



**Board of Supervisors**

Dwight Ceresola, 1st District  
Kevin Goss, Chair, 2nd District  
Thomas McGowan, 3rd District  
Mimi Hall, Vice Chair, 4th District  
Jeff Engel, 5th District  
Allen Hiskey, Clerk of the Board

**AGENDA FOR REGULAR MEETING  
DECEMBER 9, 2025, 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 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**

### **A. PUBLIC HEARING: 10:00 A.M.**

- 1) Adopt a **RESOLUTION** of the Board of Supervisors of the County of Plumas declaring the results of majority protest proceedings and renewing the Plumas County Tourism Marketing District (PCTMD); potential General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Four/fifths roll call vote.**

### **B. PASSAGES**

- 1) Receive an update on SB1249 from Mary Neumann, Deputy Director Passages, on the status of Federal funding for regional Area Agency on Aging funds (AAAs) and how it could impact Plumas County and other northern rural counties. (10 minutes)

### **C. FIRST 5 PLUMAS**

- 1) First 5 Plumas will report on year-end home visiting evaluation data and will provide an update on programs for 2025-2026. (4 minutes)

## **1. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

**A. PROBATION**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Probation and Plumas Crisis Intervention and Resource Center, a California non-profit organization, for additional North Star Navigation Center placement; effective December 1, 2025, through November 30, 2026; not to exceed \$25,000.00 Dollars; No General Fund Impact, agreement to be paid for entirely out of Probation state grant funding; approved as to form by County Counsel.

**B. CLERK OF THE BOARD**

- 1) Approve the attached Board of Supervisors Meeting Minutes for Meeting minutes for the month of November 2025 as submitted.

**C. FACILITY SERVICES & AIRPORTS**

- 1) Approve and authorize Chair to ratify and sign a land-lease agreement between Plumas County Facility Services & Airports and Lake Almanor Area Chamber of Commerce to use a certain area of Chester Park for their public ice skating rink; effective November 1, 2025 ; No General Fund impact; Chester Park is closed during the lease period; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Facility Services and Airports and Pacific States Communications of Nevada Inc for security camera installation; increasing the compensation amount to \$127,736.11 and amending the scope of work; (General Fund Impact); approved as to form by County Counsel.

**D. SOCIAL SERVICES**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Cheweeta Richardson to provide the County with services for Case Staffing, Case Review, assist in updating Policies and Procedures; effective November 24, 2025, to November 24, 2026; not to exceed \$180,960.00; (No General Fund Impact) realignment funds; approved as to form by County Counsel.

**E. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Smile Business Products, Inc., effective November 1, 2025; not to exceed \$50,000.00; (No General Fund Impact) (allocated to multiple PCPHA programs); approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and California Health Collaborative; effective October 1, 2025; not to exceed \$100,688.89 ; (No General Fund Impact) Tobacco Use and Reduction Program (TURP); approved as to form by County Counsel.

**F. BEHAVIORAL HEALTH**

- 1) Approve and authorize Plumas County Behavioral Health to pay Adventist Health Vallejo a non-contract \$66,323.31 invoice for psychiatric room and board. (No General Fund Impact) State Realignment Funds: Discussion and Possible Action.
- 2) Approve and authorize Plumas County Behavioral Health to pay Shasta Regional Medical Group Psychiatric a no-contract invoice of \$1,224.57, for specialty medical fees: (No General Fund Impact) State Realignment Funds; discussion and possible action.
- 3) Approve and authorize Plumas County Behavioral Health to pay Sutter Center for Psychiatry, a non-contract \$103,533.39 invoice for a 31-day psychiatry stay; (No General Fund Impact) State Realignment funds; discussion and possible action.
- 4) Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

- 5) Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Heritage Oaks Hospital, Adult and Adolescent Treatment Facility for acute psychiatric and or substance abuse; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action
- 6) Approve and authorize Plumas County Behavioral Health to pay Pajouh Automotive Center Chico, a non-contract \$1362.61 invoice to replace the touchscreen navigation head unit (No General Fund Impact), State and Federal Funds; discussion and possible action.

## **G. ELECTIONS**

- 1) Approve Certification of Election Results of the Consolidated Statewide Special Election held on November 4, 2025.

## **2. DEPARTMENTAL MATTERS**

### **A. GRANTS MANAGER** - Zachary Gately

- 1) Approve and authorize supplemental budget transfer of \$120,092 from ARPA Fund (0021) Balance to County Administrative Officer TRF-ARPA Funds (2003048-48021) to cover the budgeted salary and benefits for one grant funded employee; approved by Auditor/Controller.  
**Four/Fifths roll call vote**

### **B. SHERIFF'S OFFICE** - Chad Hermann

- 1) Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. **Four/Fifths roll call vote**
- 2) Approve and authorize Chair to sign a purchase agreement between Plumas County Sheriff's Office and Winner Chevrolet for the fixed asset purchase of four (4) fully outfitted marked patrol vehicles; total not to exceed \$388,000; (No General Fund Impact) as approved in (FY 25/26) budget; \$194,000 from Sheriff's AB443 (Small and Rural Law Enforcement funds)/Vehicle #70331/541500 and \$194,000 from Sheriff's Supplemental Law Enforcement Services Fund (Citizens' Option for Public Safety - COPS funds)/Vehicle #70356-541500; approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

### **C. PLANNING** - Tracey Ferguson

- 1) Adopt **RESOLUTION** of the Plumas County Board of Supervisors Formally Adopting "Demtatoko Trail" as the Replacement Name for "Sq\_Carpet Lane" Pursuant to Assembly Bill 2022 and Directing the Planning Department to Modify the Recorded Map by Certificate of Correction; General Fund Impact; approved as to form by County Counsel; discussion and possible action.  
**Roll call vote**

### **D. PUBLIC HEALTH AGENCY** - Nicole Reinert

- 1) Approve and authorize supplemental budget transfer(s) of \$115,850.00 from (State Child and Family Commission 7015, 70562, 44169) to (Other wages 7015, 70562, 51020 |Retirement 7015, 70562, 51080 |Education Mat/Incentives 7015, 70562, 52330 |Media/Promotional 7015, 70562, 52340 |Travel-Routine 7015, 70562, 52740 |Computer/Hardware 7015, 70560, 54950 |Professional Services 7015, 70560 52190); 70562 has received a grant that was not in the original budget; approved by Auditor/Controller. **Four/Fifths roll call vote**
- 2) Approve and authorize Public Health Agency to recruit and fill, funded and allocated, a vacant 0.625 FTE permanent driver for Chester for Senior Services; (General Fund Impact) as approved in the FY25/26 adopted budget.

**E. SOLID WASTE** - Rob Thorman

- 1) **TIME CERTAIN PUBLIC HEARING – 11:00 AM** introduce proposed solid waste rates and services for Solid Waste Franchise Area 1 – discussion and movement of issue to second hearing for direction.

**F. HUMAN RESOURCES** - Joshua Mizrahi

- 1) Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1 FTE County Administrative Officer; (General Fund Impact) as approved in FY25/26 adopted budget.
- 2) Adopt **RESOLUTION** to adopt Plumas County Pay Schedule; (General Fund Impact) as approved in (FY25/26) adopted budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**3. ADJOURN AS THE BOARD OF SUPERVISORS AND CONVENE AS THE BOARD OF EQUALIZATION**

- A. Plumas County Assessment Appeal Application procedures: discussion and possible direction to staff.

**4. ADJOURN AS THE BOARD OF EQUALIZATION AND RECONVENE AS THE BOARD OF SUPERVISORS**

**5. BOARD OF SUPERVISORS**

- A. Approve and authorize a supplemental budget transfer(s) of \$30,000 from Fund Balance #0001 to 2001052/521900 Board of Supervisors/Professional Services to cover the over-budget costs associated with additional County contracts that are needed by the BOS; approved by Auditor/Controller. **Four/Fifths roll call vote**

**B. APPOINTMENTS**

- 1) Appoint Mark Lilley to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.
- 2) Appoint Rachelle McNut to the Chester Design Review Committee to serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.
- 3) Appoint Lynn Rafferty to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review Committee area; discussion and possible action.
- 4) Appoint Chelssa Outland to the Chester Design Review Committee, serving in the committee capacity of having interest and expertise in historical architecture and architectural design; discussion and possible action.
- 5) Appoint Stephanie Willhoit to the Chester Design Review Committee, serving the committee capacity of a realtor selling real estate in the Chester Design Review area; discussion and possible action.
- 6) Notice is hereby given to announce that one (1) vacancy has occurred on the Quincy Design Review Committee. Plumas County Code Section 9-2.3704(b) directs the membership of the Committee to consist of but not be limited to, individuals having an interest or expertise in historical architecture and architectural design. Members of the Committee shall also include, as appropriate, business owners, property owners, and residents of the Quincy Design Review Area; please contact the Clerk of the Board at [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com)

**C. CORRESPONDENCE AND WEEKLY REPORTS 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. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(1) of Government Code Section 54956.9 (2 cases)
- B. Conference with Legal Counsel: Claim Against the County, filed by Fennel, David, received on November 10, 2025.

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

**7. ADJOURNMENT**

Adjourned meeting to Tuesday, December 16, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Susan Bryner  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Adopt a **RESOLUTION** of the Board of Supervisors of the County of Plumas declaring the results of majority protest proceedings and renewing the Plumas County Tourism Marketing District (PCTMD); potential General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Four/fifths roll call vote.**

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**Recommendation:**

Holding the final hearing, declaring results of the majority protest proceedings, and adopting this Resolution will result in the renewal of the Plumas County Tourism Marketing District (PCTMD) and the levy of assessments on lodging businesses.

