following hearing-related duties and costs, including but not limited to the following:
  - a. Reserving hearing rooms;
  - b. Interpreters;
  - c. Court reporters;
  - d. Witness and expert witness fees;
  - e. Security, if it is determined by the CDSS Legal Division hearing attorney, the County, or an administrative law judge, that a threat exists to the health and safety of those persons attending a hearing;
  - f. Obtaining records needed for hearing; and
  - g. Other hearing-related costs.
11. Following the SHD or the OAH hearing, a proposed decision is adopted or rejected by the CDSS Director or designee. If the decision is rejected, the CDSS shall review the record and prepare the final decision and order in accordance with the established standard.
12. The CDSS shall serve the final decision and order on all parties, including the County.
13. The CDSS Legal Division may represent the County in a request for reconsideration of the decision and order, a request for rehearing, or a request to set aside a default decision and order. If a conflict of interest exists, then representation by the CDSS Legal Division shall be subject to the written consent of the parties and compliance with the Rules of Professional Conduct and Paragraph G of this Section.
14. The CDSS Legal Division shall update the statewide data system (i.e., AARS) with the final order or resolution.

**EXHIBIT A**  
**(Standard Agreement)**

**F. Conflict Resolution:**

1. If the County and the CDSS Legal Division Consulting Attorney disagree with how to proceed on a matter, the matter shall be resolved as follows:
  - a. The matter shall be elevated to the County RFA supervisor and the CDSS Legal Division attorney's supervisor to meet and confer to resolve the matter.
  - b. If no agreement is reached, the matter shall be elevated to the next County supervisor or manager level, and for the CDSS Legal Division, to the Assistant Chief Counsel to meet and confer to resolve the matter.
  - c. If still no agreement is reached, the matter shall be elevated to the Senior Assistant Chief Counsel and the equivalent County RFA program manager level to meet and confer to resolve the matter.
2. The County has the final decision on how to proceed on a matter, which shall be consistent with the CDSS Legal Division attorney's ethical duties regarding the minimum standards of evidence necessary to proceed with an action and the considerations identified below in Paragraph F.3. of this Section.
3. The resolution discussion shall include consideration of the minimum legal requirements for an action in the applicable statutes and WDs or regulations, any risks attendant to administrative litigation, including a negative outcome at hearing, any risks to the health and safety of a child or nonminor dependent that may be caused by a failure to take action, and the CDSS oversight responsibilities as mandated by law.
4. Nothing in this Section shall interfere with the Parties' termination rights and the right of the CDSS Legal Division to withdraw from representation pursuant to the terms of this Agreement or applicable law.

**G. Professional Responsibility; Conflict of Interest in Representation**

1. The County acknowledges that the attorneys within the CDSS Legal Division have an ethical and legal duty to avoid a conflict of interest or the appearance of a conflict of interest when providing legal services to the County.
2. Pursuant to the California Rules of Professional Conduct, the CDSS Legal Division's attorneys may not be permitted to represent a client when there is a conflict of interest. If applicable, the CDSS Legal Division attorney is required to take certain actions which may include, but are not limited to,

**EXHIBIT A  
(Standard Agreement)**

withdrawal from representation for individual cases or obtaining informed written consent from each client for individual cases.

3. The Parties acknowledge that there exists an appearance of a conflict of interest, or an actual conflict of interest, due to the CDSS Legal Division representing both the CDSS and the County in administrative actions falling within the jurisdiction of both agencies. By the signing of this Agreement, the Parties are providing their written consent to the CDSS Legal Division's dual representation of both the CDSS and the County, where applicable.
4. In all other matters in which there exists an appearance of a conflict of interest, or an actual conflict of interest, the CDSS Legal Division Consulting Attorney shall report the conflict to the County in writing as soon as possible after discovering the conflict. Potential conflicts of interests that may arise in RFA matters include, but are not limited to, the following:
  - a. Dual program matters involving an RFA and licensing action in which the County and the CDSS disagree on how to proceed;
  - b. Conflicts regarding the CDSS oversight function over the County's RFA program;
  - c. Conflicts due to a lawsuit pending against the CDSS or the County; and,
  - d. A request by the County for reconsideration of a CDSS issued order.

**H. Withdrawal from Representation**

1. If a County fails to follow legal advice or fails to perform any of its duties as set forth in this Agreement, the CDSS Legal Division retains the right to withdraw on referred cases by sending a written notice identifying those case(s) from which it is withdrawing to the County, as specified in Exhibit A, Attachment 1, page 4, Paragraph O (Notices), subparagraphs 2 (United States Mail) or 3 (Facsimile).
2. The Parties acknowledge and agree that the CDSS Legal Division must decline or terminate representation on cases as required by the California Rules of Professional Conduct.

IV. In the event this Agreement expires or is terminated with open Legal consultations or Legal representation, the CDSS may complete such services in accordance with the terms in this Agreement.

**EXHIBIT A  
(Standard Agreement)**

**V. Project Representatives for the CDSS and the County  
CDSS Program Representative:**

Name: Christina DeSmet  
Title: RFA Policy Analyst  
Address: 744 P Street, MS 8-13-552  
Sacramento, CA 95814  
Phone: (916) 651-9437  
Email: [Christina.DeSmet@dss.ca.gov](mailto:Christina.DeSmet@dss.ca.gov)

Plumas County Department of Social Services Representative

Name: Debbie Wingate  
Title: Deputy Director/Program Manager  
Address: 207 County Hospital Rd Ste 207  
Quincy, CA 95971  
Phone: (530) 283-6350  
Email: [Debbiewingate@countyofplumas.com](mailto:Debbiewingate@countyofplumas.com)

Changes to the Project Representative information may be made by written notice to the other Party and shall not require an amendment to this Agreement.

**VI. Authority to enter into this Agreement**

Each Party entering into this Agreement represents the existence of the authority to enter into this Agreement on behalf of the named Party.

## GENERAL TERMS AND CONDITIONS

### A. Term

The initial term of this Agreement shall commence on July 1, 2024 and shall terminate on June 30, 2027 (the “**Initial Term**”). This Agreement may be renewed by written amendment on a year-to-year basis for each one-year renewal period, upon its commencement, to constitute part of the “**Term**” for all purposes hereunder.

### B. Termination

1. Termination without Cause: Each Party reserves the right to terminate this Agreement at any time and for any reason upon provision of ninety (90) days’ advance written notice to the other Party in accordance with paragraph O (Notices).
2. Termination for Cause: Each Party reserves the right to terminate the Agreement for cause. In addition, if either Party defaults under this Agreement, the Agreement may be terminated by the non-defaulting Party effective upon provision of forty-five (45) days’ advance written notice of termination provided to the defaulting Party in accordance with paragraph O (Notices).
3. Default Costs: In the event of termination of this Agreement due to a default by either Party, the non-defaulting Party shall not be liable for any costs incurred by the defaulting Party in connection with such termination.
4. Return of Materials: Upon the expiration or earlier termination of this Agreement, each Party shall return to the other Party any and all materials, equipment or documents provided by the other Party in connection with the activities governed by this Agreement within ten (10) business days of written demand therefor.

### C. Ineligible for Federal Assistance

This Agreement is void or voidable if either Party receives reliable information that the other Party has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal agreements, certain sub-agreements, and certain Federal assistance and benefits.

### D. Amendments

This Agreement may be modified, amended, or supplemented only by a written amendment, signed by a Representative from each Party, who has the authority to

## **GENERAL TERMS AND CONDITIONS**

act on behalf of their respective Party. Each Party is responsible for obtaining the necessary approval(s) before entering into any amendment.

### **E. Time**

1. Time is of the essence for the performance of the services of this Agreement. Each Party shall promptly comply with the terms of this Agreement and in the performance of the activities described in Exhibit A, Section III. If a Party is unable to comply with a term or requirement of this Agreement, it shall promptly notify the other Party's Project Representative of the inability to comply with the particular requirement or term.
2. Each Party to this Agreement shall devote such time to the performance of the activities described in Exhibit A as may be reasonably necessary for the satisfactory performance of the obligations of this Agreement.
3. The Party failing to meet the timelines described in the services in Exhibit A, Section III of this Agreement shall be responsible for any fees or costs imposed by the applicable law which result due to the other Party.

### **F. Default**

Neither Party shall be considered to be in default of this Agreement to the extent the performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.

### **G. Conflict of Interest**

The Parties agree to enforce the requirements of the California Government Code, section 1090 et seq. and sections 87100 through 87105 to prevent a public officer or employee, including a subcontractor, from participating in an activity that would constitute a conflict of interest.

### **H. Nondiscrimination**

The Parties shall not discriminate in the employment of persons necessary to perform this Agreement on any legally impermissible basis, including on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

1. The Parties represent that each is aware and shall follow: a) Title VII of the Civil Rights Act of 1964, including subsequent amendments (42 U.S.C. §

## **GENERAL TERMS AND CONDITIONS**

2000e et seq.); b) the Age Discrimination Act of 1967 (29 U.S.C. § 621 et seq.); c) Title I of the Americans with Disabilities Act of 2008 (42 U.S.C. § 12101 et seq.); and d) the California Fair Employment and Housing Act (California Govt. Code, § 12900 et seq.), including the related regulations commencing at 2 CCR § 11006 et seq.

2. In the provision of services each Party shall be responsible for the actions of its employees, directors or officers so that employees and applicants for employment and any member of the public are free from any unlawful discrimination.
3. The Parties agree to include the non-discrimination and compliance provision of this paragraph in all sub-agreements, if any, to perform services under this Agreement.

### **I. Change in Statutes or Regulations**

If there is a change of statute or regulations, including the Written Directives (WDs), applicable to the performance of this Agreement, both Parties agree to be governed by the new provisions, unless either Party gives Notice to terminate pursuant paragraph O of this Agreement or identifies through written correspondence that the changes in law require negotiation of the responsibilities or terms of the Agreement.

### **J. Assignment**

Except as specifically authorized within the Agreement, no rights may be assigned and no duties under this Agreement may be delegated by a Party without the prior written consent of the other, and any attempted assignment or delegation without such consent shall be void. Each successor or assignee of the applicable Party to this Agreement shall be held jointly and severally liable under this Agreement.

### **K. Responsibility of Project Representatives**

All matters concerning the administration of this Agreement, which are within the responsibility of the Parties shall be under the direction of, or shall be submitted to, the respective Project Representative or the party's employee specified, in writing, by the Project Representative. A Party may, in its sole discretion, change its designation of its Project Representative upon providing written notice to the other Party at least ten (10) days prior to such change in accordance with paragraph O (Notices). The Project Representatives for the Parties are specified in the Exhibit A, Page 14, in Section V.

## **GENERAL TERMS AND CONDITIONS**

### **L. Waiver**

1. Any waiver shall be memorialized in writing and signed by the Project Representative of each Party. However, neither Party may waive provision or right in the Agreement that is a required act specified in the WDs.
2. The failure of either Party to enforce any right or provision of this Agreement shall not be construed as a waiver by the other Party of its rights under the Agreement and shall not prevent the other Party from subsequently enforcing such right or provision.

### **M. Cumulative Rights**

The rights and remedies of the Parties herein are cumulative and are in addition to any other rights or remedies that the Parties may have at law or in equity.

### **N. Severability**

Should any part, term, portion, or provision of this Agreement be finally decided by a court of competent jurisdiction to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the Agreement which the Parties intended to enter into in the first place.

### **O. Notices**

A notice to the other Party in the administration of this Agreement shall be given to the Party's Project Representative by regular mail, by facsimile transmission, or by email as more particularly specified in this paragraph. Any such notice shall be deemed given on:

1. Personal Service: The day the notice is personally delivered to the Party's Project Representative.
2. United States Mail: Five (5) days after the date the notice is deposited in the United States mail, addressed to a Party's Project Representative with first-class postage fully prepaid;
3. Facsimile: On the day the notice is transmitted by facsimile to the facsimile number specified in Section V, provided that an original of such notice is deposited in the United States mail, addressed to the Party's Project Representative on the same day as the facsimile transmission is made; or

## **GENERAL TERMS AND CONDITIONS**

Email: On the day the notice is transmitted by email to the email address of the Party's Project Representative.

### **P. Compliance with Applicable Laws**

The Parties shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the service specified in this Agreement. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Agreement.

### **Q. Negotiated Agreement**

This Agreement was negotiated between the Parties. Neither Party is deemed to be the Party which prepared this Agreement within the meaning of California Civil Code, section 1654.

### **R. Independent Advice**

Each Party represents that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other Party. Each Party also represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such Party willingly foregoes any such consultation.

### **S. Information Subject to a Business Associate Agreement**

The Parties agree to identify for the other Party protected health information in the records that was provided through a business associate agreement of a covered entity, as required by 42 U.S.C 1320d and its implementing regulations at 45 CFR Parts 142, 160, 162, and 164, collectively referred to as the Health Insurance Portability and Accountability Act Privacy Rule.

### **T. Conflicting Disclosure Laws**

The Parties agree to follow the requirements of the law for the disclosure of confidential records. When in doubt as to whether a record in its possession should be disclosed or withheld, each Party agrees to contact its Legal Counsel for direction.

### **U. Mailing of Confidential Information**

The Parties may use the United States Postal Service to deliver records containing personal or confidential information to the other provided that the record(s) are double enveloped with the interior envelope identified as confidential with the name of

## **GENERAL TERMS AND CONDITIONS**

the recipient of the mail on the interior envelope. Additionally, each shall require that the records being delivered shall only be delivered to the addressee with an acknowledgement of receipt. The Party sending the records is responsible for obtaining a copy of the signed receipt and maintaining it.

### **V. Transporting Records**

The Parties agree that all records containing personal or confidential information shall be transported in a secure manner. When using a third party who is not a Party to this Agreement to transport records to the other Party, the Parties each agree to notify the other before sending records to the other containing personal or confidential information, as defined in law. Notice may be provided electronically, but receipt of the message must be confirmed before commencing the transport of the records to the other Party. Additionally, except for personal delivery by a representative of the Parties a bonded courier service shall be used. The records shall be securely double-enveloped or boxed with the interior envelope or box identified as confidential and properly addressed to the intended recipient/employee. Upon delivery, the courier shall obtain a signed acknowledgement of receipt from the entity receiving the documents. The Party sending the records is responsible for obtaining a copy of the signed receipt and maintaining it.

### **W. Indemnification**

#### **1. Claims Arising from Acts or Omissions of the County**

The County hereby agrees to defend and indemnify the CDSS, its agents, officers, and employees (hereinafter collectively referred to as the CDSS), from any claim, action or proceeding against the CDSS arising from the County's negligence in the performance of the services and activities of this Agreement, including omissions to act. At its discretion, the CDSS may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve the County of any obligation imposed by this Agreement. The CDSS shall notify the County promptly of any claim, action or proceeding and cooperate fully.

#### **2. Claims Arising from Acts or Omissions of the CDSS**

The CDSS hereby agrees to defend and indemnify the County, its agents, officers, and employees (hereinafter collectively referred to as the County), from any claim, action or proceeding against the County arising from the CDSS' negligence in the performance of the services and activities of this Agreement, including omissions to act. At its discretion, the County may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve the CDSS of any obligation imposed by this

## **GENERAL TERMS AND CONDITIONS**

Agreement. The CDSS shall notify the County promptly of any claim action or proceeding and cooperate fully.

### **X. Relationship of the Parties**

The CDSS is acting as a contractor for the delivery of the services; this is not a joint venture agreement between the Parties. It is understood by all Parties that this Agreement does not create an employer-employee relationship between the Parties. Each Party agrees that it shall not enter into agreements or make representations or promises on behalf of the other Party, except as identified in Exhibit A.

### **Y. Bankruptcy**

The Parties shall immediately notify the other in the event that either ceases conducting business in the normal manner or becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business on assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of this state relating to insolvency or protection of the rights of creditors.

### **Z. Insurance Requirements**

The CDSS is a self-insured public entity, which possesses the ability to cover liabilities, including general, professional, motor vehicle, and workers' compensation liabilities arising from or connection with the performance of services under this Agreement by the CDSS, its employees, officers, or directors. Evidence of self-insurance is provided with Exhibit A, Attachment 3. Evidence of the CDSS' self-insurance for liabilities, from the use of motor vehicles includes owned, non-owned, and hired vehicles used by the CDSS employees in the performance of services, is provided with Exhibit A, Attachment 4.