**Background and Discussion:**

Adopt a **RESOLUTION** of the Board of Supervisors of the County of Plumas declaring the results of majority protest proceedings and renewing the Plumas County Tourism Marketing District (PCTMD); potential General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Four/fifths roll call vote.**

**Action:**

Adopt a **RESOLUTION** of the Board of Supervisors of the County of Plumas declaring the results of majority protest proceedings and renewing the Plumas County Tourism Marketing District (PCTMD); potential General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Four/fifths roll call vote.**

**Fiscal Impact:**

Potential General Fund Impact

**Attachments:**

1. 7119 FINAL (1)
2. Protest\_Letter\_Updated
3. BOS Letter of Support for Plumas County Tourism
4. PCT support Plumas Audubon
5. PCT Letter CareyCandy
6. Letter of Support—Plumas County Tourism SBTS
7. LOS PCT QCC
8. From from Toy Store
9. MDP PCTMD Renewal 10-14-25 FINAL
10. TAF Support Letter 2025
11. Timberhouse Letter of Support - Seasonal Demand
12. TBID Support Letter - Mountain Ventures LLC

**RESOLUTION NO. 2025 - \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS DECLARING RESULTS OF MAJORITY PROTEST PROCEEDINGS AND RENEWING THE PLUMAS COUNTY TOURISM MARKETING DISTRICT (PCTMD)**

**WHEREAS**, the County of Plumas created the Feather River Tourism Marketing District (FRTMD) on October 13, 2020 by Resolution No. 2020-8528; and

**WHEREAS**, the FRTMD was created for a five (5) year term which ends on December 31, 2025; and

**WHEREAS**, the Property and Business Improvement Law of 1994, Streets and Highways Code § 36600 et seq., authorizes the County of Plumas (County) to renew business improvement districts upon petition by a weighted majority of the business owners located within the boundaries of the district; and

**WHEREAS**, Plumas County Tourism (PCT), lodging business owners, and representatives from the County have met to consider the renewal of the FRTMD under the updated name, the Plumas County Tourism Marketing District (PCTMD); and

**WHEREAS**, lodging business owners who will pay more than fifty percent (50%) of the proposed assessment, as weighted according to the amount of the assessment to be paid by the petitioner, within the boundaries of the PCTMD have petitioned the Board of Supervisors of the County (Board) to renew the PCTMD; and

**WHEREAS**, included with the petitions was a Management District Plan (Plan) summary that describes the proposed assessment to be levied on all lodging businesses, existing and in the future, available for public occupancy located within the PCTMD to pay for Sales and Marketing and Micro-Zone Marketing programs, and other improvements and activities set forth in the Plan; and

**WHEREAS**, the assessed lodging businesses within the PCTMD will receive a specific benefit from the activities and improvements set forth in the Plan; and

**WHEREAS**, on October 21, 2025 at 10:00 AM at the Supervisors Board Room located at 520 Main Street, Quincy, California 95971, the Board adopted a Resolution of Intention, Resolution No. 25-9072; and

**WHEREAS**, the public meeting and public hearing to consider the renewal of the PCTMD have been properly noticed in accordance with Streets and Highways Code §36623; and

**WHEREAS**, on November 4, 2025 at 10:00 AM at the Supervisors Board Room located at 520 Main Street, Quincy, California 95971, the Board held a public meeting regarding the

renewal of the PCTMD, and the Board heard and received objections and protests, if any, to the renewal of the PCTMD and the levy of the proposed assessment; and

**WHEREAS**, on December 9, 2025 at 10:00 AM at the Supervisors Board Room located at 520 Main Street, Quincy, California 95971, the Board held a public hearing regarding the renewal of the PCTMD, and the Board heard and received all objections and protests, if any, to the renewal of the PCTMD and the levy of the proposed assessment; and

**WHEREAS**, the Clerk of the Board has determined that there was no majority protest. A majority protest is defined as written protests received from owners of businesses in the renewed PCTMD which would pay fifty percent (50%) or more of the assessments proposed to be levied. Protests are weighted based on the assessment proposed to be levied on each lodging business; and

**WHEREAS**, the County bears the burden of proving by a preponderance of the evidence that an assessment imposed for a specific benefit or specific government service is not a tax, that the amount is no more than necessary to cover the costs to the County in providing the specific benefit or specific government service, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the specific benefits or specific government services received by the payor.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS THAT:**

1. The recitals set forth herein are adopted by the Board of Supervisors as findings and they are true and correct.
2. The PCTMD is hereby renewed for a ten (10) year term, beginning January 1, 2026, or as soon as possible thereafter, and ending ten (10) years from its start date, unless renewed pursuant to Streets and Highways Code § 36660.
3. The Plan dated October 14, 2025 is hereby adopted and approved.
4. The activities to be provided to benefit businesses in the PCTMD will be funded by the levy of the assessment. The revenue from the assessment levy shall not be used: to provide activities that directly benefit businesses outside the PCTMD; to provide activities or improvements outside the PCTMD; or for any purpose other than the purposes specified in this Resolution, the Resolution of Intention, and the Plan. Notwithstanding the foregoing, improvements and activities that must be provided outside the PCTMD boundaries to create a specific benefit to the assessed businesses may be provided, but shall be limited to marketing or signage pointing to the PCTMD.
5. The Board finds as follows:
  - a) The activities funded by the assessment will provide a specific benefit to assessed businesses within the PCTMD that is not provided to those not paying the assessment.

- b) The assessment is a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
  - c) The assessment is a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
  - d) Assessments imposed pursuant to the PCTMD are levied solely upon the assessed business, and the business owner is solely responsible for payment of the assessment when due. If the owner chooses to collect any portion of the assessment from a transient, that portion shall be specifically called out and identified for the transient in any and all communications from the business owner as the “PCTMD Assessment” or “Tourism Assessment” as specified in the Plan.
6. The assessments levied for the PCTMD shall be applied towards Sales and Marketing and Micro-Zone Marketing programs to market western Plumas County lodging businesses as tourist, meeting and event destinations, and other improvements and activities as set forth in the Plan.
  7. Assessments levied on lodging businesses pursuant to this Resolution shall be levied on the basis of benefit. Because the services provided are intended to increase awareness and demand for room night sales, an assessment based on gross short-term sleeping room rental revenue is the best measure of benefit.
  8. The annual assessment rate is three percent (3%) of gross short-term (stays less than 31 days) sleeping room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; and stays by any officer or employee of a foreign government, which officer or employee is exempt by reason of express provisions of Federal law or international treaty.
  9. The assessments for the entire PCTMD will total approximately \$390,000 in year one (1).
  10. Bonds shall not be issued to fund the PCTMD.
  11. The PCTMD shall include all lodging businesses, existing and in the future, available for public occupancy located within the boundaries of western Plumas County. The PCTMD boundary is the same as the Plumas County boundary to the north and the west, the eastern boundary is longitude 120° 34' 36" W from the Plumas County boundary in the north to latitude 39° 50' 19" N and longitude 121° 0' 0" W from latitude 39° 50' 19" N to latitude 39° 46' 50" N, and the southern boundary is latitude 39° 50' 19" N from longitude 120° 34' 36" W to longitude 121° 0' 0" W and latitude 39° 46' 50" N from longitude 121° 0' 0" W to the Plumas County boundary. A boundary map is attached hereto and incorporated herein by reference.

12. The assessments shall be used for the purposes set forth above and any funds remaining at the end of any year may be used in subsequent years in which the PCTMD assessment is levied as long as they are used consistent with the requirements set forth herein.
13. The assessments to fund the activities and improvements for the PCTMD will be collected by the County on a quarterly basis, and in accordance with Streets and Highways Code §36631.
14. The Board, through adoption of this Resolution and the Plan, has the right pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the PCTMD as defined in Streets and Highways Code §36612. The Board has determined that PCT shall be the PCTMD Owners' Association.
15. PCT, pursuant to Streets and Highways Code §36650, shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvement and activities described in the report. The first report shall be due after the first year of operation of the PCTMD.
16. The PCTMD renewed pursuant to this Resolution will be subject to any amendments to the Property and Business Improvement District Law of 1994 (California Streets and Highways Code §36600 et. seq.).
17. The Clerk of the Board, or his or her designee, is directed to take all necessary actions to complete the renewal of the PCTMD and to levy the assessments.
18. This Resolution shall take effect immediately upon its adoption by the Board.

**I HEREBY CERTIFY that the foregoing Resolution of Formation was introduced and adopted at a regular meeting of the Board of Supervisors on the 9<sup>th</sup> day of December, 2025 by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**Attest**

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**Allen Hiskey, Clerk of the Board**

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**Kevin Goss, Chairman**

Approved as to form:




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Joshua Brechtel, Attorney  
County Counsel's Office



Bonnie Madarang

Pine Hill Motel

PO Box 1879

Quincy, CA 95971

PineHillMotelQuincy@gmail.com

November 24, 2025

Plumas County Board of Supervisors

520 Main Street, Room 309

Quincy, CA 95971

Dear Members of the Board of Supervisors,

I am writing to formally protest the petition currently being presented as having “54% approval” for renewing the tourism fee within the district. The process used to gather this approval was neither transparent nor representative of the lodging community as a whole.

The claim of 54% support is highly misleading. Only 71 lodging providers out of more than 400 were contacted or included in the weighted calculation. These 71 signatures—less than one-fifth of all lodging providers—are being used to assert a district-wide majority. This calculation does not accurately or ethically reflect the true level of support.

Furthermore, there has been no complete or verifiable accounting of all lodging providers in the district, their assessed amounts, or the weight each one carries in the vote. Without this foundational information, the validity of the weighted vote cannot be confirmed. A crucial question remains unanswered: How much money constitutes 1% of the weighted vote? Until this information is disclosed in a clear and transparent manner, the petition’s legitimacy is fundamentally in question.

In addition, the tactics used to gather signatures were selective, forceful, and unfair. Petitioners did not attempt to contact all lodging providers. Instead, they targeted only those businesses with the highest weighted shares, bypassing hundreds of eligible and impacted stakeholders. This selective outreach undermines basic principles of fairness, equal representation, and due process—especially when the outcome directly affects every lodging provider in the district.

Given these concerns, I respectfully request:

1. A complete list of all lodging providers in the district, including their assessed amounts and the weight assigned to each.

2. A transparent explanation of the weighted vote calculation, including the exact dollar value equivalent to 1% of the total vote.
3. A suspension of the petition's acceptance or certification until a fair, district-wide process is conducted.
4. An independent review of the petitioning process to confirm compliance with legal, ethical, and procedural standards.

The renewal of this tourism fee impacts every lodging provider, and therefore the process must be transparent, equitable, and trustworthy. The current petition does not meet these standards and should not be considered valid.

Thank you for your attention to this matter. I look forward to your response and to a fair, accountable process moving forward.

Sincerely,

Bonnie Madarang

Pine Hill Motel



**ADMINISTRATION OFFICE**

35 S. Lindan Avenue ▪ Quincy, CA 95971 ▪ PH 530.283.7305

**Letter of Support for Plumas County Tourism – December 9 Public Hearing**

To: Allen Hiskey, BOS Clerk

Dear Members of the Board of Supervisors,

As President and CEO of Plumas Bank, I am writing to express strong support for the renewal of the Plumas County Tourism Marketing District (PCT). Tourism is a vital economic driver for our county, and the work PCT has accomplished over the past five years has been instrumental in promoting our region as a destination to visit, stay, and invest in.

According to the Dean Runyan reports, Plumas County generated \$339 million in taxable sales in 2024, with \$79 million directly attributed to travel—representing 23.4% of all taxable sales. This is significantly higher than most counties and underscores the importance of tourism to our local economy. Additionally, approximately 1,400 jobs—20% of total employment in Plumas County—are tourism-related. These numbers highlight the critical role PCT plays in sustaining businesses and jobs throughout our communities.

Discontinuing the Tourism Marketing District would be a major setback, both economically and strategically. PCT has made remarkable progress despite limited resources, and now is the time to build on that momentum. Continued outreach and marketing efforts are essential to stabilize seasonal fluctuations and strengthen the long-term economic resilience of Plumas County.

On behalf of Plumas Bank and the businesses we serve, I respectfully urge you to vote in favor of renewing the Tourism Marketing District. This initiative is not only vital for tourism but for the overall prosperity of our county.

Thank you for your consideration.

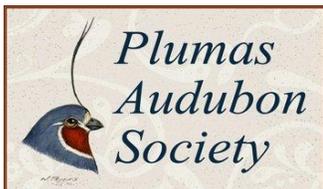
Sincerely,

A handwritten signature in blue ink, appearing to read "AR", with a long horizontal flourish extending to the right.

Andrew Ryback

President & CEO

Plumas Bank



September 8, 2025

**Board of Directors**

Mitch Poling  
*President*

Darryl Swarm  
*Vice President*

Faith Strailey  
*Secretary*

Terri Rust  
*Treasurer*

Piers Strailey  
*Director*

Rocki Ericksen  
*Director*

**Staff**

Elizabeth Ramsey  
*Executive Director*

Lauren James  
*Field Operations Manager  
& Development Assistant*

Ellie Hinrichs  
*Outreach Coordinator &  
Administrative Assistant*

Mikayla Eager  
*Education Coordinator &  
Outreach Assistant*

**Re: Plumas County Tourism Renewal**

To Whom It May Concern,

Plumas Audubon Society (PAS) appreciates its continuing partnership with Plumas County Tourism. The support PAS receives as a recipient of funding from the Plumas County Tourism Microzone Grant program is incredibly valuable. PAS's annual fundraiser and eco-tourism event, The Grebe Festival, is a three-day event bringing travelers to Plumas County on an annual basis. Grant funding from the program greatly impacts the quality of the event offerings and PAS's advertising and marketing efforts, in-turn increasing overall attendance at the event.

Sincerely,

Elizabeth Ramsey  
Executive Director

Plumas Audubon Society



91 Bradley St.  
Quincy, CA 95971  
530.283.4735  
[sweetsforyou@sbcglobal.net](mailto:sweetsforyou@sbcglobal.net)

October 9, 2025

To the Honorable Board of Supervisors,

IT MATTERS. As a business owner in Quincy, I write in strong support of Plumas County Tourism (PCT) and the Tourism Marketing District that funds their essential work.

Our communities have benefited from PCT's marketing efforts—both online and through the Bandwango Pass, an innovative tool that attracts and tracks visitation. Tourism is a critical driver of my business's viability, and PCT's outreach goes far beyond what I could achieve on my own.

Since its founding five years ago, PCT has made remarkable progress despite limited resources and a reliance on volunteer efforts. Their work is gaining traction in promoting a region that has traditionally gone without coordinated and cohesive marketing support.

Now is not the time to step back. We must dig deep and sustain the momentum of an effort that holds tremendous potential for all of us. As a business owner, I rely on this support. As a county, we need it to ensure the long-term economic vitality of our communities. Discontinuing the Tourism Marketing District would be a significant setback.

I respectfully urge you to vote in favor of continuing this county-wide effort. PCT is not only vital to my business—it's essential to the economic resilience and future of Plumas County.

Respectfully,

Amy Carey

Local Business Owner (31 years)



## **Letter of Support—Plumas County Tourism Microzone Grant**

The Plumas County Tourism Microzone Grant has greatly supported Sierra Buttes Trail Stewardship's mission to strengthen Lost Sierra mountain communities by providing critical support to promote events like Lost and Found Gravel Festival and Mountains to Meadows Endurofest to a wide audience.

Lost and Found Gravel Festival is held each year in June in Portola, and this year, our marketing outreach efforts through print, social media and digital ads, which were supported by the Tourism Grant, helped us bring more than 1,000 racers to Portola, with each racer spending an average of \$310 in the area during their weekend visit, according to our post-race survey.

The Grant also supported SBTS' marketing efforts around a new race event this September held in Quincy: Mountains to Meadows Endurofest, which brought more than 400 racers to the Plumas Sierra County Fairgrounds for the weekend. Throughout the weekend, racers, volunteers and supporters explored the trails on Mt. Hough and the South Park trail network, as well as patronized local establishments like Quintopia and Rich Bar. Some stayed after the event to further explore the area.

These race weekends pulled visitors from regional hubs like Truckee/Tahoe, Reno and the Bay Area, but also Colorado, Utah, Oregon, Washington, Arizona, Idaho and as far away as Florida and New York, exposing Plumas County to folks who may never otherwise visit the area and who are more likely to return to race again or further experience the recreation opportunities.

We're so appreciative of the support from the Plumas County Tourism Microzone Grant and look forward to continuing the work together in the future.

Nicole Formosa  
Marketing/Communications Manager  
Sierra Buttes Trail Stewardship



Quincy Chamber of Commerce  
PO Box 215  
Quincy, CA 95971  
(530) 394-0541

[info@quincychamber.com](mailto:info@quincychamber.com) • [www.quincychamber.com](http://www.quincychamber.com)

October 11, 2025

Honorable Members of the Plumas County Board of Supervisors,

On behalf of the Quincy Chamber of Commerce, I am writing to express our strong and continued support for Plumas County Tourism (PCT) and the Tourism Marketing District (TMD) that funds this important work.

The economic stability of our region depends heavily on our ability to attract visitors year-round. Small, local Chambers of Commerce like ours—operating on modest membership dues—simply do not have the resources to carry out the kind of broad-reaching marketing efforts required to support this need. That's why the work of Plumas County Tourism (PCT) is so critical. Through targeted outreach and strategic marketing, PCT helps position Plumas County as a destination worth visiting, investing in, and returning to. Since its founding five years ago, PCT has made remarkable progress, especially given its limited funding and reliance on volunteer efforts. For the first time in years, our county is benefitting from coordinated, professional promotion that is finally putting us on the map.

This progress must not be lost. Now is the time to strengthen our commitment and build upon the momentum that has been created. Eliminating the Tourism Marketing District would represent a major step backward for our local economy and long-term growth strategy.

Our businesses and communities depend on consistent, year-round tourism. We respectfully urge you to support the renewal of the Tourism Marketing District and the work of Plumas County Tourism—one of the few truly county-wide initiatives dedicated to supporting economic vitality across the region.

Thank you for your leadership and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Trutna".

Kevin Trutna, President

From: **matthew kitchens** <[matthew.kitchens@gmail.com](mailto:matthew.kitchens@gmail.com)>

Date: Sat, Sep 6, 2025 at 12:21 PM

Subject: Re: Request for Letter of Support – Plumas County Tourism Renewal

To: Shannon Greer <[shannon.greer@plumascounty.org](mailto:shannon.greer@plumascounty.org)>

I just sent it over.

Thanks again for providing this helpful financial incentive for free hiker ice cream.

We served over 500 through hikers this season.

That's over \$2000 in free scoops. The grant really does help to offset the cost for our little family operated shop.

Please consider us for next year as a recipient so we can continue welcoming these wonderful people into the life of our community.

Sincerely,

Matthew Kitchens

2026-2035



**Plumas County  
TourismMarketing District  
Management District Plan**

*Prepared pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq.*

**April 7, 2025**

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Prepared by  
Civitas



## I. OVERVIEW

Developed by Plumas County lodging businesses and Plumas County Tourism (PCT), (formerly the Feather River Tourism Association), the Plumas County Tourism Marketing District (PCTMD) is an assessment district proposed to continue to provide specific benefits to payors by funding sales & marketing promotion efforts for assessed lodging businesses. This approach has been used successfully in other destination areas throughout the country to provide the benefit of additional room night sales directly to payors. The Feather River Tourism Marketing District was initially created in 2021 for a five (5) year term. Plumas County lodging businesses and PCT now wish to renew the Feather River Tourism Marketing District under the updated name, PCTMD, for an additional ten (10) year term.

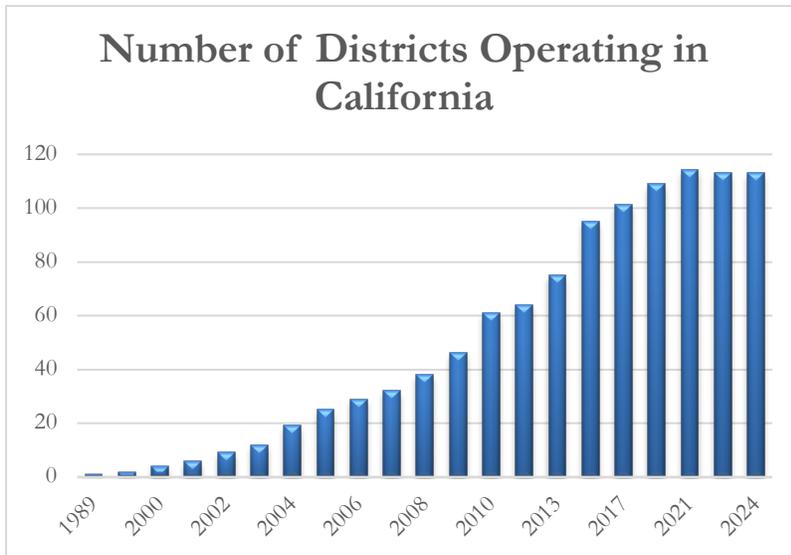
- Location:** The renewed PCTMD includes all lodging businesses, existing and in the future, available for public occupancy located within the boundaries of Western Plumas County, as shown on the map in Section IV. The PCTMD boundary is the same as the Plumas County boundary to the north and the west, the eastern boundary is longitude 120° 34' 36" W from the Plumas County boundary in the north to latitude 39° 50' 19" N and longitude 121° 0' 0" W from latitude 39° 50' 19" N to latitude 39° 46' 50" N, and the southern boundary is latitude 39° 50' 19" N from longitude 120° 34' 36" W to longitude 121° 0' 0" W and latitude 39° 46' 50" N from longitude 121° 0' 0" W to the Plumas County boundary.
- Services:** The PCTMD is designed to provide specific benefits directly to payors by increasing awareness and demand for room night sales. PCTMD Sales & Marketing and Micro-Zone Marketing programs will increase demand for overnight tourism and market payors as tourist, meeting and event destinations, thereby increasing demand for room night sales.
- Budget:** The total PCTMD annual assessment budget for the initial year of its ten (10) year operation is anticipated to be approximately \$390,000. A similar assessment budget is expected to apply to subsequent years, but this assessment budget is expected to fluctuate as room sales do, and as businesses open and close.
- Cost:** The annual assessment rate is three percent (3%) of gross short-term (stays less than 31 days) sleeping room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; and stays by any officer or employee of a foreign government, which officer or employee is exempt by reason of express provisions of Federal law or international treaty.
- Collection:** The County of Plumas (County) will be responsible for collecting the assessment on a quarterly basis (including any delinquencies, interest, and overdue charges) from each assessed lodging business located in the boundaries of the PCTMD. The County shall take all reasonable efforts to collect the assessments from each assessed lodging business.
- Duration:** The renewed PCTMD will have a ten (10) year life, beginning January 1, 2026 or as soon as possible thereafter, and ending ten (10) years from its start date. After ten (10) years, the PCTMD may be renewed pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq.