### **AA. Title to Documents; Copyrights**

The reports, forms and other materials produced by the CDSS pursuant to this Agreement are the property of the CDSS and shall not be subject to any copyright claimed by the County, its employees, subcontractors or agents. However, the County may use for administrative purposes completed materials developed or produced by the CDSS. Incomplete documents or projects may not be used without the prior written consent of the CDSS. Records, reports, or documents containing personal or confidential information shall not be used for any commercial purpose and shall not be copyrighted by either Party, including the employees, officers, directors, or agents of each Party.

### **BB. Venue**

## **GENERAL TERMS AND CONDITIONS**

It is agreed by the Parties to this Agreement that, unless expressly waived by the CDSS, any action brought to enforce provisions of this Agreement for declaratory relief shall be filed and remain in a court of competent jurisdiction in the County of Sacramento in the State of California.

### **CC. Controlling Law**

The validity, interpretation and performance of this Agreement shall be construed under the laws of the State of California, or when applicable federal law.

### **DD. Entire Agreement**

This Agreement is the entire Agreement of the Parties for the performance of the services described in Exhibit A. There are no understandings or agreements pertaining to this Agreement except as are expressly stated in writing in this Agreement or in any document attached hereto or incorporated by reference. It is the intention of the Parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, agreements, written, or oral, between the Parties.

## Information Security Requirements

### I. Information Security Incidents and/or Breaches

**A. Discovery and Notification of Incidents and/or Breaches.** The CDSS shall be responsible for facilitating the Incident and/or Breach response process as described in California Civil Code 1798.29(e), California Civil Code 1798.82(f), and SAM 5340, Incident Management. The CDSS shall notify the CDSS Program Contract Manager and the County Information Security and/or Privacy Officer within one working day by telephone call and email upon the discovery of the Incident and/or Breach affecting the security of County Confidential, Sensitive, and/or Personal (CSP) Information if the County CSP was, or is reasonably believed to have been, acquired by an unauthorized person, or there is an intrusion, potential loss, or unauthorized use or disclosure of the County CSP is in violation of the Agreement, this provision, the law, or potential loss of the County CSP that is in violation of this Attachment 2. The CDSS shall take:

1. Prompt corrective action to mitigate any risks or damages involved with the Incident and/or Breach and to protect the operating environment;
2. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

**B. Isolation of System or Device.** A system or device, containing County CSP, compromised by an Incident and/or Breach involving an exploitation of a technical vulnerability, shall be promptly disconnected from the CDSS' production environment with access to only individuals who are participating in the investigation, mitigation, and remediation of the Incident and/or Breach. Such system or device shall remain disconnected from the production environment until the risk from the exploited vulnerability has been adequately mitigated. The County must be contacted prior to placing the previously compromised system or device, containing County CSP, back in the production environment. The affected system or device, containing County CSP, shall not be returned to operation in the production environment until the County Information Security and/or Privacy Officer gives its approval.

**C. Investigation of Incidents and/or Breaches.** The CDSS shall promptly investigate such Incidents and/or Breaches.

**D. Updates on Investigation.** The CDSS shall provide regular (at least once a week) email updates on the progress of the Incident and/or Breach investigation to the CDSS Program Contract Manager and the County Information Security and/or Privacy Officer.

**E. Written Report.** The CDSS shall provide a written report of the investigation to the CDSS Program Contract Manager and the County Information Security and/or Privacy Officer within fifteen (15) working days of the discovery of the Incident and/or Breach. To the extent the CDSS has such information, the report shall include but not be limited to the following:

1. The CDSS point of contact information;
2. Description of what happened, including the date of the Incident and/or Breach and the date of the discovery of the Incident and/or Breach, if known;
3. Description of the types of County CSP that were involved, and the extent of the information involved in the Incident and/or Breach;
4. A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed County CSP;
5. A description of where the County CSP is believed to have been improperly transmitted, sent, or utilized;
6. A description of the probable causes of the improper use or disclosure;
7. Whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are triggered; and
8. Full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the Incident and/or Breach.

**F. Notification of Individuals.** The CDSS shall notify individuals of the breach or unauthorized use or disclosure when notification is required under applicable state or federal law as determined by the County. The CDSS shall pay any costs of such notifications, as well as any costs associated with the breach. The CDSS Program Contract Manager and the County Information Security and/or Privacy Officer shall promptly approve the time, manner and content of any such notifications, and such approval shall not be unreasonably withheld.



Governor Gavin Newsom

**STATE OF CALIFORNIA  
PUBLIC LIABILITY AND WORKERS' COMPENSATION INSURANCE  
FISCAL YEAR JULY 1, 2024 / JUNE 30, 2025**

To Whom It May Concern:

In accordance with Government Code section 11007.4, the State of California has elected to be self-insured for liability exposures. Under this form of insurance, the State and its employees acting in the course and scope of their employment are insured for tort liability arising out of official State business. All claims against the State of California based on tort liability should be presented as a government claim to the Government Claims Program (Gov. Code section 900, et. seq.) P.O. Box 989052 MS 414, West Sacramento, CA 95798-9052. [File Government Claim for Eligible Compensation](#)

The State of California has also elected to be insured for its motor vehicle liability exposures through the State Motor Vehicle Liability Self-Insurance Program (VELSIP). This program provides liability coverage arising out of the operations of motor vehicles used by state employees for official state business (California Vehicle Code Sections 17000 and 17001). Motor vehicle liability claims against the State of California should be presented to the Office of Risk and Insurance Management, P.O. Box 989052 MS-403, West Sacramento, CA 95798-9052, [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov). If your motor vehicle liability claim is not resolved within six months from the date of loss, California law requires you to file a formal claim with the Government Claims Program, P.O. Box 989052 MS 414, West Sacramento, CA 95798-9052. (Gov. Code section 900, et. seq.). [Report Vehicle Accident Involving State Employees](#)

The State of California has a Master Agreement with the State Compensation Insurance Fund regarding workers' compensation benefits for all state employees, as required by the Labor Code.

Sincerely,

A handwritten signature in black ink that reads "Devon Lima-Mitchell".

Devon Lima-Mitchell, Insurance Analyst  
Office of Risk & Insurance Management  
California Department of General Services  
[devon.limamitchell@dgs.ca.gov](mailto:devon.limamitchell@dgs.ca.gov)

**Non-Auto Claims:** Government Claims Program | Tel 800.955.0045 | [gcinfo@dgs.ca.gov](mailto:gcinfo@dgs.ca.gov)  
**Auto Claims:** Motor Vehicle Liability Self-Insurance Program | Tel 800.900.3634 | [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov)  
**Self-insurance Letter Requests:** [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov)



Governor Gavin Newsom

**STATE OF CALIFORNIA  
AUTOMOBILE LIABILITY / PHYSICAL DAMAGE  
FISCAL YEAR JULY 1, 2024 / JUNE 30, 2025**

To Whom It May Concern:

Please accept this letter as certification that the State of California has elected to be self-insured for liability and physical damage arising out of the ownership, maintenance, and operation of land motor vehicles.

Under this program, the Office of Risk and Insurance Management administers liability claims arising out of the operation of the vehicle. Physical Damage to such vehicle may be reimbursed by the Employing State Agency in accordance with State Administrative Manual (SAM) sections 2420 and 4116.

Sincerely,

A handwritten signature in black ink that reads "Devon Lima-Mitchell".

Devon Lima-Mitchell | Insurance Analyst  
Office of Risk and Insurance Management  
California Department of General Services  
[Devon.LimaMitchell@dgs.ca.gov](mailto:Devon.LimaMitchell@dgs.ca.gov)

**Non-Auto Claims:** Government Claims Program | Tel 800.955.0045 | [gcinfo@dgs.ca.gov](mailto:gcinfo@dgs.ca.gov)  
**Auto Claims:** Motor Vehicle Liability Self-Insurance Program | Tel 800.900.3634 | [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov)  
**Self-insurance Letter Requests:** [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov)

**Office of Risk and Insurance Management** | State of California | California Government Operations Agency  
707 Third Street, Third Floor | West Sacramento, CA 95605 | (916) 376-5000 | [www.dgs.ca.gov](http://www.dgs.ca.gov)

**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**A. Invoicing and Payment**

1. The maximum amount payable under this Agreement shall not exceed \$0.00. Shown below are the amounts that cannot be exceeded for each of the fiscal year(s):

2024/25	\$0.00
2025/26	\$0.00
2026/27	\$0.00

2. Continuation of Services

In the event this Agreement expires or is terminated with open Complaint Investigations, Legal Consultations or Legal Representation on Appeals/SHD and OAH Hearings, CDSS may complete such actions in accordance with the terms of this Agreement.

**B. State Budget Contingency Clause**

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, CDSS shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, CDSS shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to Contractor to reflect the reduced amount.

**C. For Contracts with Federal Funds**

1. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of Congressional appropriation of funds, for the mutual benefit of both Parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the term of this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this Agreement in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
4. CDSS, at its option, may terminate this Agreement upon 30-days' notice, or to amend the Agreement to reflect any reduction in Federal funds.

**D. Review**

Each Party reserves the right to review service levels and billing procedures as they impact charges against this Agreement.

# Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.



**PLUMAS COUNTY  
SOCIAL SERVICES DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Christine Renteria, Office Supervisor

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Social Change Partners LLC for the purpose of Providing technical and Program Assistance for the county Self Assessment (CSA) and Peer Quality Case Review (PQCR); effective July 1, 2024; not to exceed \$130,000; (No General Fund Impact) State and Federal; approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Social Change Partners LLC for the purpose of Providing technical and Program Assistance for the county Self Assessment (CSA) and Peer Quality Case Review (PQCR); effective July 1, 2024, to June 30, 2026; not to exceed \$130,000; (No General Fund Impact) State and Federal; approved as to form by County Counsel.

**Background and Discussion:**

California Assembly Bill 636 (Steinberg, October 2001) established the Child Welfare Outcomes and Accountability System to (a) assess how changes in the Child Welfare system at the county level affect children and their families in terms of specific outcomes, and (b) establish accountability for outcome performance in each of California's 58 counties. The mechanism for achieving these two broad objectives is the California Child and Family Service Reviews (C-CFSR).

A component of this plan and its subsequent updates is to initiate Peer Quality Case Reviews (PQCR) as an element of implementing promising social work practices that improve the assessment of family functioning and through such assessments, strengthen families.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Social Change Partners LLC for the purpose of Providing technical and Program Assistance for the county Self Assessment (CSA) and Peer Quality Case Review (PQCR); effective July 1, 2024, to June 30, 2026; not to exceed \$130,000; (No General Fund Impact) State and Federal; approved as to form by County Counsel.

**Fiscal Impact:**

(No General Fund Impact) The cost for performing this work is subject to the State's allocation of funds for CWSSIA and consequently, is split between federal and State Funding Sources.

**Attachments:**

1. 3638 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 Department of Social Services (hereinafter referred to as "County"), and Social Change Partners, LLC (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 One Hundred Thirty Thousand Dollars (\$130,000.00).
3. **Term.** The term of this agreement shall be from July 1, 2024, through June 30, 2026, 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

- 1 -

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

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

- 2 -

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

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

- 3 -

\_\_\_\_\_ 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.

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

- 4 -

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

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:

Department of Social Services  
County of Plumas  
270 County Hospital Rd, Suite 207  
Quincy, CA 95971  
Attention: Debbie Wingate, Acting Director

Contractor:

Social Change Partners, LLC  
1450 Taylor Street  
San Francisco, CA 94133  
Attention: Reed Connell

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 Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined

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

- 5 -

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

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.

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

- 6 -

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

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

**CONTRACTOR:**

Social Change Partners, LLC

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

Name: Reed Connell

Title: Managing Partner

Date signed:

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

Name: Sean Hughes

Title: Managing Partner

Date signed:

**COUNTY:**

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

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

Name: Greg Hagwood

Title: Chair

Date signed:

**ATTEST:**

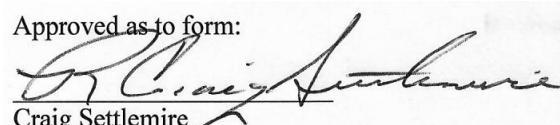
By: \_\_\_\_\_

Name: Allen Hiskey

Title: Clerk of the Board

Date signed:

Approved as to form:

  
Craig Settlemire  
Counsel

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

- 7 -

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

## **EXHIBIT A**

### **Scope of Work**

We propose a two-year contract, July 2024 — June 2026, totaling \$130,000.

#### **Project One: 2020 C-CFSR SIP 30 Day Action Plan and Corrective Action Plan**

Goals: Lead the development of a 30-Day Action Plan to address remaining obligations related to the 2020 C-CFSR SIP and support the county in exiting the current Corrective Action Plan.

Scope of Work:

1. Receive and review all relevant documents and data, including the current SIP, prior reports, and CAP
2. Lead the County in developing a 30 Day Action plan to address all remaining obligations during the 2020 C-CFSR Cycle, and an internal project management plan that details all essential tasks, assigns roles, and specifies realistic timelines
3. Provide an analysis, strategy, and roadmap for exiting the CAP
4. Support County in planning, preparing for, and following through on all meetings and negotiations with CDSS
5. Partner with County leadership and staff to advance all steps necessary to exit the Corrective Action Plan

#### **Project Two: 2025 C-CFSR County Self-Assessment (CSA) and System Improvement Plan (SIP)**

Goal: The goal is to lead the development of Plumas County's approved CSA and SIP, and to establish structures to facilitate efficient future reporting. The CSA is due to CDSS on 4/22/25 and the BOS-Approved SIP on 9/22/25.

Scope of Work:

1. Develop a project management plan that details all essential tasks, assigns roles, and specifies realistic timelines
2. Comprise and convene the C-CFSR Team
  - a. Plan and facilitate Team meetings weekly or as agreed
3. Collect and analyze all data to be integrated into the CSA
  - a. Gather all data necessary to complete the Demographic Profile
  - b. Receive and analyze all data necessary to complete the Outcomes Data Measures section
4. Identify all required stakeholders and develop an engagement plan
  - a. Plan and implement up to 12 focus groups
  - b. Plan and implement up to 2 community surveys

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

- 8 -

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

- c. Plan and facilitate a one-day in-person stakeholder event, co-hosted with CDSS and OCAP, that meets all requirements (by 1/31/25)
- d. Develop outreach/briefing materials as needed
- 5. Plan and implement the Peer Review process (by 1/31/25)
  - a. Identify peers, train peers and staff
  - b. Support County with logistics as requested<sup>1</sup>
  - c. Select cases, facilitate case review
  - d. Document and debrief meetings
  - e. Author the Peer Review Results section of the CSA
- 6. Lead authorship of the CSA Report (Draft 3/15/25, Final 4/15/25)
  - a. Independently author sections as feasible
  - b. Partner with County staff to write all other content
  - c. Facilitate review and approval by County leadership
  - d. Lead revisions/responses to CDSS feedback
- 7. Author the SIP Document (Draft 8/15/25, Final 9/15/25)

---

<sup>1</sup> CDSS has reinstated the requirement that counties conduct in-person Peer Reviews. SCP can provide administrative staff support for logistics including venues and catering, peer travel, printing, etc. If DSS would like SCP to pass through costs, additional provision must be made for those expenses in the contract amount.

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

- 9 -

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

## **EXHIBIT B**

### **Fee Schedule**

#### **Project One: 2020 C-CFSR SIP 30 Day Action Plan and Corrective Action Plan**

Goals: Lead the development of a 30-Day Action Plan to address remaining obligations related to the 2020 C-CFSR SIP and support the county in exiting the current Corrective Action Plan.

Timeline: July—December 2024

Proposed Cost: \$30,000

#### **Project Two: 2025 C-CFSR County Self-Assessment (CSA) and System Improvement Plan (SIP)**

Goal: The goal is to lead the development of Plumas County's approved CSA and SIP, and to establish structures to facilitate efficient future reporting. The CSA is due to CDSS on 4/22/25 and the BOS-Approved SIP on 9/22/25.