(94 Law) if assessed lodging business owners support continuing the PCTMD programs.

Management: PCT shall continue to serve as the PCTMD's Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with this Plan, and must provide annual reports to the Board of Supervisors.

## II. BACKGROUND

TMDs are an evolution of the traditional Business Improvement District. The first TMD was formed in West Hollywood, California in 1989. Since then, over 100 California destinations have followed suit. In recent years, other states have begun adopting the California model –Illinois, Minnesota, Massachusetts, Montana, South Dakota, Washington, Colorado, Texas and Louisiana have adopted TMD laws. Several other states are in the process of adopting their own legislation. The cities of Wichita, Kansas and Newark, New Jersey used an existing business improvement district law to form a TMD. Additionally, some cities, like Portland, Oregon and Memphis, Tennessee have utilized their home rule powers to create TMDs without a state law.



California’s TMDs collectively raise over \$300 million annually for local destination marketing. With competitors raising their budgets, and increasing rivalry for visitor dollars, it is important that Plumas County lodging businesses continue to invest in stable, commerce-specific marketing programs.

TMDs utilize the efficiencies of private sector operation in the market-based promotion of tourism districts. TMDs allow

tourism business owners to organize their efforts to increase commerce. Lodging business owners within the TMD pay an assessment and those funds are used to provide services that increase commerce.

In California, most TMDs are formed pursuant to the Property and Business Improvement District Law of 1994. This law allows for the creation of a benefit assessment district to raise funds within a specific geographic area. *The key difference between TMDs and other benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the district.*

There are many benefits to TMDs:

- Funds must be spent on services and improvements that provide a specific benefit only to those who pay;
- Funds cannot be diverted to general government programs;
- They are customized to fit the needs of payors in each destination;
- They allow for a wide range of services;
- They are ***designed, created and governed by those who will pay*** the assessment; and
- They provide a stable, long-term funding source for tourism promotion.

### III. ACCOMPLISHMENTS

The Feather River Tourism Marketing District was initially created in 2021 for a five (5) year term. PCT shall continue to serve as the PCTMD's Owners' Association. A few highlights from the past five (5) years of the Feather River Tourism Marketing District include:

- Developed the Feather River Tourism Marketing District (FRTMD) with early stakeholder investment of \$37,000. Start-up funds repaid in 2022. Assessments were collected.
- Awarded “Best District” by Civitas in February 2021.
- Contracted with SMG Consulting to conduct county-wide focus groups and develop a Three-Year Strategic Plan in 2021.
- Created branding and logo for Plumas County Tourism with multiple design iterations.
- Established brand identity emphasizing Plumas County's unique appeal—far from maddening crowds, wide open spaces, and quaint and quirky charm.
- Transitioned from an all-volunteer board to professional staffing, hiring an Executive Director. Contract with public relations firm Sansone Plus.
- Developed organizational structure, policies, and systems for long-term sustainability.
- Worked directly with Airbnb to notify all Airbnb lodging providers of the new requirement to obtain a TOT certificate for each property they operate.
- Instrumental in county policy changes, requiring all Airbnb lodging providers to obtain a Transient Occupancy Tax (TOT) certificate.
- Collaborated with the USDA Forest Service to introduce a new concessionaire in the county, contributing to TOT and FRTMD assessments.
- Strengthened regional partnerships with Visit California, Explore Butte County, Choose Redding, Discover Siskiyou, and Visit El Dorado County.
- Relaunched PlumasCounty.org on July 1, 2022, with a mobile-friendly design showcasing outdoor recreation and local businesses. Local lodging providers, restaurants, retail, golf courses, wedding vendors, and local guides were contacted to include them on the website. Organizations that have local entertainment and festivals were encouraged to submit events.
- Hired Bliss Branding in June 2023 for social media strategy, leading to growth from 4,000 to 6,000 followers on Facebook and from 900 to 13,000 on Instagram.
- Collaborated with other groups in Plumas County to produce three videos countering the “burn scar” image post-Dixie Fire, highlighting recovery efforts.
- Featured on ABC10's Bartell's Backroads in 2023, showcasing Christmas tree cutting in Plumas County (aired five times during the holiday season).
- Participated in the Awesome Autumn campaign, securing inclusion in the San Francisco Chronicle, weekly Facebook posts on California Fall Color, and sponsored banner ads.
- Co-sponsored the BAM Pro/Am Bass Tournament at Lake Almanor, gaining national TV coverage.
- Partnered with Weekend Sherpa (an online publication promoting local outdoor activities in California), producing five stories, six videos, dozens of photos, and a podcast.
- Created targeted print and digital ads with Visit California, Nor-Cal, Sierra Rec, Mountain Valley Living, Yosemite National Park Journal, and others.

- Executed comprehensive marketing campaigns, including blogs, digital/print ads, social media engagement, public relations (press releases), and email newsletters.
- Launched an interactive campaign to grow our email subscriber list, expanding outreach to potential visitors.
- Developed a digital and print press kit for media, offering an in-depth look at Plumas County's attractions.
- Attended Nor-Cal and So-Cal Media Receptions (Visit California), connecting with 180+ editors, freelancers, and travel influencers.
- Secured a PBS feature on Plumas County, airing spring 2025, as a direct result of media networking efforts.
- Funded over \$102,000 in local event grants, ensuring marketing dollars attract out-of-town visitors.
- Implementing Bandwango software in 2025, creating interactive tours and digital itineraries to enhance visitor engagement and boost local business traffic.

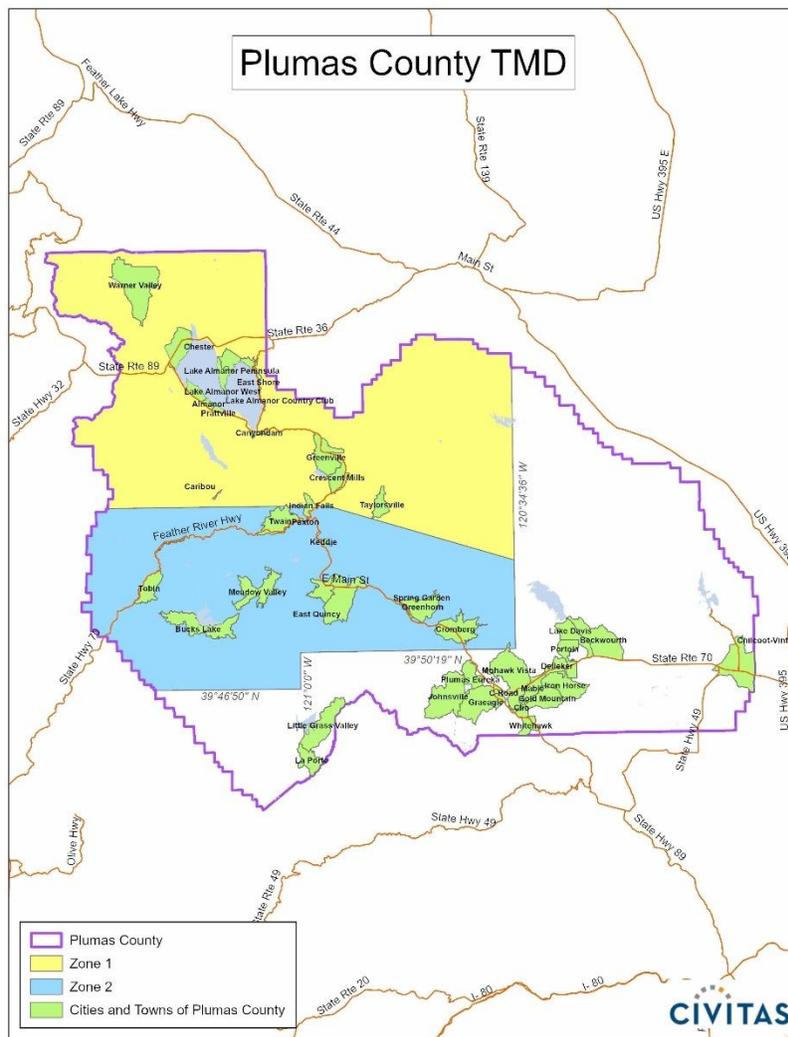
#### IV. BOUNDARY

The PCTMD will continue to include all lodging businesses, existing and in the future, available for public occupancy located within the boundaries of Western Plumas County, as shown on the map below.

The PCTMD boundary is the same as the Plumas County boundary to the north and the west, the eastern boundary is longitude 120° 34' 36" W from the Plumas County boundary in the north to latitude 39° 50' 19" N and longitude 121° 0' 0" W from latitude 39° 50' 19" N to latitude 39° 46' 50" N, and the southern boundary is latitude 39° 50' 19" N from longitude 120° 34' 36" W to longitude 121° 0' 0" W and latitude 39° 46' 50" N from longitude 121° 0' 0" W to the Plumas County boundary.

Lodging business means: any building, portion of a building, reserved outdoor space, or other premises rented for use by transients for overnight lodging, and shall refer to the following premises, among others but not exclusively: motel, hotel, inn, tourist home, bed and breakfast, rooming house, apartment house, mobile home park, recreational vehicle park, campground, or parking area.

A complete listing of assessed lodging businesses within the renewed PCTMD can be found in Appendix 2.

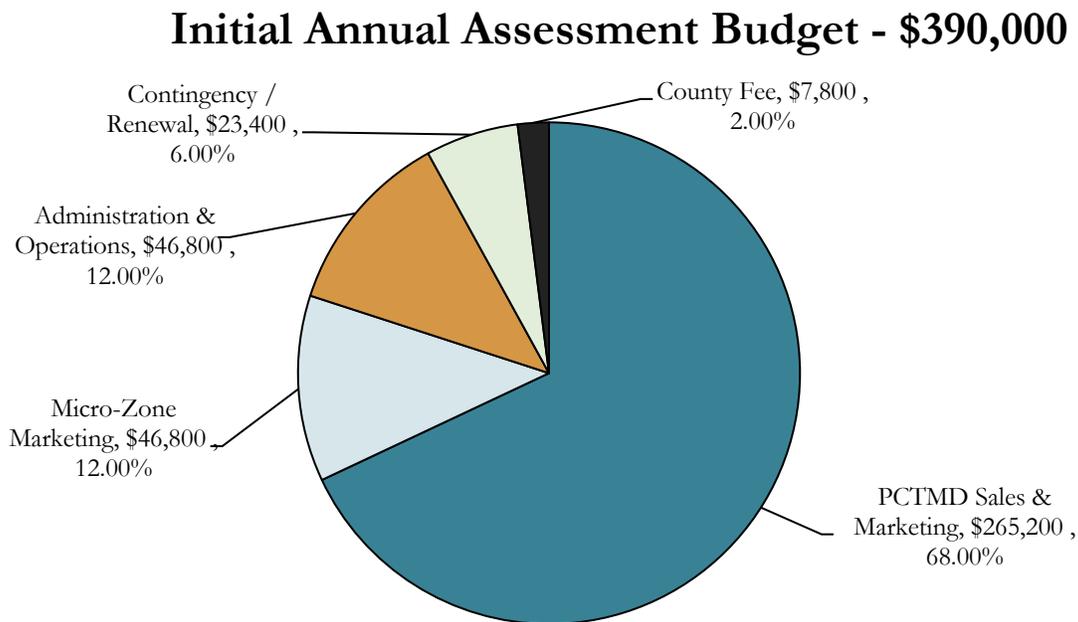


## V. ASSESSMENT BUDGET AND SERVICES

### A. Annual Service Plan

Assessment funds will be spent to provide specific benefits conferred or privileges granted directly to the payors that are not provided to those not charged, and which do not exceed the reasonable cost to the County of conferring the benefits or granting the privileges. The privileges and services provided with the PCTMD funds are PCTMD Sales & Marketing and Micro-Zone Marketing programs available only to assessed lodging businesses.

A service plan assessment budget has been developed to deliver services that benefit the assessed lodging businesses. A detailed annual assessment budget will be developed and approved by the PCT Board. The chart below illustrates the initial annual assessment budget allocations. These activities and allocations will also apply in subsequent years. The total initial assessment budget is estimated to be \$390,000.



Although actual revenues will fluctuate due to market conditions, the proportional allocations of the budget shall remain the same. However, the PCT Board shall have the authority to adjust budget allocations between the categories by no more than fifteen percent (15%) of the total budget per year. A description of the proposed improvements and activities for the initial year of operation is below. The same activities are proposed for subsequent years. In the event of a legal challenge against the PCTMD, any and all assessment funds may be used for the costs of defending the PCTMD.

Each budget category includes all costs related to providing that service. For example, the PCTMD Sales & Marketing budget includes the cost of staff time dedicated to overseeing and implementing the PCTMD Sales & Marketing program. Staff time dedicated purely to administrative tasks is allocated to the Administration & Operations portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories. The staffing levels necessary to provide the services below will be determined by PCT on an as-needed basis.

## **PCTMD Sales & Marketing**

The PCTMD Sales & Marketing program will promote assessed lodging businesses as tourist, meeting, and event destinations. The PCTMD Sales & Marketing program will have a central theme of promoting the PCTMD as a desirable place for overnight visits. The program will have the goal of increasing overnight visitation and room night sales at assessed lodging businesses, and may include the following activities:

- Promotion for PCTMD;
- Updating Marketing/Strategic Plan as needed;
- Internet marketing efforts to increase awareness and optimize internet presence to drive overnight visitation and room sales to assessed lodging businesses;
- Print ads in magazines and newspapers targeted at potential visitors to drive overnight visitation and room sales to assessed lodging businesses;
- Television ads targeted at potential visitors to drive overnight visitation and room sales to assessed lodging businesses;
- Radio ads targeted at potential visitors to drive overnight visitation and room sales to assessed lodging businesses;
- Attendance of trade shows to promote assessed lodging businesses;
- Sales blitzes for assessed lodging businesses;
- Familiarization tours of assessed lodging businesses;
- Preparation and production of collateral promotional materials such as brochures, flyers and maps featuring assessed lodging businesses;
- Attendance of professional industry conferences and affiliation events to promote assessed lodging businesses;
- Lead generation activities designed to attract tourists and group events to assessed lodging businesses, including maximizing alliances with professional organizations that target group business, or database services that track group opportunities to develop new leads for assessed businesses;
- Destination product development programs and infrastructure improvements designed to drive overnight visitation and room sales to assessed lodging businesses;
- Subsidizing events that benefit the assessed lodging businesses in the Micro-Zones;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts for assessed lodging businesses;
- Education of hospitality staff on service and safety (related to alcohol and food) designed to create a visitor experience that will bring repeat visits to assessed lodging businesses; and
- Education of lodging business management and PCT on marketing strategies best suited to meet assessed lodging business's needs;
- Partnerships with both local and state tourism organizations to target key international markets to increase overnight visitation at assessed lodging businesses;
- Development and implementation of public relations and communications strategy inclusive of social media outlets and press release distribution designed to drive overnight visitation at assessed lodging businesses;
- Acquisition and utilization of new technologies for novel marketing initiatives to increase overnight visitation at assessed lodging businesses;
- Development of a marketing plan to ensure PCTMD funds are strategically spent to increase visitation at assessed businesses;
- Development of return on investment (ROI) analysis on PCTMD funds to improve effectiveness and increase demand for overnight visitation at assessed lodging businesses;

- Comprehensive and integrated wayfinding signage system including signage to assessed businesses and/or points of interest to enhance the visitor experience, increasing overnight visitation;
- Develop and implement visitor services enhancements, including:
  - Brand-centric visitor services training program for both public and private staff
  - Community and industry relations
  - Workforce development
  - Business support and advocacy

**Micro-Zone Marketing**

The Micro-Zone Marketing program will focus on local tourism promotions. Each micro-zone will have funds set aside for local tourism promotions. Each of the two (2) micro-zones will receive an allocation based on that micro-zone’s contribution percentage to the overall PCTMD budget. If a micro-zone needs additional funds it may request additional funds from the PCT Board, to be taken from the PCTMD Sales & Marketing portion of the PCTMD budget.

Any funds that are not used in a calendar year can be reserved for the next calendar year with an explanation of retention from the micro-zone’s PCT Director to the PCT Board. If a micro-zone has unused funds from the current year’s allocation and cannot submit plans for use of the funds in the subsequent calendar year, those funds will be returned to the Micro-Zone Marketing fund for distribution among all micro-zones, by percentage, in the next calendar year.

The Micro-Zone Marketing program will have a central theme of promoting each micro-zone as a desirable place for overnight visits. PCT Directors from each micro-zone will make decisions regarding use of funds dedicated to that micro-zone. The programs will have the goal of increasing overnight visitation and room night sales at assessed lodging businesses, and may include the same or similar activities as PCTMD Sales & Marketing programs, listed above.

The micro-zones in the PCTMD are described below and shown in detail on the map in Section IV:

1. Quincy, Bucks Lake, Keddie, Twain and Belden; and
2. Lake Almanor, Chester, Canyon Dam, Greenville, Crescent Mills and Taylorsville.

**Administration & Operations**

The Administration & Operations portion of the budget shall be utilized for administrative staffing costs, office costs, advocacy and other general administrative costs such as insurance, legal, and accounting fees.

**County Fee**

The County shall retain a fee equal to two percent (2 %) of the amount of assessment collected to cover its costs of collection and administration. The fee retained by the County to cover its cost of collection and administration shall not exceed \$12,000 per year.

## **Contingency/Renewal**

The assessment budget includes a contingency line item to account for lower than anticipated collections or higher than anticipated program costs, if any. Up to six percent (6%) of the assessment budget may be allocated to the contingency/reserve in any given year. If there are contingency funds collected, they may be held in a reserve fund or utilized for other programs, administration or renewal costs at the discretion of the PCT Board. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of monies from the reserve fund shall be set by the PCT Board. Contingency/renewal funds may be spent on PCTMD activities or administrative and renewal costs in such proportions as determined by the PCT Board. The reserve fund may be used for the costs of renewing the PCTMD.

## **B. Annual Budget**

The total ten (10) year assessment budget is projected at approximately \$390,000 annually, or \$3,900,000 through the ten (10) year term of the PCTMD. A similar assessment budget is expected to apply to subsequent years, but this budget is expected to fluctuate as room sales do, and as businesses open and close.

## **C. California Constitutional Compliance**

The PCTMD assessment is not a property-based assessment subject to the requirements of Proposition 218. Courts have found Proposition 218 limited the term ‘assessments’ to levies on real property.<sup>1</sup> Rather, the PCTMD assessment is a business-based assessment, and is subject to Proposition 26. Pursuant to Proposition 26 all levies are a tax unless they fit one of seven exceptions. Two of these exceptions apply to the PCTMD, a “specific benefit” and a “specific government service.” Both require that the costs of benefits or services do not exceed the reasonable costs to the County of conferring the benefits or providing the services.

### ***1. Specific Benefit***

Proposition 26 requires that assessment funds be expended on, “a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.”<sup>2</sup> The services in this Plan are designed to provide targeted benefits directly to assessed lodging businesses, and are intended only to provide benefits and services directly to those businesses paying the assessment. These services are tailored not to serve the general public, businesses in general, or parcels of land, but rather to serve the specific businesses within the PCTMD. The activities described in this Plan are specifically targeted to increase demand for room night sales for assessed lodging businesses within the boundaries of the PCTMD, and are narrowly tailored. PCTMD funds will be used exclusively to provide the specific benefit of increased demand for room night sales directly to the assessees. Assessment funds shall not be used to feature non-assessed lodging businesses in PCTMD programs, or to directly generate sales for non-assessed lodging businesses. The activities paid for from assessment revenues are business services constituting and providing specific benefits to the assessed lodging businesses. Nothing in this Plan limits the ability of the Owners’ Association to enter into private contracts with non-assessed lodging businesses for the provision of services to those businesses.

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<sup>1</sup> *Jarvis v. the City of San Diego* 72 CA1 App. 4<sup>th</sup> 230

<sup>2</sup> CAL. Const. art XIII C § 1(e)(1)

The assessment imposed by this PCTMD is for a specific benefit conferred directly to the payors that is not provided to those not charged. The specific benefit conferred directly to the payors is an increase in demand for room night sales. The specific benefit of an increase in demand for room night sales for assessed lodging businesses will be provided only to lodging businesses paying the district assessment, with PCTMD Sales & Marketing and Micro-Zone Marketing programs promoting lodging businesses paying the PCTMD assessment. The PCTMD Sales & Marketing and Micro-Zone Marketing programs will be designed to increase room night sales at each assessed lodging business. Because they are necessary to provide the PCTMD Sales & Marketing and Micro-Zone Marketing programs that specifically benefit the assessed lodging businesses, the Administration & Operations services and Contingency/Renewal budget also provide the specific benefit of increased demand for room night sales to the assessed lodging businesses.

Although the PCTMD, in providing specific benefits to payors, may produce incidental benefits to non-paying businesses, the incidental benefit does not preclude the services from being considered a specific benefit. The legislature has found that, “A specific benefit is not excluded from classification as a ‘specific benefit’ merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific benefit to the payor.”<sup>3</sup>

## ***2. Specific Government Service***

The assessment may also be utilized to provide, “a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.”<sup>4</sup> The legislature has recognized that marketing and promotions services like those to be provided by the PCTMD are government services within the meaning of Proposition 26<sup>5</sup>. Further, the legislature has determined that “a specific government service is not excluded from classification as a ‘specific government service’ merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific government service to the payor.”<sup>6</sup>

## ***3. Reasonable Cost***

PCTMD services will be implemented carefully to ensure they do not exceed the reasonable cost of such services. The full amount assessed will be used to provide the services described herein. Funds will be managed by PCT, and reports submitted on an annual basis to the County. Only assessed lodging businesses will be featured in marketing materials, receive sales leads generated from PCTMD-funded activities, be featured in advertising campaigns, and benefit from other PCTMD-funded services. The assessed lodging business list was compiled from records provided by the jurisdiction and complies with the requirements of the 94 Law. Pursuant to Streets and Highways Code Section 36615, the Board of Supervisors’ determination of ownership is final and conclusive, with no obligation to obtain other information. Non-assessed lodging businesses will not receive these, nor any other, PCTMD-funded services and benefits.