Timeline: September 2024 – October 2025

Proposed Cost: \$100,000

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

- 10 -

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



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

---

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

**FROM:** Nick Collin, Facilities Director

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Silver State Elevator, Co. for required monthly inspections and service; effective September 1, 2024; not to exceed \$27,000.00; (General Fund Impact) as approved in recommended FY24/25 budget 2012052 520906; approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Silver State Elevator, Co. for required monthly inspections and service.

**Background and Discussion:**

Silver State Elevator provides monthly inspections of the county's elevators located at the Courthouse, the Courthouse Annex, and the Permit Center, as well as the ADA chair lift at the Quincy Memorial Hall as required by the State of California. They also provide service and repairs of these systems as needed.

**Action:**

Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Silver State Elevator, Co. for required monthly inspections and service.

**Fiscal Impact:**

Monthly inspections will cost the General Fund \$21,840 annually with the remaining \$5,160 for any necessary repairs and/or service.

**Attachments:**

1. Silver State Elevator Co.

## Services Agreement

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

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Twenty-Seven Thousand dollars and 00/100** (\$27,000.00).
3. **Term.** The term of this agreement shall be from **September 1, 2024, through August 31, 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

- 1 -

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

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

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

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

- 2 -

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 Contractor or its principals to practice its professions and to perform its duties and

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

- 3 -

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

obligations under this Agreement. In particular, Contractor represents that it holds a current and active license as a **C11 – Elevator Installation issued by the State of California, No. 434959.**

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. **Professional Services Contract.** Contractor represents and warrants that Contractor customarily and regularly exercises discretion and independent judgment in the performance of the services, and that those services fall within those stated in California Labor Code section 2778. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out to as available to perform the same type of work. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. **Assignment.** Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. **Non-discrimination.** Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. **Choice of Law.** The laws of the State of California shall govern this agreement.
16. **Interpretation.** This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.

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

- 4 -

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

17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

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

Contractor:

Silver State Elevator, Co.  
PO Box 5309  
Reno NV 89513  
Attention: Ernest Rosaia, CEO/CFO

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

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

- 5 -

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

24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

25. 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.

26. 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 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.

27. 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

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

- 6 -

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

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.

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

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

**CONTRACTOR:**

Silver State Elevator, Co., a Nevada corporation

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

Name: Ernest Rosaia

Title: CEO/CFO

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:

**ATTEST:**

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

Name: Allen Hiskey

Title: Clerk of the Board

Approved as to form:

  
Craig Settlemire  
Counsel

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

- 7 -

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

## **EXHIBIT A**

### **Scope of Work**

Contractor to provide monthly elevator services to the following units:

- Passenger elevator located at 520 Main St, Quincy CA 95971
- Passenger elevator located at 555 Main St., Quincy CA 95971
- Passenger elevator located at 270 County Hospital Rd, Quincy CA 95971

Contractor to provide quarterly elevator service to the following unit:

- ADA wheelchair lift located at 274 Lawrence St., Quincy CA 95971

Elevator service will be as follows:

1. Regularly examine, clean, lubricate, and adjust: Motor, generator, machine and controller parts, including brake shoes and coils, brushes, commutators, resistors, coils, contacts, roller guides, operating valves, pumps, and other parts.
2. Complete examination of governor and all safety devices.
3. Silver State Elevator Company will furnish the following supplies when necessary:  
Oil and grease.
4. Annual safety tests required by the State of California.
5. All work is to be performed during regular hours of the normal work week.

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

- 8 -

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

**EXHIBIT B**

**Fee Schedule**

1. One thousand eight hundred twenty dollars (\$1,820.00) per month, twenty-one thousand, eight hundred forty dollars (\$21,840.00) annually. Additional five thousand, one hundred sixty dollars (\$5,160.00) for incidentals (emergency repair, overtime pay, etc.) not covered in this agreement, for maximum contract amount of twenty-seven thousand dollars (\$27,000.00).
2. Invoice due net 30.

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

- 9 -

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



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

---

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

**FROM:** Nick Collin, Facilities Director

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Smith Tree Services for as needed tree trimming/pruning or removal; effective September 1, 2024; not to exceed \$10,000.00; (General Fund Impact) as approved in recommended FY24/25 budget 2012052 521900; approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Smith Tree Services for as needed tree trimming/pruning or removal

**Background and Discussion:**

Smith Tree Service provides tree trimming/pruning services as well as tree removal and emergency removal services.

**Action:**

Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Smith Tree Services for as needed tree trimming/pruning or removal

**Fiscal Impact:**

This is an as-needed contract and will only affect General Fund if services are needed from the vendor.

**Attachments:**

1. Smith Tree Services

## Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Dept. of Facility Services** (hereinafter referred to as “County”), and Michael Smith, a sole proprietor doing business as **Smith Tree Services** (hereinafter referred to as “Contractor”).

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Ten Thousand dollars and 00/100** (\$10,000).
3. Term. The term of this agreement shall be from **September 1, 2024 through August 31, 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

- 1 -

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

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

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

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

- 2 -

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 Contractor or its principals to practice its professions and to perform its duties and

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

- 3 -

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

obligations under this Agreement. **In particular, Contractor represents that it holds a current and active license as a Class C-61/D49 Tree Service contractor, issued by the State of California, No. 867085.**

11. **Prevailing Wage.** Contractor shall comply with all provisions of the California Public Contract Code and the California Labor Code, including, without limitation, payment of prevailing wage rates to all covered employees of Contractor and any subcontractors pursuant to California Labor Code Sections 1770 through 1780, inclusive. Pursuant to Section 1773 of the California Labor Code, the general prevailing wage rates in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wage rates for this project are in the book entitled, "Special Provisions, Notice to Contractors, Proposal and Contract." Addenda to modify wage rates, if necessary, will be issued to holders of the above referenced book. Future effective general prevailing wage rates, which have been predetermined, and are on file with the California Department of Industrial Relations, are referenced but not printed in the general prevailing wage rates. Pursuant to Section 1773.2 of the California Labor Code, General Prevailing Wage Rates included in the book entitled, "Special Provisions, Notice to Contractors. Proposal and Contract" shall be posted by Contractor at a prominent place at the site of the work.
12. **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.
13. **Assignment.** Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. **Non-discrimination.** Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. **Choice of Law.** The laws of the State of California shall govern this agreement.
16. **Interpretation.** This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. **Integration.** This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. **Severability.** The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

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

- 4 -

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

19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Dept. of Facility Services  
County of Plumas  
198 Andy's Way  
Quincy CA 95971  
Attention: Nick Collin, Director

Contractor:

Smith Tree Services  
PO Box 270  
Chilcoot CA 96105  
Attention: Michael Smith, Owner

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. 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->

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

- 5 -

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

[programs-and-country-information/ukraine-russia-related-sanctions](http://programs-and-country-information/ukraine-russia-related-sanctions)). Failure to comply may result in the termination of this agreement.

26. **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 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.

27. **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.

28. **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.

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

- 6 -

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

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

**CONTRACTOR:**

Michael Smith, a sole proprietor dba Smith Tree Services

By: \_\_\_\_\_  
Name: Michael Smith  
Title: Owner  
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:

**ATTEST:**

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

Approved as to form:  
  
Craig Settemire  
Counsel

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

- 7 -

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

**EXHIBIT A**

**Scope of Work**

1. Contractor shall provide tree maintenance services on an 'as-needed' basis upon request by the County.
2. Services contemplated by the parties include, but are not limited to, the following:
  - a. Tree trimming/pruning
  - b. Tree removal

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

- 8 -

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

**EXHIBIT B**  
**Fee Schedule**

1. The Contract Amount, including authorized adjustments, is the maximum amount payable by the County to Contractor for performance of the Work under this Agreement. No additional amounts will be paid to Contractor for performance of the Work except as expressly stated in this Agreement.
2. Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the County, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.
3. The County shall not have any responsibility to make payments to any subcontractor or supplier.
4. Any payment to Contractor or any partial or entire use or occupancy of the Work by the County shall not constitute acceptance of Work not in accordance with the requirements of this Agreement.
5. Acceptance of payment by Contractor, a subcontractor, or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of payment.
6. Contractor shall be paid at the following rate:
  - i. Labor: \$350/hr
7. Invoices are due Net 30.

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

- 9 -

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



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Sarah Novak

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize Chair to sign and ratify a lease agreement between Plumas County Sheriff's Office and Ecolab Inc., a US Foods Division ("Lessor"); effective May 1, 2024; (General Fund Impact) as approved in FY24/25 budget (70380 / 520900); this item was not approved as to form by County Counsel; discussion and possible action.

---

**Recommendation:**

Approve and authorize Chair to sign and ratify a lease agreement between Plumas County Sheriff's Office and Ecolab Inc., a US Foods Division ("Lessor"); effective May 1, 2024; (General Fund Impact) as approved in FY24/25 budget (70380 / 520900) this item has not been approved as to form by County Counsel; discussion and possible action.

**Background and Discussion:**

Lease agreement for the new correctional facility's dish machine equipment maintenance.

**Action:**

Approve and authorize Chair to sign and ratify a lease agreement between Plumas County Sheriff's Office and Ecolab Inc., a US Foods Division ("Lessor"); effective May 1, 2024; (General Fund Impact) as approved in FY24/25 budget (70380 / 520900) this item has not been approved as to form by County Counsel; discussion and possible action.

**Fiscal Impact:**

(General Fund Impact) as approved in FY24/25 budget (70380 / 520900).

**Attachments:**

1. Rental agreement with US Foods (2)



## **CLEAN FORCE RENTAL AGREEMENT**

THIS AGREEMENT is among **RENO-4R (504257470)**, a US Foods, Inc. Division ("Lessor"), Ecolab Inc. ("Ecolab") and

**PLUMAS COUNTY JAIL ("Customer")**

50 ABERNATHY LN

QUINCY, CA 95971-9715

Phone: 5302836265 Fax:

Email: sclark@pcso.net

### **1. LESSOR WILL PROVIDE:**

#### **(a) Dishmachine Equipment.**

<b>Model</b>	<b>Base Rate</b>	<b>Min Product Purchase</b>	<b>Term Length</b>	<b>Term Type</b>	-
ES-4000	USD 163.00	USD 300.00	24	Months	

#### **(a) Optional Equipment.**

**(c) Maintenance.** Ecolab will perform periodic routine service checks of the Equipment and provide all parts and labor for necessary repairs to maintain the Equipment in good condition, other than for repairs due to

misuse or abuse by Customer. Ecolab will provide 24-hour/365-day access to Ecolab's service number (1-800-35-CLEAN). Ecolab reserves the right to discontinue service in the event of delinquency in the payment of any amounts due to Ecolab under this Agreement or other breach of this Agreement by Customer.

**2. PAYMENT.** In consideration of Lessor leasing to Customer the warewashing and other equipment identified above (the "Equipment"), Customer agrees to make the following payments and purchases:

- (a) **Delivery & Program Start-up Fee:** If Equipment is to be shipped, USD \$500.00 per machine to be billed on a separate invoice direct from Ecolab to the customer, and the customer will be responsible for payment to Ecolab (net 30) once the machines are delivered to the customer location; and
- (b) **Base Rate.** A base rate of USD 163.00 (the "Base Rate") for each monthly service period (payable in arrears); and
- (c) **Minimum Product Purchases.** Customer also agrees to purchase a monthly minimum of USD 300.00 (the "Monthly Minimum") of Clean Force chemical products ("Products") from US Foods, Ecolab or an approved distributor and that amount is due and payable upon receipt of invoice. The start-up fee (if any), Base Rate, any maintenance agreement, or any Raburn & Equipment sales do not apply towards this requirement. If Customer does not purchase the Monthly Minimum for two consecutive months, then Customer must pay the Monthly Minimum.
- (d) **Product Prices.** The price for the Products and payment terms will be as agreed and stated on each invoice.
- (e) **Payments.** Payments referred to in Section 2 (a) through (d) hereof shall be made in accordance with the option selected below:

(Options include *Monthly Invoice*, *Automatic Withdrawal*, or *Automatic Credit Card Payment*)

**Monthly Invoice**

**3. Term.** \*Unless otherwise required by state law, this Agreement will continue for each term noted above in Section 1 (a, b) beginning on the day the Equipment is delivered (the "Initial Term") and will continue from year-to-year thereafter (each year being a "Renewal Term") unless either party provides the other with 60 days written notice prior to the end of the Initial Term or the then-current Renewal Term.

**4. Termination; Early Termination damages.** A party may only terminate this Agreement before the end of the Initial Term if the other party has materially breached this Agreement and fails to cure that breach within 60 days of receiving written notice. If this Agreement is terminated for any reason before the end of the Initial Term (except if Customer terminates pursuant to this Section for Ecolab's uncured material breach of this Agreement), Customer must promptly pay to Ecolab an amount equal to (i) the sum of the Rental Rate and Monthly Minimum, multiplied by (ii)

the great of 3 or the number of months remaining in the Initial Term following the effective date of termination, to a maximum of \$1,500. Customer and Ecolab agree that this is equal to, or less than the reasonable estimate of the damages suffered by Ecolab for the early termination of this Agreement. Ecolab has the right to apply any security deposit paid, to any early termination damages that may be due.

**5. Notice of changes.** The Rental Rate under this Agreement will remain in effect for one year.

**6. Taxes.** If applicable, Customer must pay any sales tax and any personal property taxes levied upon the Products or Equipment.

**7. Loss and Damage.** Customer is responsible for any loss, damage, theft, or destruction of the Equipment while on Customer premises and beyond Ecolab's control. In addition, Customer is responsible for any damage or destruction caused by the removal of the Equipment by another person or entity other than Ecolab

**8. Delivery and Utilities.** Delivery will be at Customer's request or as soon thereafter as is practicable. Customer must provide plumbing and electrical hookups and any and all required governmental permits. Customer will provide all utilities (including, without limitation, electricity, 140 degree F hot water and maintain water hardness no higher than 8 grains per gallon) necessary to operate the Equipment.

**9. Default.** Customer will be in default under this Agreement if (a) Customer fails to pay any amounts owed herein within five (5) business days of the due date, (b) if Customer fails to comply with any other terms of this Agreement (time being of the essence), (c) if the Equipment is moved, damaged or encumbered, or (d) Customer is dissolved or becomes insolvent, or any action for the benefit of creditors or bankruptcy is taken with respect to Customer. Upon any default specified in (a) or (d), Ecolab may disable the Equipment and Customer's rights under this Agreement will, at the option of Ecolab or Lessor and without notice to Customer, be terminated (but Customer's outstanding obligations under this Agreement will survive any termination) and Ecolab will have the right to take immediate possession of the Equipment and exercise any other remedies available to it in law or in equity. If Customer fails to surrender the Equipment within 30 days from the effective date of termination, Ecolab or Lessor will invoice Customer for the Estimated Value of Rented Equipment and any other outstanding payments due to Ecolab. Customer will remain liable for accruing Base Rate Rent until the Equipment is returned or the Estimated Value of Rented Equipment is paid. Customer must pay all reasonable costs incurred by Ecolab or Lessor, including, without limitation, collection costs and reasonable attorneys' fees, to collect any amounts due Ecolab or Lessor, or to enforce any Ecolab or Lessor right, under this Agreement.

**10. Ownership and Damage to Equipment.** The Equipment (including but not limited to dispensing equipment) will at all times be the sole and exclusive property of Ecolab. Customer will have no right of ownership of such property, but only the right to use the Equipment subject to this Agreement. The

Equipment will remain personal property and not become a fixture of any building. Customer will not remove the Equipment without prior written approval of Ecolab. Customer agrees that Ecolab may file and the Customer will execute documentation as Ecolab deems necessary to evidence Ecolab's ownership. Upon termination of this Agreement, Customer must return the Equipment in as good a condition as when received, reasonable wear and tear excepted. Customer may not change, alter, or repair the Equipment, or use any detergents or sanitizers in the operation of the Equipment except those provided by Ecolab or approved by Ecolab in writing. Upon termination of this Agreement or upon Customer default, Ecolab may enter Customer's premises for removal of the Equipment.