The PCTMD-funded programs are targeted directly to benefit assessed lodging businesses. PCTMD funds shall only be spent to benefit the assessed lodging businesses, and shall not be spent on that portion of any program which directly generates incidental room nights for non-assessed lodging businesses.

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<sup>3</sup> Government Code § 53758(a)

<sup>4</sup> Cal. Const. art XIII C § 1(e)(2)

<sup>5</sup> Government Code § 53758(b)

<sup>6</sup> Government Code § 53758(b)

#### **D. Assessment**

The annual assessment rate is three percent (3%) of gross short-term (stays less than 31 days) sleeping room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; and stays by any officer or employee of a foreign government, which officer or employee is exempt by reason of express provisions of Federal law or international treaty.

The assessment was calculated based on the total cost of the activities to be provided for the benefit of the lodging businesses within the PCTMD, with costs allocated based on the proportional benefit conferred to each lodging business. Activities funded by the PCTMD, are specifically targeted to increase room nights at assessed lodging businesses. All room night sales do not represent the same benefit to the payors. For example, a higher priced room night is of greater benefit than a lower priced room night because the assessee derives greater revenue. To account for this benefit differential and to make sure the benefits are proportional, an assessment formula based on a percentage of revenue has been selected. The proposed formula accurately reflects greater benefit to assessed lodging businesses with higher priced room nights.

The term “gross short-term (stays less than 31 days) sleeping room rental revenue” as used herein means: the fee or charge received by an operator as gross proceeds paid by a transient for lodging; also, "gross short-term (stays less than 31 days) sleeping room rental revenue" shall refer to such receipts in the form of money.

Gross short-term (stays less than 31 days) sleeping room rental revenue shall not include, and therefore the assessment shall not be charged upon, any federal, state or local taxes collected, including but not limited to transient occupancy taxes.

The assessment is levied upon and a direct obligation of the assessed lodging business. However, the assessed lodging business may, at its discretion, pass the assessment on to transients. The amount of assessment, if passed on to each transient, shall be disclosed in advance and separately stated from the amount of rent charged and any other applicable taxes, and each transient shall receive a receipt for payment from the business. If the PCTMD assessment is identified separately it shall be disclosed as the “PCTMD Assessment.” As an alternative, the disclosure may include the amount of the PCTMD assessment and the amount of the assessment imposed pursuant to the California Tourism Marketing Act, Government Code §13995 et seq. and shall be disclosed as the “Tourism Assessment.” The assessment is imposed solely upon, and is the sole obligation of the assessed lodging business even if it is passed on to transients. The assessment shall not be considered revenue for calculation of transient occupancy taxes.

Bonds shall not be issued.

#### **E. Interest and Overdue Charges**

The PCTMD shall reimburse the County for any costs associated with collecting unpaid assessments. If sums in excess of the delinquent PCTMD assessment are sought to be recovered in the same collection action by the County, the PCTMD shall bear its pro rata share of such collection costs. Assessed lodging businesses which are delinquent in paying the assessment shall be responsible for paying:

1. *Original Delinquencies:* Any lodging business which shall fail to remit any assessment imposed within the time required shall pay an overdue charge in the amount of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment.
2. *Continued Delinquencies:* Any lodging business which shall fail to remit any delinquent remittance on or before a period of thirty (30) days following the date on which the remittance first became delinquent shall pay a second delinquency overdue charge in the amount of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment and the ten percent (10%) overdue charge first imposed.
3. *Fraud:* If determined that the nonpayment of any remittance due is due to fraud, an overdue charge in the amount of twenty-five percent (25%) of the amount of the assessment shall be added thereto, in addition to the overdue charges set forth in subsections 1 and 2 of this section.
4. *Interest:* In addition to the overdue charges imposed, any lodging business which shall fail to remit any assessment imposed shall pay interest at the rate of one percent (1%) per month, on the amount of the assessment, exclusive of overdue charges, attaching on the first day of the month in which the assessment became delinquent and on the first day of each month thereafter to the time of payment. If the last day of a month falls on a Saturday, Sunday, or legal holiday, the additional one percent (1%) shall attach after 5:00 PM on the next business day.
5. *Overdue charges and Interest Merged with Assessment:* Every overdue charge imposed, and such interest as accrues, shall become part of the assessment required to be paid.

#### **F. Time and Manner for Collecting Assessments**

The PCTMD assessment will be implemented beginning January 1, 2026 or as soon as possible thereafter, and ending ten (10) years from its start date. The County will be responsible for collecting the assessment on a quarterly basis (including any delinquencies, interest and overdue charges) from each assessed lodging business. The County shall take all reasonable efforts to collect the assessments from each assessed lodging business. The County shall forward the assessments collected to the Owners' Association.

## **VI. GOVERNANCE**

### **A. Owners' Association**

The Board of Supervisors, through adoption of this Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the PCTMD as defined in Streets and Highways Code §36612. The Board of Supervisors has determined that PCT will continue to serve as the Owners' Association for the PCTMD.

### **B. Brown Act and California Public Records Act Compliance**

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association acts as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the PCT Board and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. Accordingly, the Owners' Association shall publicly report any action taken and the vote or abstention on that action of each member present for the action. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act.

### **C. Annual Report**

PCT shall present an annual report at the end of each year of operation to the Board of Supervisors pursuant to Streets and Highways Code §36650 (see Appendix 1). The annual report shall include:

- Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.
- The improvements and activities to be provided for that fiscal year.
- An estimate of the cost of providing the improvements and the activities for that fiscal year.
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.
- The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

# APPENDIX 1 – LAW

CURRENT THROUGH ALL LEGISLATION OF THE 2024 REGULAR AND SPECIAL SESSIONS

**STREETS AND HIGHWAYS CODE  
DIVISION 18. PARKING  
PART 7. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994**

**CHAPTER 1. General Provisions**

**ARTICLE 1. Declarations**

**36600. Citation of part**

This part shall be known and may be cited as the “Property and Business Improvement District Law of 1994.”

**36601. Legislative findings and declarations; Legislative guidance**

The Legislature finds and declares all of the following:

- (a) Businesses located and operating within business districts in some of this state’s communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.
- (b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.
- (c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.
- (d) Assessments levied for the purpose of conferring special benefit upon the real property or a specific benefit upon the businesses in a business district are not taxes for the general benefit of a city, even if property, businesses, or persons not assessed receive incidental or collateral effects that benefit them.
- (e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:
  - (1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.
  - (2) Job creation.
  - (3) Business attraction.
  - (4) Business retention.
  - (5) Economic growth.
  - (6) New investments.
- (f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.
- (g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.
- (h) The act amending this section is intended to provide the Legislature’s guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.
  - (1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.
  - (2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the incidental or collateral effects of those special benefits are inherently part of those

special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.

(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

### **36602. Purpose of part**

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

### **36603. Preemption of authority or charter city to adopt ordinances levying assessments**

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

### **36603.5. Part prevails over conflicting provisions**

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

### **36604. Severability**

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

## **ARTICLE 2. Definitions**

### **36606. “Activities”**

“Activities” means, but is not limited to, all of the following that benefit businesses or real property in the district:

- (a) Promotion of public events.
- (b) Furnishing of music in any public place.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
- (f) Other services provided for the purpose of conferring special benefit upon assessed real property or specific benefits upon assessed businesses located in the district.

### **36606.5. “Assessment”**

“Assessment” means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

### **36607. “Business”**

“Business” means all types of businesses and includes financial institutions and professions.

**36608. “City”**

“City” means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

**36609. “City council”**

“City council” means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

**36609.4. “Clerk”**

“Clerk” means the clerk of the legislative body.

**36609.5. “General benefit”**

“General benefit” means, for purposes of a property-based district, any benefit that is not a “special benefit” as defined in Section 36615.5.

**36610. “Improvement”**

“Improvement” means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the district.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

**36611. “Management district plan”; “Plan”**

“Management district plan” or “plan” means a proposal as defined in Section 36622.

**36612. “Owners’ association”**

“Owners’ association” means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners’ association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners’ association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners’ association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code), for all records relating to activities of the district.

**36614. “Property”**

“Property” means real property situated within a district.

**36614.5. “Property and business improvement district”; “District”**

“Property and business improvement district,” or “district,” means a property and business improvement district established pursuant to this part.

**36614.6. “Property-based assessment”**

“Property-based assessment” means any assessment made pursuant to this part upon real property.

**36614.7. “Property-based district”**

“Property-based district” means any district in which a city levies a property-based assessment.

**36615. “Property owner”; “Business owner”; “Owner”**

“Property owner” means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. “Business owner” means any person recognized by the city as the owner of the business. “Owner” means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

**36615.5. “Special benefit”**

(a) “Special benefit” means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

(b) “Special benefit” also includes, for purposes of a property-based district, a particular and distinct benefit provided directly to each assessed parcel within the district. Merely because parcels throughout an assessment district share the same special benefits does not make the benefits general.

**36616. “Tenant”**

“Tenant” means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

**ARTICLE 3. Prior Law**

**36617. Alternate method of financing certain improvements and activities; Effect on other provisions**

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

**CHAPTER 2. Establishment**

**36620. Establishment of property and business improvement district**

A property and business improvement district may be established as provided in this chapter.

**36620.5. Requirement of consent of city council**

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

### **36621. Initiation of proceedings; Petition of property or business owners in proposed district**

- (a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.
- (b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:
  - (1) A map showing the boundaries of the district.
  - (2) Information specifying where the complete management district plan can be obtained.
  - (3) Information specifying that the complete management district plan shall be furnished upon request.
- (c) The resolution of intention described in subdivision (a) shall contain all of the following:
  - (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.
  - (2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

### **36622. Contents of management district plan**

The management district plan shall include, but is not limited to, all of the following:

- (a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.
- (b) The name of the proposed district.
- (c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.
- (d) The improvements, maintenance, and activities proposed for each year of operation of the district and the estimated cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities

and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.

(e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated based upon the assessment rate. If the total annual amount proposed to be expended in each year of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.

(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against their property or business. The plan also shall state whether bonds will be issued to finance improvements.

(g) The time and manner of collecting the assessments.

(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years.

Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.

(i) The proposed time for implementation and completion of the management district plan.