**11. General.** Customer is solely liable for all claims including, but not limited to, Workers' Compensation claims, resulting from the operation or use of the Equipment or work thereon by Customer's employees or agents. Customer may not assign this Agreement without Ecolab's or Lessor's prior written consent. This Agreement will be binding upon each of the parties hereto and their representative heirs, successors, and assigns. Ecolab or Lessor will not be liable for consequential or any other damages which may result from any cause beyond the reasonable control of Ecolab or Lessor including, but not limited to, acts of God or government, supply or labor shortages, or transportation delays.

THIS AGREEMENT REPRESENTS THE ENTIRE AGREEMENT OF THE PARTIES. THIS AGREEMENT MAY NOT BE MODIFIED EXCEPT BY A WRITTEN AMENDMENT SIGNED BY BOTH PARTIES.

---

Authorized Customer Signature

**Signature Date:** X \_\_\_\_\_

Printed Authorized Name: Steve Clark	Ecolab Assoc: Craig Taylor	Employee #: 20143096	Date: January 25, 2024
US Foods Representative: Brooke Sigafoos	Lessor Customer Number: 3973344	Agreement Code: LSA-000445454	US Foods Inc. Division: RENO-4R (504257470)

**For Lessor Use Only – This Agreement is made subject to and shall be attached to the Clean Force Dishmachine Program Master Agreement between Lessor and Ecolab.**

---

Authorized US Foods Signature

**Signature Date:** X\_\_\_\_\_

**For Office Use Only - Clean Force Rental Agreement**

**This Agreement will not be binding upon Ecolab, unless and until it is countersigned below by a proper official at Ecolab's offices in Eagan, Minnesota.**

**Accepted:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Account No:**  
0504293003



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Mike Grant, Deputy Sheriff II - Communication Coordinator

**MEETING DATE:** August 13, 2024

**SUBJECT:** Authorize the Sheriff to use Title III funds for the purchase and installation of radio infrastructure equipment; not to exceed \$150,000; discussion and possible action.

---

**Recommendation:**

Authorize the Sheriff to proceed with the acquisition and installation of radio infrastructure equipment using Title III funds, not to exceed \$150,000.

**Background and Discussion:**

The County in 2002, purchased and installed the county fire communications equipment infrastructure through County OES. This system has worked well over the years but has become problematic largely due to age and requires much more repairs and maintenance than it has previously. While some of this equipment has been changed out over the years, the majority has not. With a typical lifespan of 10 years, this infrastructure equipment has well exceeded its life cycle by over 100%. It is imperative that this equipment be replaced so the county fire communications system, stays viable and resilient. Search and Rescue uses the fire communications infrastructure to coordinate emergency responses with fire personnel or for communications back to the county dispatch center in areas where the sheriff's office radio system has poor coverage.

In previous Title III applications and subsequent awards, the Sheriff's Office has a communications fund for radio site construction, enhancement, and repairs. With the search and rescue nexus, it would be an appropriate use of a portion of the already allocated Title III funding to update the fire radio system. To that end, the Sheriff's Office is requesting authorization from your Board to proceed with the acquisition with the purchase and installation of the needed equipment, with a not to exceed amount of \$150,000. As Title III funds are used as a reimbursement for actual costs, the initial expenditures will use AB443 funds (70331-542200) which will then be replaced with existing available Title III balances.

**Action:**

Authorize the Sheriff to proceed with acquiring and installing radio infrastructure equipment, not to exceed \$150,000.

**Fiscal Impact:**

(No General Fund Impact) Use of already allocated Title III funding for the purchase of radio infrastructure equipment.

**Attachments:**

None



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Cyndi Tweedle, Human Resources Analyst II

**MEETING DATE:** August 13, 2024

**SUBJECT:** **Adopt RESOLUTION Adopting Plumas County's Amended Job Classification Plan and Pay Rate For Sheriff's Office Manager; (General Fund Impact) as approved in FY 23/24 recommended budget; approved as to form by County Counsel; discussion and possible action. Roll call vote**

---

**Recommendation:**

Adopt **RESOLUTION** Adopting Plumas County's Amended Job Classification Plan and Pay Rate For Sheriff's Office Manager; (General Fund Impact) as approved in FY 23/24 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Background and Discussion:**

At the May 7, 2024 Board of Supervisors meeting, the Sheriff's Office requested the Board to approve their request to recruit and fill their vacant and allocated Sheriff's Office Manager position. This request was agendized under Departmental Matters.

The backup material for this request included information about an updated job description and increase to the base wage increase for the position.

The Sheriff's Office has indicated that they performed an internal Meet & Confer to adopt the new job description and base wage increase for the Sheriff's Office Manager position.

While Human Resources was left out of the Meet & Confer process, it is the recommendation of the Human Resources department, with consent from the Chief Administrative Officer, to move forward with presenting this item to the Board of Supervisors with a resolution to adopt the new job description and updated wage.

To view Plumas County's Job Classification Plan: Job Descriptions page, please visit <https://www.plumascounty.us/2730/JOB-CLASSIFICATION-PLAN-Job-Descriptions>.

**Action:**

Adopt **RESOLUTION** Adopting Plumas County's Amended Job Classification Plan and Pay Rate For Sheriff's Office Manager; (General Fund Impact) as approved in FY 23/24 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

General Fund Impact as approved in FY 23/24 recommended budget; discussion and possible action

**Attachments:**

1. 3643 Res FINAL

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

**RESOLUTION TO ADOPT PLUMAS COUNTY'S AMENDED JOB CLASSIFICATION  
PLAN AND PAY RATE FOR SHERIFF'S OFFICE MANAGER**

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

**WHEREAS**, this position is necessary in the daily operational needs of the Plumas County Sheriff's Office, Fund #70330; and

**WHEREAS**, the Human Resources Department has updated and attached in Exhibit A the Job Classification for the Sheriff's Office Manager, base wage of \$28.56 per hour; and

**WHEREAS**, this request was brought to the attention of the Human Resources Department who are now requesting approval of this resolution to amend the Fiscal Year 2023/2024 Job Classification Plan; and

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

Approve and ratify amended job description and pay rate for Sheriff's Office Manager for Plumas County's Job Classification Plan.

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 13th day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

---

Greg Hagwood Chair, Board of Supervisors

ATTEST:

---

Allen L. Hiskey, Clerk of the Board

Approved as to form:



Joshua Brechtel, Attorney  
County Counsel's Office  
Page 78 of 158

## **SHERIFF'S OFFICE MANAGER**

### **DEFINITION**

Under direction, to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform specialized office management, administrative and State and Federal reporting functions; to perform a variety of difficult and complex information gathering information preparation and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the position, which supervises and directs the operation of the Sheriff's support division. In addition, the position has responsibility for a variety of Department administrative, staff, and office management support functions. Responsible for processing the Sheriff's NCIC, State and Federal reporting requirements. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Sheriff's Office.

### **REPORTS TO**

Undersheriff

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Sheriff's Services Assistant I/II, Job Training personnel, and Volunteer Personnel

**EXAMPLES OF DUTIES**

- Coordinates, organizes, and supervises the department's clerical staff and administrative support functions.
- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Establishes work schedules and methods for assigned staff; evaluated assigned personnel.
- Assists with the hiring and training of new office personnel.
- Conducts NCIC, State and Federal reporting requirements.
- Responsible for purchasing and maintaining inventory of office supplies and equipment.
- Researches, compiles, and analyzes data for generating a variety of reports.
- Oversight of all incoming and outgoing Public Request Acts, (PRA's).
- Provides orientation for new employees.
- Prepares correspondence informal material, and documents.
- Maintains and updates files and databases.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Provides public information support and relations assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.
- Investigate complaints or questioned incidents regarding the Sheriff's Service Assistants.
- Monitor and assist in obtaining department contracts for service agreements and vendors.
- Oversight on record releases to the general public and governmental agencies.
- System Administrator of RIMS data system.
- Oversee the departments Asset Forfeiture program.

**TYPICAL PHYSICAL REQUIREMENTS**

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

**TYPICAL WORKING CONDITIONS**

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

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- County policies, rules and regulations.
- Operations, rules, policies, and procedures of the Sheriff's Office.
- Basic accounting principles and practices.
- Knowledge of Civil Process, Records Management Process and Evidence Management Process.
- Methods and procedures for purchasing of office supplies and maintaining an inventory.
- Public and community relations.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Account and statistical record keeping.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision, Training, and staff evaluation.

**Ability to:**

Plan, organize, and supervise the office support and specialized administrative support functions for the Sheriff's Office.

- Be responsible for the maintenance of law enforcement records.
- Provide supervision, training, and work evaluations for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing of office supplies or equipment and inventory maintenance.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Assist and oversee Sheriff's Service Assistants with daily work tasks .
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.
- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Sheriff' Office.
- Establish and maintain cooperative working relationships.

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

At least four (4) years of responsible experience performing a variety of administrative, fiscal, and analytical work, including substantial experience in a public contact position, preferably including at least one (1) year in a supervisory position.

**Special Requirements:**

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



PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Cyndi Tweedle, Human Resources Analyst II  
**MEETING DATE:** August 13, 2024  
**SUBJECT:** Adopt **RESOLUTION** Adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

Adopt **RESOLUTION** Adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended 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 wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

It is recommended that the Board adopt Resolution to approve new job classification wage ranges for our Elected Officials per Ordinance 22-1142 (excluding Board of Supervisors), non-represented Undersheriff Job Classification per Resolution 2024-8930, and the Public Works and Public Works Mid-Management units.

**Action:**

Adopt **RESOLUTION** Adopting Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 24/25 recommended budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

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

**Attachments:**

1. 3640 FINAL

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

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

**WHEREAS**, Plumas County (County) is contracted with CalPERS and therefore it is the County's responsibility to comply with all terms and conditions set forth in the County's contract with CalPERS and to ensure all reportable information is compliant with the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR), and

**WHEREAS**, Plumas County is aware that publicly available Pay Schedules are required by CalPERS and are a critical component to verify all members' pay rates when calculating members' retirement benefits, and

**WHEREAS**, Subdivision (a) of CCR section 570.5 defines the requirements for a publicly available Pay Schedule used to determine pay rates and the proposed Pay Schedule meets those requirements, and

**WHEREAS**, Human Resources is requesting the adoption of the revised Pay Schedule for Fiscal Year 2024/2025.

**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 attached as Exhibit A

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 13<sup>th</sup> day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

Approved as to form:



Joshua Brechtel, Attorney  
County Counsel's Office

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

Effective as of 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930, and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**ELECTED OFFICIALS**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$46.05	\$0.00	\$0.00	\$0.00	\$0.00	\$48.37	\$50.78	\$53.32	\$55.99	\$58.78
AUDITOR/CONTROLLER	\$47.55	\$0.00	\$0.00	\$0.00	\$0.00	\$49.94	\$52.43	\$55.06	\$57.80	\$60.70
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
BOARD OF SUPERVISORS-NON PERS-CPI 2024	\$32.83	\$0.00	\$0.00	\$0.00	\$0.00	\$34.48	\$36.20	\$38.01	\$39.91	\$41.90
BOARD OF SUPERVISORS-PERSABLE-CPI 2024	\$30.70	\$0.00	\$0.00	\$0.00	\$0.00	\$32.23	\$33.84	\$35.53	\$37.31	\$39.18
CLERK-RECORDER **	\$46.05	\$0.00	\$0.00	\$0.00	\$0.00	\$48.37	\$50.78	\$53.32	\$55.99	\$58.78
DISTRICT ATTORNEY	\$84.54	\$0.00	\$0.00	\$0.00	\$0.00	\$88.76	\$93.21	\$97.86	\$102.75	\$107.90
SHERIFF/CORONER	\$58.64	\$0.00	\$0.00	\$0.00	\$0.00	\$61.58	\$64.65	\$67.88	\$71.27	\$74.84
TREASURER/TAX COLLECTOR **	\$46.05	\$0.00	\$0.00	\$0.00	\$0.00	\$48.37	\$50.78	\$53.32	\$55.99	\$58.78

**\*\* Stipends adopted by Ordinance #07-1059 on 09/02/2007, revised as of 06/30/2024 per Ordinance #22-1142 adopted 03/01/2022**

CLERK-RECORDER	\$4.27	\$0.00	\$0.00	\$0.00	\$0.00	\$4.48	\$4.71	\$4.94	\$5.19	\$5.45
TREASURER/TAX COLLECTOR	\$5.16	\$0.00	\$0.00	\$0.00	\$0.00	\$5.42	\$5.69	\$5.97	\$6.27	\$6.59

**County of Plumas  
Pay Schedule**

**Effective as of 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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	\$32.49	\$34.10	\$35.82	\$37.62	\$39.50	\$41.48	\$43.56	\$45.76	\$48.04	\$50.46	\$52.98	\$55.63
ENGINEERING AIDE	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
ENGINEERING TECHNICIAN 1	\$22.44	\$23.57	\$24.77	\$26.00	\$27.31	\$28.68	\$30.13	\$31.63	\$33.22	\$34.89	\$36.64	\$38.47
ENGINEERING TECHNICIAN 2	\$24.26	\$25.46	\$26.76	\$28.11	\$29.51	\$30.99	\$32.55	\$34.18	\$35.89	\$37.71	\$39.60	\$41.58
EQUIPMENT SERVICE WORKER	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
FISCAL/TECHNICAL SERVICES ASSISTANT 1	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
FISCAL/TECHNICAL SERVICES ASSISTANT 2	\$19.44	\$20.41	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.26
FISCAL/TECHNICAL SERVICES ASSISTANT 3	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68
LEAD POWER EQUIPMENT MECHANIC	\$25.22	\$26.50	\$27.84	\$29.23	\$30.71	\$32.23	\$33.86	\$35.57	\$37.35	\$39.23	\$41.19	\$43.25
MANAGEMENT ANALYST 1	\$24.31	\$25.51	\$26.81	\$28.14	\$29.55	\$31.03	\$32.60	\$34.22	\$35.94	\$37.74	\$39.63	\$41.61
MANAGEMENT ANALYST 2	\$27.03	\$28.38	\$29.80	\$31.29	\$32.85	\$34.52	\$36.25	\$38.06	\$39.96	\$41.96	\$44.06	\$46.27
MECHANIC/SHOP TECHNICIAN	\$22.86	\$24.01	\$25.21	\$26.49	\$27.82	\$29.21	\$30.70	\$32.22	\$33.84	\$35.54	\$37.31	\$39.18
POWER EQUIPMENT MECHANIC 1	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.03	\$28.39	\$29.81	\$31.31	\$32.87	\$34.52	\$36.24
POWER EQUIPMENT MECHANIC 2	\$22.86	\$24.01	\$25.21	\$26.49	\$27.82	\$29.21	\$30.70	\$32.22	\$33.84	\$35.54	\$37.31	\$39.18
PRINCIPAL TRANSPORTATION PLANNER	\$37.61	\$39.49	\$41.47	\$43.55	\$45.75	\$48.03	\$50.45	\$52.97	\$55.63	\$58.41	\$61.32	\$64.39
PUBLIC WORKS MAINTENANCE LEADWORKER	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.92	\$36.67	\$38.51
PUBLIC WORKS MAINTENANCE WORKER 1	\$18.51	\$19.42	\$20.41	\$21.42	\$22.49	\$23.65	\$24.79	\$26.04	\$27.34	\$28.72	\$30.16	\$31.66
PUBLIC WORKS MAINTENANCE WORKER 2	\$19.44	\$20.41	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.26
PUBLIC WORKS MAINTENANCE WORKER 3	\$21.43	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68
PUBLIC WORKS SENIOR ENV. PLANNER	\$32.49	\$34.10	\$35.82	\$37.62	\$39.50	\$41.48	\$43.56	\$45.76	\$48.04	\$50.46	\$52.98	\$55.63
SENIOR ENGINEERING TECHNICIAN	\$26.73	\$28.06	\$29.49	\$30.96	\$32.51	\$34.13	\$35.86	\$37.65	\$39.54	\$41.51	\$43.59	\$45.77
SOLID WASTE PROGRAM MANAGER	\$29.48	\$30.95	\$32.50	\$34.12	\$35.83	\$37.62	\$39.50	\$41.48	\$43.56	\$45.75	\$48.03	\$50.44
WELDER	\$22.20	\$23.32	\$24.48	\$25.71	\$27.02	\$28.38	\$29.79	\$31.30	\$32.86	\$34.53	\$36.25	\$38.07

**County of Plumas  
Pay Schedule**

**Effective as of 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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	\$39.48	\$41.46	\$43.54	\$45.74	\$48.02	\$50.44	\$52.96	\$55.62	\$58.38	\$61.32	\$64.39	\$67.61
DEPUTY DIRECTOR OF PUBLIC WORKS	\$39.48	\$41.46	\$43.54	\$45.74	\$48.02	\$50.44	\$52.96	\$55.62	\$58.38	\$61.32	\$64.39	\$67.61
EQUIPMENT MAINTENANCE SUPERVISOR	\$29.48	\$30.95	\$32.50	\$34.12	\$35.83	\$37.62	\$39.50	\$41.48	\$43.56	\$45.75	\$48.03	\$50.44
PUBLIC WORKS ADMIN SERVICES OFFICER	\$38.48	\$40.40	\$42.42	\$44.55	\$46.79	\$49.13	\$51.59	\$54.18	\$56.91	\$59.76	\$62.75	\$65.89
PW FISCAL OFFICER/ADMIN SERVICES MANAGER	\$33.92	\$35.63	\$37.42	\$39.29	\$41.27	\$43.34	\$45.52	\$47.79	\$50.18	\$52.70	\$55.34	\$58.11
PW ROAD MAINTENANCE SUPERVISOR	\$26.05	\$27.36	\$28.72	\$30.18	\$31.70	\$33.28	\$34.96	\$36.71	\$38.56	\$40.48	\$42.50	\$44.64

**County of Plumas  
Pay Schedule**

**Effective as of 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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	\$20.24	\$21.25	\$22.31	\$23.45	\$24.62	\$25.86
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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_**

**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

Effective as of 07/09/2024 per Board of Supervisors Resolution Number 2024-8931; revised as of 06/30/2024 per Ordinance Number 22-1142 and Resolution Number 2024-8930,  
and adopted by the Board as of 08/13/2024 per Resolution Number 2024-\_\_\_\_\_

**UNDERSHERIFF**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$44.82	\$47.07	\$49.43	\$51.91	\$54.51	\$57.24	\$60.11	\$63.12	\$66.28	\$69.60



**PLUMAS COUNTY  
AUDITOR-CONTROLLER  
MEMORANDUM**

---

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

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

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize the Chair to sign an agreement between Plumas County Auditor Controller and MGT of America Consulting, LLC; effective August 13, 2024; this is for a 3-year contract for SB 90 claims; not to exceed \$13,500.00 (General Fund Impact) as requested in (FY24/25) recommended budget 2004052 / 521900 ; approved as to form by County Counsel; discussion and possible action.

---

**Recommendation:**

Approve and authorize the Chair to sign an agreement between Plumas County Auditor Controller and MGT of America Consulting, LLC; effective August 13, 2024; this is for a 3-year contract for SB 90 claims; not to exceed \$13,500.00 (General Fund Impact) as requested in (FY24/25) recommended budget 2004052 / 521900 ; approved as to form by County Counsel; discussion and possible action.

**Background and Discussion:**

Approve and authorize the Chair to sign an agreement between Plumas County Auditor Controller and MGT of America Consulting, LLC; effective August 13, 2024; this is for a 3-year contract for SB 90 claims; not to exceed \$13,500.00 (General Fund Impact) as requested in (FY24/25) recommended budget 2004052 / 521900 ; approved as to form by County Counsel; discussion and possible action.

**Action:**

Approve and authorize the Chair to sign an agreement between Plumas County Auditor Controller and MGT of America Consulting, LLC; effective August 13, 2024; this is for a 3-year contract for SB 90 claims; not to exceed \$13,500.00 (General Fund Impact) as requested in (FY24/25) recommended budget 2004052 / 521900 ; approved as to form by County Counsel; discussion and possible action.

**Fiscal Impact:**

General Fund Impact; as requested in FY24/25 recommended budget

**Attachments:**

1. 3652 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 Auditor Controller (hereinafter referred to as "County"), and MGT of America Consulting, LLC, (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 A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Thirteen Thousand Five Hundred Dollars (\$13,500.00).
3. **Term.** The term of this agreement shall be from August 13, 2024, through August 12, 2027, 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

- 1 -

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

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

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

\_\_\_\_\_ 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

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

- 3 -

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.

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

- 4 -

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

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:

Martee Nieman Graham, Auditor/Controller  
County of Plumas  
520 Main Street, Room 205  
Quincy, CA 95971  
Attention: Martee Nieman Graham

Contractor:

MGT of America Consulting, LLC  
3600 American River Dr., Suite 150  
Sacramento, CA 95864

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.

22. 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.

23. 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.

24. 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 Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined

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

- 5 -

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

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.

25. **Retention of Records.** If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

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

- 6 -

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

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

**CONTRACTOR:**

MGT of American Consulting, LLC

By: \_\_\_\_\_  
Name: Patrick J. Dyer  
Title: Vice President  
Date signed:

**COUNTY:**

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

By: \_\_\_\_\_  
Name: Greg Hagwood  
Title: Chair  
Date signed:

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

Approved as to form:



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

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

- 7 -

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

**EXHIBIT A**

**Scope of Work/Fee Schedule**

**SEE ATTACHED**

\_\_\_\_\_COUNTY INITIALS

- 8 -

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

# Proposal

JULY 8, 2024



## SB 90 State Mandated Cost Reimbursement Services

---

COUNTY OF PLUMAS, CALIFORNIA



## Table of Contents

TRANSMITTAL LETTER .....	1
COMPANY PROFILE.....	3
FIRM PROFILE .....	3
EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL .....	4
TECHNICAL APPROACH.....	5
SCOPE OF SERVICES .....	5
WORK PLAN .....	6
PROFESSIONAL FEES.....	8

# Transmittal Letter

July 8, 2024

Ms. Martee Graham, CPA  
Auditor-Controller Plumas County  
520 Main St  
Quincy, CA 95971

## **Subject: Proposal for State Mandated Cost Claiming Services (SB 90)**

Dear Ms. Graham:

We appreciate the opportunity to provide the County of Plumas with this proposal for State Mandated Cost Claiming Services (SB 90). MGT of America Consulting, LLC (MGT) believes that we offer the County solutions that will meet your specific objectives while providing the best value. MGT is uniquely qualified to provide the County with the best staffing and highest level of service available in the state mandate claiming area. Our primary goal for this SB 90 engagement is to produce and file state mandated cost claims that maximize revenue while being technically sound and accurate. We will provide the County with our turn-key approach to state mandated cost claiming while minimizing the impact on your department staff and resources.

- ◆ **Full Suite of SB 90 Services Tailored for the County** – MGT offers a full suite of SB 90 services to the County with all annual claims due on February 15<sup>th</sup>, plus all new or first-time claims that are due during the fiscal year, for a fixed fee. Please see the cost section in this proposal for pricing details. In addition to annual and new claim preparation, this proposal includes up to four hours of audit assistance plus SB 90 program training and updates on what is happening with SB 90 payments and future eligible programs.
- ◆ **Leaders in Local Government SB 90 Services** – No other firm comes close to meeting our staff experience, knowledge, and expertise. MGT is the only firm that has multiple consultants with over 15 years of experience in the SB 90 arena.

If you have any questions, please contact Patrick Dyer at 916.502-5243 or by email at [pdyer@mgtconsulting.com](mailto:pdyer@mgtconsulting.com). As a Vice President, I am authorized to make commitments, including financial ones, on behalf of MGT for all aspects of this proposal.

Sincerely,



Patrick J. Dyer, Vice President



TRANSMITTAL LETTER

Performance Solutions Group  
3600 America River Drive, Suite 150  
Sacramento, CA 95864  
916.502.5243  
pdyer@mgtconsulting.com



3600 American River Dr, Suite 150 | Sacramento, CA 95864 | 916.443.3411 | [mgtconsulting.com](http://mgtconsulting.com)

# Company Profile

## Firm Profile

MGT of America Consulting, LLC (MGT) began operations in 1974 as a public sector research firm and has expanded its consulting capabilities and client offerings over the years. We are a national consulting firm specializing in *assisting public sector clients to operate more efficiently and effectively*. A significant portion of MGT's work is repeat business, reflecting a high level of customer satisfaction in our ability to provide exceptional professional services.

MGT is organized as a privately held, employee-owned and financially stable limited liability company with a deep roster of experienced cost allocation experts, support resources, and a commitment to serve the public. MGT is owned by the current and retired partners, principals, and consultants of the firm. The advantage of this ownership structure to our clients is that every member of the firm has a vested interest in the successful completion of every project, for every client. This ownership structure creates a mindset that permeates through every MGT owner: *we change the communities we serve – for good.*

MGT has acquired a keen understanding of the structures, operations, and issues facing public agencies. This understanding comes from **nearly 50 years** of extensive experience providing financial and management consulting services to state and local governments, and the prior work experience of our consultants. We are not the biggest, oldest, or highest profile consulting firm; just the best for combining firm qualifications and consultants' cost allocation expertise with the needs of cities, counties, and state agencies.

Prior to working as consultants, many of our consultants worked in government agencies as managers and staff. This inside knowledge and understanding of government give our consultants an ability to hit the ground running from the very start of a project. MGT consultants understand what it means to work within constrained timelines, and the need to produce a product that concisely and clearly articulates findings and results.



### FIRM AT A GLANCE

**Name:** MGT of America Consulting, LLC (MGT)

**Founded:** 1974

**Locations:** Headquarters in Tampa Florida; branch offices nationwide

**Staff:** 500+ consultants with a deep roster of experienced costing experts

**Structure:** Privately held, employee-owned, client-driven Limited Liability Company

**Lines of Business:** Government Consulting, Education and Financial Solutions, Diversity and Inclusion, Human Capital, Cyber Security and Technology

## The Social Impact of MGT's Work



### Defined by Impact



We understand the goals of this SB 90 Claiming engagement and how these processes impact the citizens of the City of Stanton. Producing and filing state mandated cost claims ensures that general fund revenues are protected and are available to provide the City of Stanton's core services to its citizens. MGT is a service organization. Recognizing the end goals and the positive benefit that our work provides, and not treating these processes as a commodity, ensures that we are working towards a positive goal with our clients and producing the best possible outcomes.

## Experience and Qualifications of Key Personnel

We believe our firm is uniquely able to assemble the most experienced, best qualified professional staff for this engagement. The City's project will continue to be exclusively staffed by consultants from our Sacramento office.

### **PATRICK DYER, VICE PRESIDENT | PROJECT EXECUTIVE**

As Project Executive, Mr. Dyer will ensure that the project is appropriately and adequately staffed and completed on schedule. Mr. Dyer is also responsible for ensuring the City is completely satisfied with MGT's services and will address and resolve any project management issues that may arise during the SB 90 engagement.

Mr. Dyer has over 26 years of experience with state and local government operations, consulting across a variety of areas: mandated cost claiming (SB 90), cost allocation, user fee analyses, and indirect cost rates. He has extensive experience in assisting agencies in the preparation and submission to state federal cognizant agencies of funding requests, claims for reimbursements, indirect cost rates and indirect cost allocation plans. Mr. Dyer has been personally involved with mandates since 1997, filed test claims, testified before the Commission on State Mandates, defended costs during field audits, prepared and filed claims as both a claimant and a consultant. Mr. Dyer is an available resource to discuss audit defense, desk reviews, test claims or any counsel your agency requires related to mandated costs.

**JAMIE BARTON, MANAGER | PROJECT MANAGER**

Ms. Barton is a Manager with MGT and has professional consulting and account management experience working with federal and local governmental agencies. She is experienced with large scope state mandated costs projects (SB 90) and being responsible for coordination and submission of SB 90 claims. Her wide range of experience, along with her exceptional organizational and interpersonal skills, makes her a significant asset to every one of her projects.

Ms. Barton will oversee the daily work of the project and ensure project implementation occurs on schedule and in accordance with all project requirements. She will have direct responsibility for coordinating the collection of all applicable data from all of the City's departments, and will also be responsible for the following:

- ◆ Development of the overall project plan
- ◆ Staff interviews
- ◆ Preparation of all indirect cost rates (ICRP), mandated cost claims and claim review
- ◆ Timely submittal of claims to State Controller
- ◆ Interfacing with the SCO related to field audits
- ◆ Responding to desk reviews performed by the SCO

# Technical Approach

## Scope of Services

MGT provides true turn-key mandate cost claiming services to its clients, and our approach is based around personal interaction. Our staff is involved with our clients' claiming process throughout the year, providing proactive news, reports, and the earliest notification of new SB 90 claims possible.

We provide our clients with claiming summaries and data collection guides to assist them in understanding all of the eligible components of each program. This process supplements the interviews that our staff conduct to ensure each department contact understands precisely what data is required, and what the internal deadlines are for submission.

Most cities are at risk of desk reviews from the State Controller. We believe that part of our job is assisting your departments to understand the appropriate levels of documentation required for each claim the City files.

Finally, the project manager will complete all claims, all indirect cost rate proposals, and compile all elements of the claims in electronic format and send them to the City for review and signature well in advance of the claiming deadline.

MGT Consulting will provide the following services to the City:

- ◆ Identify all possible SB 90 claiming opportunities.
- ◆ Prepare and file all eligible annual SB 90 claims with the SCO.
- ◆ Prepare and file all eligible first time or new SB 90 claims that are due during the fiscal year of the contract.
- ◆ Provide assistance with SCO desk reviews and up to four hours assistance in responding to field audits.
- ◆ Assist the City of with knowledge transfer and training on the eligible components of each State-mandated program.

## Work Plan

MGT has identified the following order of activities as the most important milestones that must occur for the City to have a successful SB 90 claiming engagement.

---

### Task 1.0: NEW CLAIMS

---

- 1.1 Establish a schedule and approach needed to complete all new or first-time claims due within the fiscal year.
- 1.2 Assist department staff in understanding the specific mandated requirements for each new SB 90 program, and how the City complies with the specific reimbursable portions of each program.
- 1.3 Prepare all necessary department ICRPs associated with the new SB 90 program.
- 1.4 Prepare claims and perform a quality assurance review of the City's new SB 90 claim(s) to ensure the costs are supported by appropriate source documentation.
- 1.5 Provide the completed claims and ICRPs to the City for review and signature prior to the claiming deadline.
- 1.6 File the signed claims with the SCO prior to the deadline.

---

### Task 2.0: ANNUAL CLAIMS: DUE TO THE STATE BY FEBRUARY 15TH

---

- 2.1 Establish schedule and approach needed to complete all annual claims due to the state by February 15th.
- 2.2 Work with department staff in describing how the City complies with the specific mandated programs and help the City determine eligible costs.
- 2.3 Meet with staff to discuss data collection needs and establish deadlines for data to be due.
- 2.4 Prepare all necessary department wide ICRPs as they apply to the eligible SB 90 programs.

- 2.5 Prepare claims from the City for SB 90 programs and review the claims for completeness, propriety, and eligibility of costs.
- 2.6 Perform a quality assurance review of the City's SB 90 claims.
- 2.7 Discuss any potential or necessary changes with the appropriate City staff member.
- 2.8 Provide the completed claims to the City for review and signature prior to the claiming deadline.
- 2.9 File the signed claims with the SCO prior to the deadline.

## STATE MANDATE REIMBURSEMENT INFORMATION

The SB 90 process is constantly changing and evolving. MGT will provide targeted, relevant communication on statewide issues, interpretations, and actions at the state capitol relating to the SB 90 process throughout the fiscal year via ***MGT Instant Updates***®, a series of e-mail communiqués designed to keep our clients up to date with the latest mandate legislation, California Commission on State Mandates decisions, and state agency interpretations. MGT will sort through all of the pertinent activity to provide the City with the most relevant information throughout the year, saving the City time and resources.