(j) Any proposed rules and regulations to be applicable to the district.

(k)

(1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.

(2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.

(3) In a property-based district, properties throughout the district may share the same special benefits. In a district with boundaries that define which parcels are to receive improvements, maintenance, or activities over and above those services provided by the city, the improvements, maintenance, or activities themselves may constitute a special benefit. The city may impose assessments that are less than the proportional special benefit conferred, but shall not impose assessments that exceed the reasonable costs of the proportional special benefit conferred. Because one or more parcels pay less than the special benefit conferred does not necessarily mean that other parcels are assessed more than the reasonable cost of their special benefit.

(l) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.

(m) Any other item or matter required to be incorporated therein by the city council.

### **36623. Procedure to levy assessment**

(a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.

(b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be

mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

(c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

#### **36624. Changes to proposed assessments**

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

#### **36625. Resolution of formation**

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

- (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.
- (2) The number, date of adoption, and title of the resolution of intention.
- (3) The time and place where the public hearing was held concerning the establishment of the district.
- (4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.
- (5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.
- (6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district. Notwithstanding the foregoing, improvements and activities that must be provided outside the

district boundaries to create a special or specific benefit to the assessed parcels or businesses may be provided, but shall be limited to marketing or signage pointing to the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.

(8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

### **36627. Notice and assessment diagram**

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625, the clerk shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

### **36628. Establishment of separate benefit zones within district; Categories of businesses**

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

#### **36628.5. Assessments on businesses or property owners**

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

### **36629. Provisions and procedures applicable to benefit zones and business categories**

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

### **36630. Expiration of district; Creation of new district**

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

## **CHAPTER 3. Assessments**

### **36631. Time and manner of collection of assessments; Delinquent payments**

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

**36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property**

(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

**36633. Time for contesting validity of assessment**

The validity of an assessment levied under this part shall not be contested in an action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36625. An appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

**36634. Service contracts authorized to establish levels of city services**

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

**36635. Request to modify management district plan**

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

**36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention**

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:

(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.

(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

**36637. Reflection of modification in notices recorded and maps**

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

**36638. Assessment as government imposed fee on Civ C § 1770 transaction [Operative July 1, 2024]**

- (a) A business assessment pursuant to this part is a fee imposed by a government on the transaction for purposes of paragraph (29) of subdivision (a) of Section 1770 of the Civil Code.
- (b) This section shall become operative on July 1, 2024.

### **CHAPTER 3.5. Financing**

#### **36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments**

- (a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.
- (b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.
- (c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

### **CHAPTER 4. Governance**

#### **36650. Report by owners' association; Approval or modification by city council**

- (a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.
- (b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:
  - (1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.
  - (2) The improvements, maintenance, and activities to be provided for that fiscal year.
  - (3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.
  - (4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.
  - (5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
  - (6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.
- (c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.

The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of

assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

**36651. Designation of owners' association to provide improvements, maintenance, and activities**

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

**CHAPTER 5. Renewal**

**36660. Renewal of district; Transfer or refund of remaining revenues; District term limit**

- (a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.
- (b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.
- (c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

**CHAPTER 6. Disestablishment**

**36670. Circumstances permitting disestablishment of district; Procedure**

- (a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:
  - (1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.
  - (2) During the operation of the district, there shall be a 30-day period each year in which assesseses may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the district who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.
- (b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

**36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district**

- (a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.
- (b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

## APPENDIX 2 – ASSESSED BUSINESSES

(Plumas County list as of October 14, 2025)

Property Name	Site Address	City, State, Zip Code
1004 PENINSULA DR LAKE ALMANOR CA 96137	1004 PENINSULA DR	LAKE ALMANOR CA 96137
101 TOP OF THE WEST DR LAKE ALMANOR WEST CA 96137	101 TOP OF THE WEST DR	LAKE ALMANOR WEST CA 96137
1010 PENINSULA TRL LAKE ALMANOR COUNTRY CLUB CA 96137	1010 PENINSULA TRL	LAKE ALMANOR COUNTRY CLUB CA 96137
1012 PENINSULA TRL LAKE ALMANOR COUNTRY CLUB CA 96137	1012 PENINSULA TRL	LAKE ALMANOR COUNTRY CLUB CA 96137
10157 BUCKS LAKE RD MEADOW VALLEY CA 95971	10157 BUCKS LAKE RD	MEADOW VALLEY CA 95971
1020 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1020 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
1021 TIMBER RIDGE WESTWOOD CA 96137	1021 TIMBER RIDGE	WESTWOOD CA 96137
1032 PENINSULA DR WESTWOOD CA 96137	1032 PENINSULA DR	WESTWOOD CA 96137
106 FOXGLOVE LANE CHESTER CA 96020	106 FOXGLOVE LANE	CHESTER CA 96020
107 LAKE ALMANOR WEST DRIVE CHESTER CA 95971	107 LAKE ALMANOR WEST DRIVE	CHESTER CA 95971
110 LAKE ALMANOR W DRIVE CHESTER CA 96020	110 LAKE ALMANOR W DRIVE	CHESTER CA 96020
1102 PENINSULA DRIVE WESTWOOD CA 96137	1102 PENINSULA DRIVE	WESTWOOD CA 96137
1104 PENINSULA DR LAKE ALMANOR CA 96137	1104 PENINSULA DR	LAKE ALMANOR CA 96137
1109 GOLF CLUB ROAD LAKE ALMANOR CA 96137	1109 GOLF CLUB ROAD	LAKE ALMANOR CA 96137
1114 LASSEN VIEW DR LAKE ALMANOR COUNTRY CLUB CA 96137	1114 LASSEN VIEW DR	LAKE ALMANOR COUNTRY CLUB CA 96137
1120 FAIRWAY PINES LAKE ALMANOR CA 96137	1120 FAIRWAY PINES	LAKE ALMANOR CA 96137
1123 FAIRWAY PINES RD LAKE ALMANOR COUNTRY CLUB CA 96137	1123 FAIRWAY PINES RD	LAKE ALMANOR COUNTRY CLUB CA 96137
1128 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1128 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
113 KOKANEE TRL LAKE ALMANOR WEST CA 96020	113 KOKANEE TRL	LAKE ALMANOR WEST CA 96020
1130 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96020	1130 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96020
1157 LAKE RIDGE RD WESTWOOD CA 96137	1157 LAKE RIDGE RD	WESTWOOD CA 96137
1159 LAKE RIDGE RD LAKE ALMANOR CA 96137	1159 LAKE RIDGE RD	LAKE ALMANOR CA 96137
1205 DRIFTWOOD COVE RD. LAKE ALMANOR CA 96137	1205 DRIFTWOOD COVE RD.	LAKE ALMANOR CA 96137
1208 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1208 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
1209 DRIFTWOOD COVE RD WESTWOOD CA 96137	1209 DRIFTWOOD COVE RD	WESTWOOD CA 96137

1214 HIDDEN BEACH RD WESTWOOD CA 96137	1214 HIDDEN BEACH RD	WESTWOOD CA 96137
1227 LASSEN VIEW DR LAKE ALMANOR COUNTRY CLUB CA	1227 LASSEN VIEW DR	LAKE ALMANOR COUNTRY CLUB CA
1234 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1234 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
1238 PENINSULA DR CHESTER CA 96137	1238 PENINSULA DR	CHESTER CA 96137
1238 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1238 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
124 TOP OF THE WEST DRIVE CHESTER CA 96020	124 TOP OF THE WEST DRIVE	CHESTER CA 96020
1250 LASSEN VIEW DR LAKE ALMANOR CA 96137	1250 LASSEN VIEW DR	LAKE ALMANOR CA 96137
1262 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1262 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
1272 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96020	1272 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96020
128 BUCHANAN STREET QUINCY CA 95971	128 BUCHANAN STREET	QUINCY CA 95971
130 TWAIN STORE RD TWAIN CA 95984	130 TWAIN STORE RD	TWAIN CA 95984
1315 LASSEN VIEW DR LAKE ALMANOR CA 96137	1315 LASSEN VIEW DR	LAKE ALMANOR CA 96137
1318 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1318 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
133 KOKANEE TRAIL CHESTER CA 96020	133 KOKANEE TRAIL	CHESTER CA 96020
1331 PENINSULA DRIVE LAKE ALMANOR CA 96137	1331 PENINSULA DRIVE	LAKE ALMANOR CA 96137
140 PENINSULA DR LAKE ALMANOR PENINSULA CA 96137	140 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
1405 LASSEN VIEW DR LAKE ALMANOR COUNTRY CLUB CA 96137	1405 LASSEN VIEW DR	LAKE ALMANOR COUNTRY CLUB CA 96137
1406 LASSEN VIEW DR LAKE ALMANOR CA 96137	1406 LASSEN VIEW DR	LAKE ALMANOR CA 96137
1412 PENINSULA DR WESTWOOD CA 96137	1412 PENINSULA DR	WESTWOOD CA 96137
1428 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	1428 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
14795 BELDEN TOWN RD BELDEN CA 95971	14795 BELDEN TOWN RD	BELDEN CA 95971
14795 BELDEN TOWN RD BELDEN CA 95971	14795 BELDEN TOWN RD	BELDEN CA 95971
14795 BELDEN TOWN RD BELDEN CA 95971	14795 BELDEN TOWN RD	BELDEN CA 95971
15 N HIGHWOOD CIR LAKE ALMANOR PENINSULA CA 96137	15 N HIGHWOOD CIR	LAKE ALMANOR PENINSULA CA 96137
15792 HWY 89 CRESCENT MILLS CA 95934	15792 HWY 89	CRESCENT MILLS CA 95934
159 LAKE ALMANOR WEST DR LAKE ALMANOR WEST CA 95923	159 LAKE ALMANOR WEST DR	LAKE ALMANOR WEST CA 95923
159 SLIM DRIVE CHESTER CA 96020	159 SLIM DRIVE	CHESTER CA 96020
161 SLIM DRIVE CHESTER CA 96020	161 SLIM DRIVE	CHESTER CA 96020