## AUDIT ASSISTANCE

MGT will monitor State Controller requests or issues that could affect the City's SB 90 claims. MGT will also provide liaison assistance with the SCO at the desk review level. The SCO may call requesting additional information, or duplicate documentation that may have been misplaced in their offices. Our firm will field these calls and fulfill all appropriate requests without the need for the City's involvement, if possible.

Nobody wants to see the SCO auditing their claims, but higher levels of scrutiny are a fact of life. Our team has extensive experience preparing local agencies for field audits and assisting in their representation beyond the exit conference.

This engagement includes up to four hours of audit assistance. If the City requests additional audit assistance, MGT will bill the City at the Consultant's hourly rate.



**SB 90 INSTANT up DATE**

**IN THIS ISSUE**

- ♦ California State Budget
- ♦ SB 90 Claims Supporting Documentation
- ♦ SB 90 Test Claims
- ♦ Custody of Minors-Child Abduction and Recovery Audits

**MGT SPRING 2023**

**California State Budget**

For the third year in a row, California's State budget is breaking records. On January 10, 2023, Governor Newsom presented his annual budget proposal to the Legislature, and it's déjà vu all over again. Last year's budget was the biggest in the State's history, clocking in at \$296.9 billion, right around \$30 billion over the FY 2022-23 budget of \$267.8 billion. That was massive, but the upcoming budget is EVEN bigger. California's 2023-24 budget will likely exceed \$300 billion, a stunning rebound from the COVID-19-induced deficit from three years ago. We will have to wait until the May Revision to see if things change or if surpluses are turned into new programs and spending.

The health of California's economy comes as welcome news to local agencies. The massive budget and surplus will provide additional relief to cities and counties who are in desperate need of behavioral and public health, homeless and public safety funds. Along with financial support for those key areas, the State continues to show robust support for state-mandated reimbursable program (SB 90). Additionally, the State has provided funding for new or initial programs for the fourth year (continues on page 4)

PROGRAM	2020-21	2021-22	2022-23	2023-24
Commission on State Mandates	\$2,575,000	\$2,631,000	\$2,192,000	\$32,922,000
Annual SB 90 Programs	\$36,838,000	\$40,323,000	\$42,607,000	\$78,962,000
New/Initial Programs Funding*	\$4,309,000	\$5,300,000	\$24,233,000	\$7,328,000
Special Program: Admin. License Suspension	\$1,951,000	\$2,008,000	\$1,805,000	\$1,809,000
Special Program: Pesticide Use	\$46,000	\$47,000	\$49,000	\$99,000
<b>Total SB 90 Funding</b>	<b>\$45,719,000</b>	<b>\$50,309,000</b>	<b>\$71,876,000</b>	<b>\$157,443,000</b>

\* Included funding for Racial Identity Profiling (\$50.5m), Sexual Assault Evidence Kits (\$22.75m).

**MGT**  
1 | INSTANT UPDATE | SPRING 2023

## Cost

MGT proposes to perform the services included in this proposal for fiscal year 2025 for a fixed fee of **\$4,250**. This price includes filing all eligible annual claims due February 15, 2025, and any new claims due during the fiscal year 2024. If the City wishes to retain MGT's services for additional years, pricing for years two and three are also included below.

## Professional Fees

CLAIMS COVERED	PROPOSED FEE	PAYMENT TERMS
FY 2023-2024 Annual & New Claims filed during FY 2024-2025	Fixed Fee of \$4,250	Payable upon receipt of quarterly invoices
FY 2024-2025 Annual & New Claims filed during FY 2025-2026	Fixed Fee of \$4,500	Payable upon receipt of quarterly invoices
FY 2025-2026 Annual & New Claims filed during FY 2025-2026	Fixed Fee of \$4,750	Payable upon receipt of quarterly invoices



**PLUMAS COUNTY  
SOLID WASTE  
MEMORANDUM**

---

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

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

**MEETING DATE:** August 13, 2024

**SUBJECT:** Approve and authorize Chair to sign a letter confirming the County's intention to keep the Chester Landfill open; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action.

---

**Recommendation:**

The Acting Public Works Director respectfully recommends that the Governing Board authorize the Chair to sign letter to Cal Recycle confirming support for keeping the Chester Landfill open to be used as emergency backup, disposal of demolition debris and construction debris during dry weather.

**Background and Discussion:**

Cal Recycle has regulatory responsibility over Chester Landfill and recently conducted a disposal facility site inspection on June 25, 2024. During the inspection three violations were reported including Time Frame for Closure, Immediate Cover and Disposal Site Records. Cal Recycle is requesting that Plumas begin closure activities since no municipal solids waste nor construction and demolition waste being received within the required time frame.

Public Works Staff has drafted a response to the inspection report and requests the Board of Supervisors to authorize the Chair to sign the attached letter to Cal Recycle advocating for keeping the landfill open to accept construction debris and green waste ash as well as emergency backup. The letter to Cal Recycle has been reviewed and approved as to form by County Counsel.

The second item of the inspection report will be resolved by Public Works crew adding additional soil cover over the exposed concrete uncovered by erosion. The third item of the inspection report called for disposal site records which have since been submitted to Cal Recycle.

**Action:**

Approve and authorize Chair to sign letter confirming intention to keep the Chester Landfill open; approved as to form by County Counsel; No General Fund Impact; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

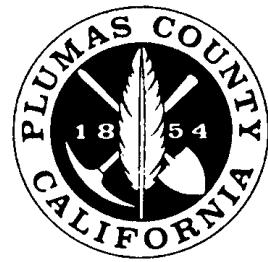
No General Fund impact. Solid Waste funds

**Attachments:**

1. Letter - CalRecycle Chester LF

# BOARD OF SUPERVISORS

DWIGHT CERESOLA, VICE CHAIRMAN DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
TOM MCGOWAN, DISTRICT 3  
GREG HAGWOOD, CHAIRMAN DISTRICT 4  
JEFF ENGEL, DISTRICT 5



August 13, 2024

Mr. Randy Friedlander, Supervisor Solid Waste Enforcement Section, Unit A  
Email: [randy.friedlander@calrecycle.ca.gov](mailto:randy.friedlander@calrecycle.ca.gov)

SUBJECT: Chester Landfill, Plumas County  
Support for Non-Closure of Landfill

Dear Mr. Friedlander:

The purpose of this letter is in response to the disposal facility site inspection conducted June 25, 2024 and to confirm that the Plumas County Board of Supervisors strongly supports keeping the Chester Landfill open to be used for emergency backup, disposal of demolition and construction debris during dry weather. The Board understands that no municipal solid waste has been accepted at this facility since September 1995. Inert materials including green waste ash have been accepted each year and concrete construction debris has been accepted at the landfill periodically as needed. Moving forward Public Works is prepared to accept concrete construction debris at minimum of once per calendar year to comply with the requirements of Title 27 CCR 21110 (b)(1) in order to keep Chester Sanitary Landfill open.

If you have any further questions, please call Rob Thorman at (530) 283-6495.

Sincerely,

Greg Hagwood, Chair District 4 Supervisor  
Plumas County Board of Supervisors



**PLUMAS COUNTY  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

---

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

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

**MEETING DATE:** August 13, 2024

**SUBJECT:** Adopt an ORDINANCE of the County of Plumas, State of California, first introduced on August 6, 2024, AMENDING ARTICLE 7, CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE; approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation:**

The Department of Public Works respectfully requests the Board of Supervisors hold the public hearing on the ordinance, introduce and waive the first reading of the ordinance, and schedule adoption of the ordinance at the next regularly scheduled Board of Supervisors meeting.

**Background and Discussion:**

Section 40802 of the California Vehicle Code (CVC) requires that all non-statutory or *prima facie* speed zones be updated via an Engineering and Traffic Study (ETS) Report every 5-7 years.

The Plumas County Director of Public Works and Road Commissioner has caused to be completed an "Engineering & Traffic Study" (ETS) Report to verify that the posted speed limits of the following speed zones meet requirements as set forth in the California Vehicle Code.

County Road 406 - Quincy Junction Road (45 mph)  
County Road 313 - A13 (45 mph)

The recently completed ETS reports for Quincy Junction Road and A13 recommend the following speed zone changes:

County Road 406 - Quincy Junction Road (40 mph)  
County Road 313 – A13 (Split into 35 mph and 45mph)

**Action:**

Adopt an **ORDINANCE** of the County of Plumas, State of California, first introduced on August 6, 2024, AMENDING ARTICLE 7, CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

No General Fund Impact. Road Fund.

**Attachments:**

1. ETS - A13 45mph
2. 3501 Ordinance - Speed Zone Change FINAL (1)
3. ETS - CR406 40mph
4. ETS - A13 35mph
5. County Code Revisions - Article 7 Speed Limits 062824





# County of Plumas

## Engineering and Traffic Survey Speed Zoning

### County Road A-13

From a point 2640 feet northwest of the intersection with State Route 147  
to a point 770 feet northwest of the intersection with Cedar Ln.

- Posted Speed** – The posted speed limit for this segment is 45 mph. This section of A13 has not been codified and is not approved for radar enforcement.
- Physical Conditions** – This section of the two-lane roadway is approximately 2000 ft. in length, with two residential road connections part way down a moderate to steep grade.



**3. Prevailing Speed**- Speed measurements were taken at one (1) location on April 12, 2024, in accordance with standard practices with the following results.

**Location 1 – Cedar Ln to Parkside Way**

Critical Speed = 52.22

10 mph Pace = 44-53

Median Speed = 46

Percent in Pace = 73%

For additional information see Appendix A.

**4. Traffic Volumes**- The ADT for this segment is 1457 vehicles.

**5. Accident Records**- Accident records were checked from January 2018 to December 2023.

There were 0 reported accident during this period. The collision rate for this roadway segment is 0.00 collisions per million vehicle miles compared to a rate of 1.04 for comparable streets.

**6. Highway, Traffic and Road Conditions that are not readily Apparent to the driver**-

The roadway segment is strait with a moderate to steep downward grade that ends in a 35-mph commercial zone.

**7. Recommendations**- The recommendation is to lower the current 85<sup>th</sup> percentile speed of 50 mph to 45 mph (-5 mph per CVC 22358.6(b)) and approve for radar enforcement.



Robert Thorman, PE  
Director of Public Works  
Plumas County Public Works

# Appendix "A"

PLUMAS COUNTY DEPARTMENT OF PUBLIC  
VEHICLE SPEED STUDY SHEET

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS  
VEHICLE SPEED STUDY SHEET

TITLE: Engineering Tech SPEED STUDY CONDUCTED BY: Mark Crews

TITLE: Engineering Tech

Plumas County, California  
ORDINANCE NO. 24-\_\_\_\_\_

AN ORDINANCE ADMENDING ARTICLE 7, CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE [Updating speed zones throughout Plumas County]

The Board of Supervisors of the County of Plumas ORDAIN as follows:

Section 1. Legislative Intent:

Section 40802 of the California Vehicle Code (CVC) requires that all non-statutory or prima facie speed zones be updated via an Engineering and Traffic Study (ETS) Report every 5-7 years.

The Plumas County Director of Public Works and Road Commissioner has caused to be completed an “Engineering & Traffic Study” (ETS) Report to verify that the posted speed limits of the following speed zones meet requirements as set forth in the California Vehicle Code.

County Road 406 - Quincy Junction Road (45 mph)

County Road 313 - A13 (45 mph)

The recently completed ETS reports for Quincy Junction Road and A13 recommend the following speed zone changes:

Section 2. Section 4-3.704 of the Plumas County Code (setting forth speed limits of thirty-five miles per hour) is amended to add subsection i) to read as follows:

- i) County Road 313 (also known as A13) – Beginning at the intersection with State Route 147, thence northwesterly to a point 500 feet northwest of County Road HB09 (Parkside Way);

Section 3. Section 4-3.705 of the Plumas County Code is amended to read as follows:

- **Sec. 4-3.705. - Forty miles per hour.**

The speed limits on the following streets or parts of streets are hereby declared to be forty (40) miles per hour:

- a) County Road 406 (also known as Quincy Junction Road) - beginning at a point 816 feet west of the intersection with County Road 424 (Kelsey Lane), thence

proceeding northerly a distance of 2.21 miles to the intersection of County Road 404 (Chandler Road);

Section 4. Subsection c) of Section 4-3.705.1 of the Plumas County Code (setting speed limits of forty-five miles per hour) is amended to read as follows:

- c) County Road 313 (also known as A13) – Beginning at a point 500 feet northwesterly of the intersection with County Road HB09 (Parkside Way), thence northwesterly to a point 770 feet northwest of the intersection with County Road HB06 (Cedar Ln);

Section 5. Effective and operational dates; Codification.

This ordinance shall be effective and operative 30 days from the date of adoption. Section 2, Section 3, and Section 4 of the ordinance shall be codified, and the remaining sections shall be uncodified.

The foregoing ordinance was introduced on \_\_\_\_\_, and adopted on \_\_\_\_\_, at a regular meeting of the Plumas County Board of Supervisors by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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

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



# County of Plumas

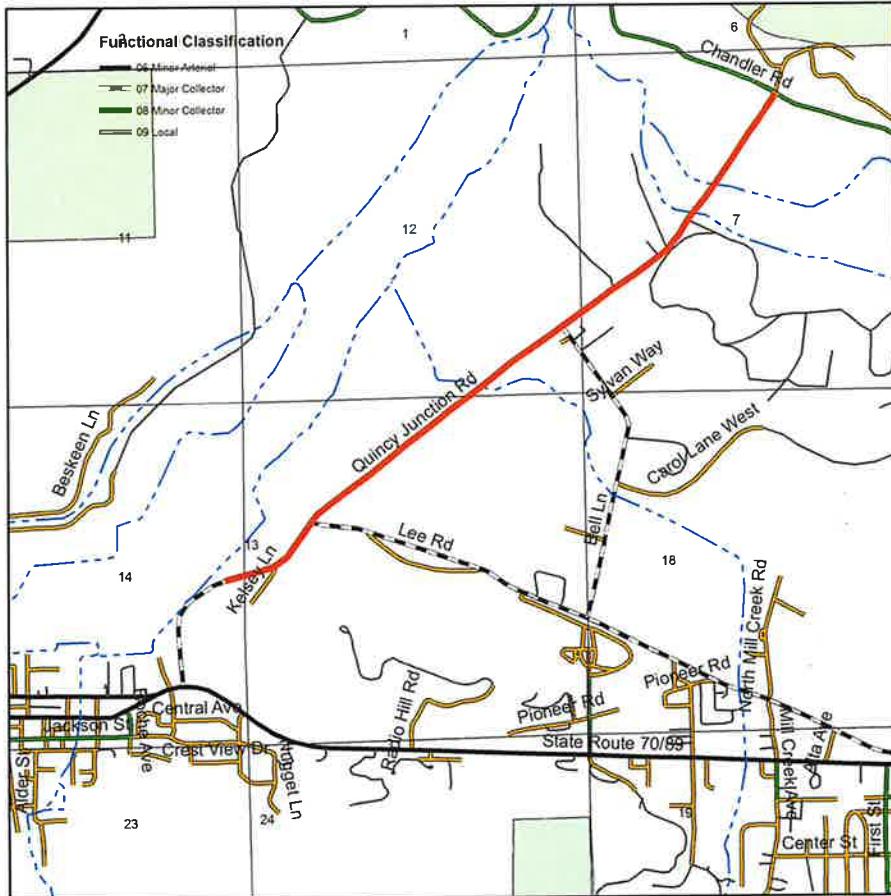
## Engineering and Traffic Survey Speed Zoning

### Quincy Junction Road (CR 406)

From a point 816 feet West of the intersection with Kelsey Lane  
to the intersection with Chandler Road.

**1. Posted Speed** – The posted speed limit for this segment is 45 mph per Plumas County Code Section 4-3.705.1(h). Radar enforcement was approved by the Board of Supervisors on July 24, 2011.

**2. Physical Conditions** – This two-lane roadway is approximately 11,730 ft. (2.22 miles) in length. Land use is primarily agricultural with several residences adjacent to the roadway. The South portion of Quincy Junction Road is primary access to Sierra Pacific Industries located on Lee Road.



**3. Prevailing Speed**- Speed measurements were taken at two (2) locations during July of 2023, in accordance with procedures outlined in the California Manual on Uniform Traffic Control Devices dated March 2019 with the following results.

**Location 1** – Northeast of the intersection with Lee Rd.

85 <sup>th</sup> Percentile = 47.7	10 mph Pace = 40-49
Median Speed = 43	Percent in Pace = 67%

For additional information see Appendix A.

**Location 2** – Northeast of the intersection with Bell Ln

85 <sup>th</sup> Percentile = 48.5	10 mph Pace = 38-47
Median Speed = 43	Percent in Pace = 56%

For additional information see Appendix B.

**4. Traffic Volumes**- The 2023 ADT for this segment is 1056 vehicles.

**5. Accident Records**- Accident records were checked from January 2019 to December 2023. There were 2 reported accidents during this period. The collision rate for this roadway segment is 0.47 collisions per one million vehicle miles compared to a rate of 1.11 for comparable streets.

**6. Highway, Traffic and Road Conditions that are not readily apparent to the driver**

The near strait alignment and the unhindered sight distance create the illusion of a safe roadway. The narrow shoulders reduce the recommended vehicle recovery zone to a point where it is difficult for a vehicle whose tires have left the pavement to recover without rolling over.

This roadway is part of a pedestrian and bicycle route which loops around a large portion of American Valley and is also the main access route to the Mount Hough Trail System.

**7. Recommendations**- The recommendation is to lower the existing 45 mph speed zone to 40 mph due to pedestrian and bicycle use as well as the reduced recovery zone due to narrow shoulders. The continued use of radar enforcement is also recommended.



Robert Thorman, PE  
Director of Public Works  
Plumas County Public Works

## **Appendix A**

### **PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS**

### **VEHICLE SPEED STUDY SHEET**

ROAD NAME Quincy Junction Rd ROAD NUMBER

LOCATION North of Lee Rd EXISTING SPEED ZONE 45 Mph

DIRECTION Both BEGIN TIME 9:20 am END TIME 11:20 am DATE 7/21/2023

SPEED STUDY CONDUCTED BY: Mark Crews TITLE: Engineering Tech

## **Appendix B**

### **PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS**

### **VEHICLE SPEED STUDY SHEET**

ROAD NAME Quincy Junction Rd ROAD NUMBER

LOCATION 100' North of Bell Ln EXISTING SPEED ZONE 45 Mph

DIRECTION Both BEGIN TIME 1:10pm END TIME 2:20pm DATE 7/18/2023

MPH	NUMBER OF VEHICLES						TOTAL	WEATHER	Sunny & Hot
	1	5	10	15	20	25			
25									
	4						1		
	1						1		
30									
	9						1		
	1						1		
	1	1	1				3		
35	1	1	3	9			4		
	1	1	1				3		
	1	1	1	1			4		
	1	1	1	4	1	1	1		
	4	1	1	1	1	1	1	1	
40	8	2	1	1			4		
	4	1	1	1			4		
	1	1	1	1	1	1	7		
	1	1	1	1	1	1	1		
	4	1	1	1	1	1	9		
45	8	2	1	1			4		
	4	1	1	1			4		
	1	1	1	1	1	1	9		
	1	1	1	1	1	1	5		
50	1	3	1	1	1	1	1	1	
	1	1	1	1	1	1	1	1	
	1	1	1	1	1	1	7		
	1	1	1	1	1	1	7		
	1	1	2	1	1		5		
55	1	1	1	1			4		
	1	1					2		
	1	1					2		
	1	1					2		
	1	1					2		
	1	1					3		

SPEED STUDY CONDUCTED BY: Mark Crews TITLE: Engineering Tech



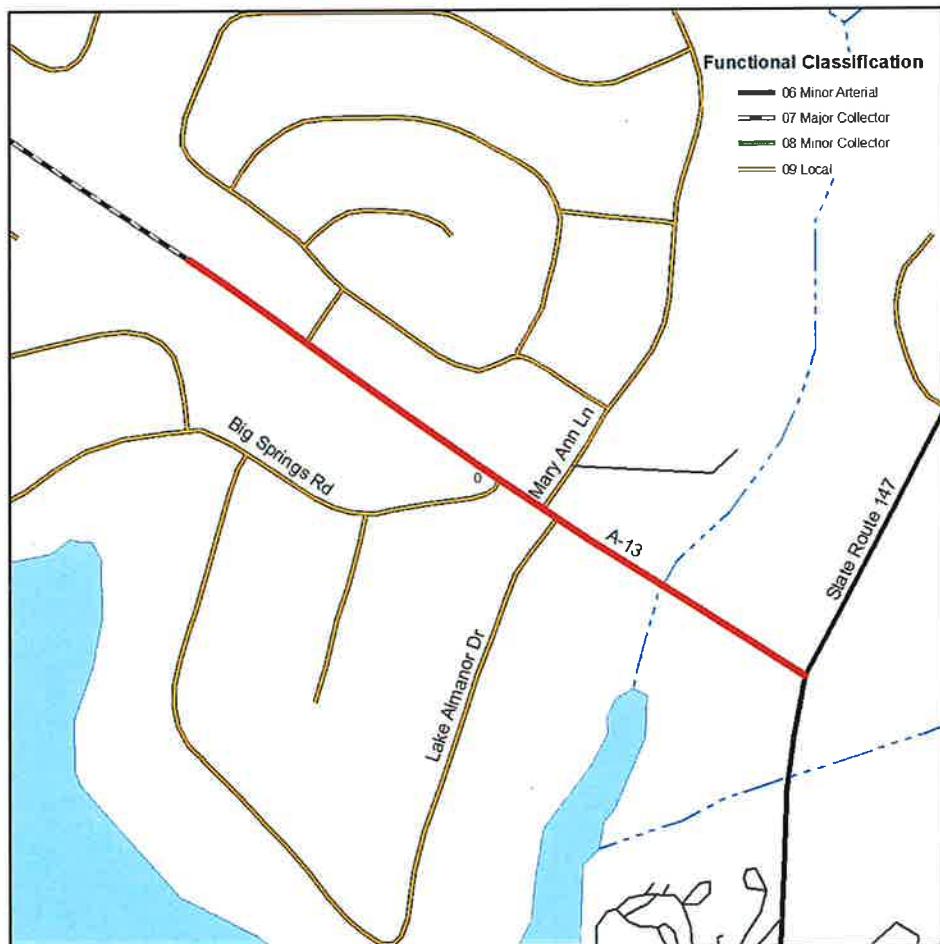
# County of Plumas

## Engineering and Traffic Survey Speed Zoning

### County Road A-13

From a point at the intersection with State Route 147  
to a point 2640 feet northwest of the intersection with State Route 147.

- Posted Speed** – The posted speed limit for this segment is 35 mph. Plumas County Code section 4-3.703.1(a) has this segment listed as 45 mph. This speed zone has not been approved for radar enforcement.
- Physical Conditions** – This section of the two-lane roadway is approximately 2,640 ft. (0.5 miles) in length. Land use is primarily commercial with a bridge crossing located near State Route 147. There is a moderate to steep grade approaching this speed zone from the West.



**3. Prevailing Speed-** Speed measurements were taken at one (1) location on April 12, 2024, in accordance with standard practices with the following results.

**Location 1 – Parkside Way to Mary Ann Ln.**

Critical Speed = 42.5  
Median Speed = 36

10 mph Pace = 33-42  
Percent in Pace = 73%

For additional information see Appendix A.

**4. Traffic Volumes-** The ADT for this segment is 1457 vehicles.

**5. Accident Records-** Accident records were checked from January 2018 to December 2023. There was 1 reported accident during this period. The collision rate for this roadway segment is 0.34 collisions per million vehicle miles compared to a rate of 1.04 for comparable streets.

**6. Highway, Traffic and Road Conditions that are not readily Apparent to the driver-**

The roadway is strait and mostly flat with a bridge crossing located near State Route 147 which narrows up the road segment. Otherwise, there are wide paved shoulders along entire length, with good sight distance.

**7. Recommendations-** The recommendation is to lower the current 85<sup>th</sup> percentile speed of 40 mph to 35 mph (-5 mph per CVC 22358.6(b)) and approve for radar enforcement. The speeds on the grade approaching this speed zone will need to be address in a separate ETS report.



Robert Thorman, PE  
Director of Public Works  
Plumas County Public Works

## Appendix "A"

### PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS VEHICLE SPEED STUDY SHEET

ROAD NAME	A-13	ROAD NUMBER	313	DATE	4/11/2024	GPS COORDINATES						
LOCATION	Intersection w/ Parkside Dr	EXISTING SPEED ZONE	35	Mph		NORTH _____						
DIRECTION	Both	BEGIN TIME	1:50 pm	END TIME	3:20 pm	WEATHER	Sunny	WEST _____				
MPH	NUMBER OF VEHICLES					TOTAL						
25	1	5	10	15	20	25	30	35	40	45	50	
30	1	1	1	1	1	1	1	1	1	1	1	
35	4	2	1	1	1	1	1	1	1	1	1	
40	1	1	1	1	1	1	1	1	1	1	1	
45	1	1	1	1	1	1	1	1	1	1	1	
50	1	1	1	1	1	1	1	1	1	1	1	
55												
												The 85th percentile speed is the speed at which 85 percent of the free-flowing vehicles travel, under optimum driving conditions.
												CRITICAL SPEED= 42.50
												6
												7
												14
												12
												9
												4
												5
												36
												13
												7
												4
												2
												3
												33 Mph to 42
												2
												3
												1 Autos & Pickups
												3 Same w/ Trailer
												3 Motorcycle
												1 4 2 Axle Trucks
												1 5 3 Axle Trucks
												1 6 3 Axle w/ Trailer
												7 Busses
												8 Loaded Log Truck
												9 Unloaded Log Truck
												TOTAL NUMBER OF VEHICLES OBSERVED 104 PERCENT TRUCKS 9.62%

SPEED STUDY CONDUCTED BY: Mark Crews

TITLE: Engineering Tech

Revised 06/28/24

## Plumas County Code

### Title 4, Chapter 3, Article 7 – Speed Limits

- **Article 7. - Speed Limits**

- **Sec. 4-3.701. - Road markers: Placement.**

The Road Commissioner is hereby directed to obtain and properly place in the restricted areas the proper road markers to reflect the speed limits in the restricted areas.

- **Sec. 4-3.702. - Fifteen miles per hour.**

The speed limits on the following streets and parts of streets are hereby declared to be fifteen (15) miles per hour:

- a) *County Road QU26 (also known as Alder Street) - beginning at the intersection with County Road QU23 (Boyle Street), thence south 0.16 miles to the intersection with County Road QU04 (High Street).*
- b) *County Road 506 (also known as Main Street) - beginning at a point 0.05 miles northerly of CR 507 (Johnsville McCrea Road) thence north a distance of 0.51 miles; during the period from December 1 through March 31 of each year.*

- **Sec. 4-3.703. - Twenty-five miles per hour.**

The speed limits on the following streets and parts of streets are hereby declared to be twenty-five (25) miles per hour:

- a) *County Road AL01 (also known as Almanor Street) - beginning at the intersection of County Road 310 (Almanor Drive West), thence southeasterly a distance 0.31 miles to the intersection with County Road 310 (Almanor Drive West).*
- b) *County Road 207 (also known as Arlington Road) - beginning at point 0.25 miles east of County Road 208 (China Grade Road), thence easterly a distance of 0.6 miles.*
- c) *Reserved*

- d) *County Road 112 (also known as Main Street) – Beginning at the intersection with State Route 89, thence northeasterly 0.18 miles to the intersection of County Road GV04 (Bush Street).*
- e) *Reserved*
- f) *County Road 515 (also known as Camp Layman Road) - beginning at the west end of the Feather River Bridge, thence northwesterly 0.35 miles to end of pavement.*
- g) *County Road 310 (also known as Almanor Drive West) - beginning at a point 0.7 miles east of the intersection of State Route 89; thence easterly a distance of 1.6 miles.*
- h) *Reserved*
- i) *County Road 313A (also known as Peninsula Drive) - beginning at the intersection with County Road 303 (A13), thence southwesterly a distance of two (2.0) miles.*
- j) *Reserved.*
- k) *County Road 419 (also known as Golden Eagle Avenue) - beginning at a point 0.23 miles west of State Highway 70 and thence westerly 0.29 miles to the Feather River College upper parking lot.*
- l) *County Road GV19 (also known as Hot Springs Road) – beginning at the intersection with State Highway 89 thence easterly a distance of 0.4 miles to the entrance of the Feather River District Hospital.*
- m) *County Road 203 (also known as Greenville Round Valley Road) – beginning at the intersection with CR 202 (Greenville Wolf Creek Road, thence a distance of 0.4 miles to the concrete bridge.*
- n) *County Road 202 (also known as Greenville Wolf Creek Road) - beginning at a point 0.3 miles southeasterly from the intersection of CR 202A (Setzer Camp Road), thence southeasterly a distance of 0.54 miles.*
- o) *County Road 202 (also known as Greenville Wolf Creek Road) – beginning at the intersection with State Highway 89, thence southwesterly and northwesterly a distance of 0.8 miles to the intersection with County Road GV14 (Higbie Avenue).*
- p) *County Road 404 (also known as Chandler Road) – beginning at the intersection with County Road 406 (Quincy Junction Road), thence easterly a distance of 2.9 miles to the intersection with State Route 70/89.*
- q) *County Road 506 (also known as Main Street) – beginning at a point 0.05 miles easterly of the intersection with CR 507 (Johnsville McCrea Road), thence easterly 0.51 miles.*

- r) *County Road 405 (also known as Lee Road) – beginning at the intersection with County Road EQ05 (Pioneer Road), thence easterly a distance of 0.77 miles to the intersection with State Highway 70/89.*
- s) *County Road 511 (also known as La Porte Road) - beginning at a point 0.4 miles northerly of County Road 513 (Port Wine Road), thence southerly 0.7 miles.*
- t) *County Road EQ04 (also known as Mill Creek Road) - beginning at the intersection with State Route 70/89, thence southerly a distance of 0.45 miles.*
- u) *County Road 513 (also known as Port Wine Road) - beginning at the intersection with County Road 511 (La Porte Road), thence westerly on a distance of 0.2 miles.*
- v) *County Road 414 (also known as Bucks Lake Road), beginning at a point 0.4 mile west of Bucks Creek Bridge, thence westerly a distance of two (2) miles.*
- w) *County Road 211 (also known as Nelson Street) – beginning at the intersection with County Road 207 (Arlington Road), thence northerly a distance of 0.1 miles.*
- x) *County Road 406 (also known as Quincy Junction Road) – beginning at the intersection with State Highway 70/89, thence northerly 800 feet.*

- **Sec. 4-3.703.1. - Thirty miles per hour.**

The speed limits on the following streets and parts of streets are hereby declared to be thirty (30) miles per hour:

- a) *County Road 411 (also known as Bucks Lake Rd) – beginning at the intersection with County Road QU05 (Davis Street), thence westerly to a point 200 feet west of County Road BE07 (Bellamy Lane).*
- b) All of the Lake Almanor West Subdivision public streets: Lake Almanor West Drive (County Road AW01) beginning 0.34 miles from the intersection of State Highway 89, Osprey Loop (County Road AW06), Marion Trail (County Road AW05), Slim Drive (County Road AW03), Goose Bay Trail (County Road AW11), Kokanee Trail (County Road AW02), Long Iron Drive (County Road AW04), Maidu Drive (County Road AW07), Manzanita Drive (County Road AW08), Raccoon Trail (County Road AW09), and Top of the West Drive (County Road AW10).
- c) *County Road 112 (also known as Main Street) – beginning at the intersection with County Road GV04 (Bush Street), thence northeasterly 0.43 miles.*

- **Sec. 4-3.704. - Thirty-five miles per hour.**

The speed limits on the following streets and parts of streets are hereby declared to be thirty-five (35) miles per hour:

- a) *County Road 405 (also known as Lee Road) – beginning at the intersection with County Road 406 (Quincy Junction Road), thence southeasterly 1.31 miles to its intersection with County Road EQ05 (Pioneer Road).*
- b) *County Road 112 (also known as Genesee Road) - beginning at the intersection of County Road 113 (Grizzly Road), thence westerly a distance of 0.5 miles.*
- c) *County Road 411 (also known as Bucks Lake Road) – beginning at the intersection with County Road 413 (Ranch Road), thence easterly a distance of 0.51 miles to the intersection with County Road 413 (Spanish Ranch Road).*
- d) *County Road 414 (also known as Bucks Lake Road) – beginning at the intersection with County Road 413 (Ranch Road), thence southerly a distance of 2.1 miles to the intersection with Silver Lake Road.*
- e) *County Road 112 (also known as Main Street) – beginning at a point 0.61 miles northeasterly of State Route 89, thence northeasterly 0.36 miles to the intersection with County Road 219 (Williams Valley Road).*
- f) *County Road 219 (also known as Williams Valley Road) - beginning at the intersection of County Road 112 (North Valley Road), thence northerly 0.80 miles to the intersection with County Road 220 (Lower Williams Valley Road).*
- g) *County Road 509 (also known as Sloat Road) - beginning at the intersection with County Road 509A (Old Sloat Road), thence northeasterly 0.80 miles to the intersection with State Route 70/89.*
- h) *County Road 506 (also known as Graeagle Johnsburg Road) - beginning at the intersection with State Route 89, thence westerly 1.32 miles to a point 0.25 mile west of the intersection with County Road 506B (Mohawk Highway 40A Road).*
- i) *County Road 313 (also known as A13) – Beginning at the intersection with State Route 147, thence northwesterly to a point 500 feet northeast of County Road HB09 (Parkside Way).*

- **Sec. 4-3.705. - Forty miles per hour.**

The speed limits on the following streets or parts of streets are hereby declared to be forty (40) miles per hour:

- a) *Reserved County Road 406 (also known as Quincy Junction Road) – Beginning at a point 816 feet west of the intersection with County Road 424 (Kelsey Lane), thence proceeding northerly a distance of 2.21 miles to the intersection of County Road 404 (Chandler Road).*

- **Sec. 4-3.705.1. - Forty-five miles per hour.**

The speed limits on the following streets and parts of streets are hereby declared to be forty-five (45) miles per hour:

- a) *County Road 313 (also known as A13) - beginning at the intersection with State Route 147, thence northwesterly a distance of 0.5 miles.*
- b) *County Road 114 (also known as Portola McLears Rd) - beginning at the Portola City Limits, thence southwesterly a distance of 4.7 miles to the southerly boundary of Gold Mountain Subdivision.*
- c) *Reserved County Road 313 (also known as A13) - Beginning at a point 500 feet northwesterly of the intersection with County Road HB09 (Parkside Way), thence northwesterly to a point 770 feet northwesterly of the intersection with County Road HB06 (Cedar Ln.).*
- d) *Reserved*
- e) *County Road 112 (also known as Grizzly Road) - beginning at State Route 70 and proceeding northerly 6.46 miles to the intersection with County Road 126 (Lake Davis Road).*
- f) *County Road 215 (also known as Hideaway Road) beginning at a point 0.10 miles west of the intersection with State Route 89 and proceeding westerly 0.95 miles to a point 0.15 miles easterly of the intersection with County Road 203 (Greenville Round Valley Road).*
- g) *County Road 511 (also known as Quincy La Porte Road) - beginning at the intersection with State Route 70/89, thence proceeding southerly a distance of 2.5 miles to the first crossing of Thompson Creek.*
- h) *Reserved County Road 406 (also known as Quincy Junction Road) - beginning at a point 816 feet west of the intersection with County Road 424 (Kelsey Lane), thence proceeding northerly a distance of 2.21 miles to the intersection of County Road 404 (Chandler Road).*
- i) *County Road 506 (also known as Graeagle-Johnsville Road) - beginning a point 0.25 miles west of the intersection with County Road 506B (Mohawk Highway 40A Road), thence proceeding westerly 0.40 miles to the intersection with County Road 502 (Poplar Valley Road).*

- **Sec. 4-3.705.2. - Fifty miles per hour.**

The speed limit on the following street and parts of street are hereby declared to be fifty (50) miles per hour.

- a) Reserved.

- **Sec. 4-3.705.3. - Fifty-five miles per hour.**

The speed limit on the following street and parts of street are hereby declared to be fifty-five (55) miles per hour.

a) Reserved.

- **Sec. 4-3.705.4. - Sixty miles per hour.**

The speed limit on the following street and parts of street are hereby declared to be sixty (60) miles per hour.

a) Reserved.

- **Sec. 4-3.705.6. - Sixty-five miles per hour.**

The speed limit on the following street and parts of street are hereby declared to be sixty-five (65) miles per hour.

a) *County Road 109 (also known as Beckwourth Calpine Road)* - beginning at the intersection of *State Route 70* and then proceeding southerly *8.62 miles* to the Plumas County line.



**PLUMAS COUNTY  
CLERK OF THE BOARD OF SUPERVISORS  
MEMORANDUM**

---

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

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

**MEETING DATE:** August 13, 2024

**SUBJECT:** **TITLE III SECURE RURAL SCHOOLS APPLICATIONS FOR FUNDING**

Consider the application(s) submitted by Plumas County Sheriff's Office, for FY 2023 Secure Rural Schools Funding Title III:

1. Plumas Co. Sheriff's Office Search and Rescue Building Enhancement Project (\$200,000)
2. Plumas Co. Sheriff's Office Search and Rescue Reimbursement Project (\$58,980)

and direct the Clerk to provide Public Notice to begin the 45-day Comment Period; and schedule the required Public Hearing before the Board on October 1, 2024; discussion and possible action.

---

**Recommendation:**

**TITLE III SECURE RURAL SCHOOLS APPLICATIONS FOR FUNDING**

Consider the application(s) submitted by Plumas County Sheriff's Office, for FY 2023 Secure Rural Schools Funding Title III:

1. Plumas Co. Sheriff's Office Search and Rescue Building Enhancement Project (\$200,000)
2. Plumas Co. Sheriff's Office Search and Rescue Reimbursement Project (\$58,980)

and direct the Clerk to provide Public Notice to begin the 45-day Comment Period; and schedule the required Public Hearing before the Board on October 1, 2024; discussion and possible action.

**Background and Discussion:**

**Action:**

**TITLE III SECURE RURAL SCHOOLS APPLICATIONS FOR FUNDING**

Consider the application(s) submitted by Plumas County Sheriff's Office, for FY 2023 Secure Rural Schools Funding Title III:

1. Plumas Co. Sheriff's Office Search and Rescue Building Enhancement Project (\$200,000)
2. Plumas Co. Sheriff's Office Search and Rescue Reimbursement Project (\$58,980)

and direct the Clerk to provide Public Notice to begin the 45-day Comment Period; and schedule the required Public Hearing before the Board on October 1, 2024; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact, Title III funding.

**Attachments:**

1. 2023 Secure Rural Schools and Community Self-Determination Act of 2000 (SRS) Title III

2. Plumas Co. Sheriff's Office Application No. 1
3. Plumas Co. Sheriff's Office Application No. 2

2023 SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000 (SRS): TITLE III

<u>APPLICATION</u>	<u>APPLICANT</u>	<u>CATEGORY/PROJECT</u>	<u>AMOUNT REQUESTED</u>
1	Plumas County Sheriff Search and Rescue Building Enhancement Project	II	\$ 200,000
2	Plumas County Sheriff Search and Rescue Reimbursement Project	II	\$ 58,980
		<b>TOTAL</b>	<b>\$ 258,980</b>
		<b>TOTAL RECEIVED 2023</b>	<b>\$ 258,980</b>

**Category I**

*Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires*

**Category II**

*Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved or (b) paid for by the participating county*

**Category III**

*Develop community wildfire protection plans in coordination with the Secretary of Agriculture*

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

1.	<p><b>Project Title:</b> <b>Plumas Co. Sheriff's Office Search and Rescue Reimbursement Project</b></p>
	<p><b>Group Submitting Project:</b> Plumas Co. Sheriff's Office</p>
	<p><b>Requested Grant Amount:</b> \$58,979.55      <b>Funding Period:</b> 2023-2026</p>
	<p><b>Contact Name:</b> U/S Chad Hermann <b>Address:</b> 1400 E Main St Quincy, CA <b>Phone:</b> 530-283-6390 <b>E-Mail:</b> chermann@pcso.net</p>
2.	<p><b>Project Summary</b> The Plumas County Sheriff's Office and Plumas County Search and Rescue are the primary responders to all search and rescue (SAR) related missions within the County. Due to the significant amount of federal land in the County, almost all SAR related calls end up being on USFS controlled land. The Plumas County Sheriff's Office Dispatch Center coordinated response to these calls with all agencies, within and outside of Plumas County.</p> <p>With current economic issues, many times available personnel to handle these calls are lacking and the missions are not staffed adequately without depleting overtime funding. In addition, there are other, non-salary related costs involved in these responses, such as vehicle and equipment repair or replacement, that are otherwise not specifically funded. The costs of SAR operations would tax the existing budget and threaten general law enforcement service responses. The Sheriff's Office is seeking these funds to adequately respond to SAR related calls on federal land with enough staff and proper equipment to handle the mission along with providing related maintenance needs and equipment replacement, if needed. This provides the best service possible with available resources for the residents and visitors to Plumas County in a timely and professional manner during these emergencies.</p>

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

**3. How does the project address the activities authorized by Title III? Check all that apply:**

I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.

II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.

III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.

**Explain:** The Plumas County Sheriff's Office is responsible for all SAR related activities in Plumas County. Both paid and volunteer resources respond to SAR related calls on federal lands, with the response coordinated through the Sheriff's Office Dispatch Center. The Sheriff's Office is seeking reimbursement for actual expenses incurred during the SAR calls on USFS lands, as well as other related emergency responses, which include wildfire evacuations. This includes wages and benefits for those involved Sheriff's employees, mileage, fuel, repair or replacement of equipment damaged or destroyed, and training of department personnel.

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

4. **Project Workplan:** By using established financial tracking mechanisms currently in place within the Sheriff's Office, the Sheriff will use these funds to cover salaries and benefits of Sheriff Office employee's involved in the dispatch, and response to SAR and other related emergency calls on federal lands. The funds will also be used to reimburse actual expenses incurred in these missions as they relate to vehicle repair, replacement, fuel, incidental expenses and repairing or replacing damaged or destroyed SAR equipment.

**The utilization of these funds allows the Sheriff's Office to staff and support missions effectively without undue negative impact on existing budgets, which have already been reduced to a point where basic services are in jeopardy.**

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

**5 Project Budget:**

<b>Salaries and benefits</b>	<b>\$32,500.00</b>
<b>Equipment repair and replacement</b>	<b>\$13,979.55</b>
<b>Vehicle Repair, Maintenance and Fuel</b>	<b><u>\$12,500.00</u></b>
<b>Total</b>	<b>\$58,979.55</b>

2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County

1.	<p><b>Project Title:</b> <b>Plumas Co. Search and Rescue Building Enhancement Project</b></p>
	<p><b>Group Submitting Project:</b> Plumas Co. Search and Rescue</p>
	<p><b>Requested Grant Amount:</b> \$200,000      <b>Funding Period:</b> 2023-2026</p>
	<p><b>Contact Name:</b> Mike Grant</p>
	<p><b>Address:</b> 1400 E Main St Quincy, CA</p>
	<p><b>Phone:</b> 530-283-7440</p>
	<p><b>E-Mail:</b> mgrant@pcso.net</p>

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

**2. Project Summary** Plumas County Search and Rescue (SAR) makes up the primary responders to all search and rescue (SAR) related missions within the County. Due to the significant amount of federal land in the County, almost all SAR related calls end up being on USFS controlled land, or related to USFS lands such as fires and subsequent evacuations. The Plumas County Sheriff's Office Dispatch Center coordinates response to these calls with all agencies, within and outside of Plumas County. SAR typically responds to 60-100 calls for service each year and has acquired many pieces of specialized equipment to help with their mission.

For many years SAR has struggled with developing a base of operations that would allow coordination, planning and execution of SAR missions, secure storage of vehicles and equipment along with a training location. SAR has received a significant amount of funding from PG&E which is all allocated toward the purchase of a piece of property and the construction of a 5,000 (+/-) facility to meet the team's needs as mentioned. SAR is currently in negotiations for the needed property and hopes to move forward with the construction soon after it is acquired.

Currently almost all SAR related equipment is stored at members' homes or in a small facility at the Plumas County Fairgrounds that SAR built in 1982. While this is not optimal, it is all that is available to assure the team is ready to respond to calls for service as they come up. These available facilities do not have spaces for planning and coordination of SAR missions which, at times, creates a gap in SAR efforts. In the past, SAR missions were many times run from the field, literally from the hood of a truck. Positive changes in technology and coordination of outside resources require a space for planning and resource management and the days of doing most of this work in the field are behind us, making a permanent base of operations all that more important.

This application seeks funds to provide the needed funding, above what is currently available, to make sure the planned SAR base of operations meets current and future needs for mission planning, execution and logistical support while providing for safe and secure storage of vehicles and equipment funded independently or by use of previous Title III applications.

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

<p><b>3. How does the project address the activities authorized by Title III? Check all that apply:</b></p> <p><input type="checkbox"/> I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.</p> <p><input checked="" type="checkbox"/> II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.</p> <p><input type="checkbox"/> III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.</p>	

**Explain:** The Plumas County Sheriff's Office is responsible for all SAR related activities in Plumas County. Plumas County Search and Rescue, while working under the authority of the Sheriff's Office, provides the services necessary for the Sheriff's Office to meet these responsibilities. Both paid and volunteer resources respond to SAR related calls on federal lands, with the response coordinated through the Sheriff's Office Dispatch Center.

The County has previously approved funding of communication related capital projects that increase the effectiveness of SAR efforts with better communications and enhancing the safety of SAR personnel within the scope of the authorized use of Title III funds. The benefits this project will bring to SAR safety, security, planning efforts and field operations is in line with the same justification used for previous capitol project approvals making this project suitable for Title III funding through the current application process.

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

4. **Project Workplan:** SAR will be purchasing one of two parcels currently under consideration and constructing a building shell with resources outside of Title III funding. Title III funds will be used to enhance the structure from an planning, operational and security standpoint to assure it meets the needs of the organization now and into the future. Once the basic building is up (est. late summer 2025) the interior enhancements using Title III funds will begin and should be completed in 3 months (est. mid-fall 2025). Plumas County Search and Rescue is a 501(c)(3) non-profit corporation and uses established financial tracking mechanisms consistent with Title III needs.

**The utilization of these funds will allow SAR to complete the planned building project with the enhancements required for the modern approach in search and rescue planning and operations as well as providing a secure storage space for equipment, much of which was purchased via Title III funds. Without these funds it will be very difficult to impossible to bring the needed enhancements and thus the efforts of the organization may suffer.**

**2023-2024 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

**5 Project Budget:**

<b>Building Enhancement</b>	<b>\$200,000</b>
-----------------------------	------------------



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Allen Hiskey, Clerk of the Board  
**MEETING DATE:** August 13, 2024  
**SUBJECT:** Appoint Max Bradshaw to the Portola Cemetery District Board of Directors for a four-year term; discussion and possible action.

---

**Recommendation:**

Appoint Max Bradshaw to the Portola Cemetery District Board of Directors for a four-year term; discussion and possible action.

**Background and Discussion:**

Appoint Max Bradshaw to the Portola Cemetery District Board of Directors for a four-year term; discussion and possible action.

**Action:**

Appoint Max Bradshaw to the Portola Cemetery District Board of Directors for a four-year term; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. 20240808152407

Plumas County  
Board of Supervisors  
520 Main Street, Room 205  
Quincy, CA 95971

August 6, 2024

Dear Plumas Board of Supervisors,

The Portola Cemetery District (PCD) Board members need to be updated. PCD Board member Curtis Marshall passed away on May 20, 2024. Therefore, he is no longer a member of this board. The last PCD Board meeting he attended was May 15, 2024.

Max Bradshaw has applied to the PCD Board. Please see attached application.

Sincerely,



Mary Kliejunas  
Secretary/Treasurer  
Portola Cemetery District

Enclosures:

Portola Cemetery Board Application – Max Bradshaw  
Portola Cemetery Boards Members list