167 STOVER RD CHESTER CA 96020	167 STOVER RD	CHESTER CA 96020
175 NANCY AVE CHESTER CA 96020	175 NANCY AVE	CHESTER CA 96020
176 2ND ST QUINCY CA 95971	176 2ND ST	QUINCY CA 95971
1784 PINEBROOK WAY GREENVILLE CA 95957	1784 PINEBROOK WAY	GREENVILLE CA 95957
181 LAKE ALMNAOR WEST DR LAKE ALMANOR CA 96137	181 LAKE ALMNAOR WEST DR	LAKE ALMANOR CA 96137
182 PENINSULA DRIVE LAKE ALMANOR CA 96137	182 PENINSULA DRIVE	LAKE ALMANOR CA 96137
184 SLIM DR CHESTER CA 96020	184 SLIM DR	CHESTER CA 96020
208 JACKSON ST QUINCY CA 95971	208 JACKSON ST	QUINCY CA 95971
211 LAKE ALMANOR WEST DR LAKE ALMANOR WEST CA 96137	211 LAKE ALMANOR WEST DR	LAKE ALMANOR WEST CA 96137
220 FIRST ST CHESTER CA 96020	220 FIRST ST	CHESTER CA 96020
227 LAKE ALMANOR WEST DR CHESTER CA 96020	227 LAKE ALMANOR WEST DR	CHESTER CA 96020
2370 E MAIN ST EAST QUINCY CA 95971	2370 E MAIN ST	EAST QUINCY CA 95971
2412 ALMANOR DR W PRATTVILLE CA 96020	2412 ALMANOR DR W	PRATTVILLE CA 96020
2448 NORTH VALLEY RD GREENVILLE CA 95947	2448 NORTH VALLEY RD	GREENVILLE CA 95947
2544 BIG SPRINGS RD WESTWOOD CT 96137	2544 BIG SPRINGS RD	WESTWOOD CT 96137
258 LAKE ALMANOR WEST DR CHESTER CA 96020	258 LAKE ALMANOR WEST DR	CHESTER CA 96020
2601 NORTH VALLEY RD GREENVILLE CA 95947	2601 NORTH VALLEY RD	GREENVILLE CA 95947
271 VILLAGE DRIVE WESTWOOD CA 96137	271 VILLAGE DRIVE	WESTWOOD CA 96137
2774 BIG SPRINGS RD HAMILTON BRANCH CA 96137	2774 BIG SPRINGS RD	HAMILTON BRANCH CA 96137
2775 BIG SPRINGS ROAD WESTWOOD CA 96137	2775 BIG SPRINGS ROAD	WESTWOOD CA 96137
2792 BIG SRINGS RD WESTWOOD CA 96137	2792 BIG SRINGS RD	WESTWOOD CA 96137
2804 BIG SPRINGS RD HAMILTON BRANCH CA 96137	2804 BIG SPRINGS RD	HAMILTON BRANCH CA 96137
2833 SCOTT DR PRATTVILLE CA 95923	2833 SCOTT DR	PRATTVILLE CA 95923
2885 HIGHWAY 147 WESTWOOD CA 96137	2885 HIGHWAY 147	WESTWOOD CA 96137
29 N HIGHWOOD CIR LAKE ALMANOR PENINSULA CA 96137	29 N HIGHWOOD CIR	LAKE ALMANOR PENINSULA CA 96137
2911 HIGHWAY 147 EAST SHORE CA 96020	2911 HIGHWAY 147	EAST SHORE CA 96020
2969 ALMANOR DRIVE WEST CANYONDAM CA 95923	2969 ALMANOR DRIVE WEST	CANYONDAM CA 95923
308 PENINSULA DR LAKE ALMANOR PENINSULA CA 96137	308 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137

308 PENINSULA DR LAKE ALMANOR PENINSULA CA 96137	308 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
308 PENINSULA DRIVE, #4 LAKE ALMANOR PENINSULA CA 96137	"308 PENINSULA DRIVE	#4 "
310 PENINSULA DRIVE #2 WESTWOOD CA 96137	310 PENINSULA DRIVE #2	WESTWOOD CA 96137
311 OSPREY LOOP CHESTER CA 96020	311 OSPREY LOOP	CHESTER CA 96020
3144 BIG SPRINGS RD HAMILTON BRANCH CA 96137	3144 BIG SPRINGS RD	HAMILTON BRANCH CA 96137
317 MELISSA AVE CHESTER CA 96020	317 MELISSA AVE	CHESTER CA 96020
3200 NORTH VALLEY RD GREENVILLE CA 95947	3200 NORTH VALLEY RD	GREENVILLE CA 95947
3224 BIG SPRINGS ROAD WESTWOOD CA 96137	3224 BIG SPRINGS ROAD	WESTWOOD CA 96137
323 GENESEE RD TAYLORSVILLE CA 95983	323 GENESEE RD	TAYLORSVILLE CA 95983
3238 BIG SPRINGS RD HAMILTON BRANCH CA 96137	3238 BIG SPRINGS RD	HAMILTON BRANCH CA 96137
325 MELISSA AVE CHESTER CA 96020	325 MELISSA AVE	CHESTER CA 96020
325 OSPREY LOOP LAKE ALMANOR WEST CA 96137	325 OSPREY LOOP	LAKE ALMANOR WEST CA 96137
3300 OSPREY LOOP CHESTER CA 96020	3300 OSPREY LOOP	CHESTER CA 96020
3324 HILL CREST DR WESTWOOD CA 96137	3324 HILL CREST DR	WESTWOOD CA 96137
334 PENINSULA DR LAKE ALMANOR PENINSULA CA	334 PENINSULA DR	LAKE ALMANOR PENINSULA CA
335 LAKE ALMANOR WEST DR LAKE ALMANOR WEST CA 96020	335 LAKE ALMANOR WEST DR	LAKE ALMANOR WEST CA 96020
340 OSPREY LOOP LAKE ALMANOR CA 96020	340 OSPREY LOOP	LAKE ALMANOR CA 96020
343 FLINT WAY LAKE ALMANOR CA 96137	343 FLINT WAY	LAKE ALMANOR CA 96137
3498 HWY 147 WESTWOOD	3498 HWY 147	WESTWOOD CA 96137
351 OSPREY LOOP LAKE ALMANOR WEST CA 96020	351 OSPREY LOOP	LAKE ALMANOR WEST CA 96020
3527 HIGHWAY 147 EAST SHORE CA 96137	3527 HIGHWAY 147	EAST SHORE CA 96137
3550 WOODLAKE DRIVE WESTWOOD CA 96137	3550 WOODLAKE DRIVE	WESTWOOD CA 96137
357 LAKE ALMANOR WEST DR LAKE ALMANOR WEST CA	357 LAKE ALMANOR WEST DR	LAKE ALMANOR WEST CA
3611 PARK HILL WESTWOOD CA 96137	3611 PARK HILL	WESTWOOD CA 96137
36231 HIGHWAY 70 QUINCY CA 95971	36231 HIGHWAY 70	QUINCY CA 95971
3668 LAKE ALMANOR DRIVE LAKE ALMANOR	3668 LAKE ALMANOR DRIVE	LAKE ALMANOR CA 96137
367 LAKE ALMANOR WEST DR LAKE ALMANOR WEST CA 96137	367 LAKE ALMANOR WEST DR	LAKE ALMANOR WEST CA 96137
3672 LAKE ALMANOR DR HAMILTON BRANCH CA 96137	3672 LAKE ALMANOR DR	HAMILTON BRANCH CA 96137

3704 LAKE ALMANOR DR HAMILTON BRANCH CA 96137	3704 LAKE ALMANOR DR	HAMILTON BRANCH CA 96137
3721 HIGHWAY 147 WESTWOOD CA 96137	3721 HIGHWAY 147	WESTWOOD CA 96137
3748 LAKE ALMANOR DRIVE LAKE ALMANOR CA 96137	3748 LAKE ALMANOR DRIVE	LAKE ALMANOR CA 96137
375 THIRD STREET QUINCY CA 95971	375 THIRD STREET	QUINCY CA 95971
3806 MARY ANN LN HAMILTON BRANCH CA 96137	3806 MARY ANN LN	HAMILTON BRANCH CA 96137
381 LAWRENCE ST QUINCY CA 95971	381 LAWRENCE ST	QUINCY CA 95971
3818 MARY ANN LANE WESTWOOD CA 96137	3818 MARY ANN LANE	WESTWOOD CA 96137
3830 MARY ANN LN HAMILTON BRANCH CA 96137	3830 MARY ANN LN	HAMILTON BRANCH CA 96137
3927 HIGHWAY 147 EAST SHORE CA 96137	3927 HIGHWAY 147	EAST SHORE CA 96137
3992 HIGHWAY 147 EAST SHORE CA 96137	3992 HIGHWAY 147	EAST SHORE CA 96137
401 MAIN ST CHESTER CA 96020	401 MAIN ST	CHESTER CA 96020
4096 CA-HIGHWAY 147 WESTWOOD CA 96137	4096 CA-HIGHWAY 147	WESTWOOD CA 96137
41 N HIGHWOOD CIR LAKE ALMANOR PENINSULA CA 96137	41 N HIGHWOOD CIR	LAKE ALMANOR PENINSULA CA 96137
412 PENINSULA DR LAKE ALMANOR PENINSULA CA 96137	412 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
417 PENINSULA DRIVE LAKE ALMANOR CA 96137	417 PENINSULA DRIVE	LAKE ALMANOR CA 96137
445 CEDAR CIRCLE WESTWOOD CA 96137	445 CEDAR CIRCLE	WESTWOOD CA 96137
467 PONDEROSA DR	467 PONDEROSA DR	WESTWOOD CA 96137
470 CAROL LANE WEST QUINCY CA 95971	470 CAROL LANE WEST	QUINCY CA 95971
4843 STATE HIGHWAY 147 LAKE ALMANOR CA 96137	4843 STATE HIGHWAY 147	LAKE ALMANOR CA 96137
4861 HWY 147 LAKE ALMANOR CA 96137	4861 HWY 147	LAKE ALMANOR CA 96137
504 MONTE VISTA AVE QUINCY CA 95971	504 MONTE VISTA AVE	QUINCY CA 95971
505 MANZANITA WAY LAKE ALMANOR CA 96137	505 MANZANITA WAY	LAKE ALMANOR CA 96137
508 PINE CIR LAKE ALMANOR PENINSULA CA 96137	508 PINE CIR	LAKE ALMANOR PENINSULA CA 96137
510 PINE CIRCLE WESTWOOD CA 96137	510 PINE CIRCLE	WESTWOOD CA 96137
5169 HIGHWAY 147 EAST SHORE CA 96137	5169 HIGHWAY 147	EAST SHORE CA 96137
5179 HIGHWAY 147 EAST SHORE CA 96137	5179 HIGHWAY 147	EAST SHORE CA 96137
5351 HIGHWAY 147 WESTWOOD CA 96137	5351 HIGHWAY 147	WESTWOOD CA 96137
536 MANZANITA WAY LAKE ALMANOR PENINSULA CA 96137	536 MANZANITA WAY	LAKE ALMANOR PENINSULA CA 96137

5423 HIGHWAY 147 EAST SHORE CA 96137	5423 HIGHWAY 147	EAST SHORE CA 96137
544 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	544 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
546 PENINSULA DRIVE WESTWOOD CA 96137	546 PENINSULA DRIVE	WESTWOOD CA 96137
547 PONDEROSA DRIVE WESTWOOD CA 96137	547 PONDEROSA DRIVE	WESTWOOD CA 96137
5516 HIGHWAY 147 WESTWOOD CA 96137	5516 HIGHWAY 147	WESTWOOD CA 96137
568 FEATHER RIVER DRIVE CHESTER CA 96020	568 FEATHER RIVER DRIVE	CHESTER CA 96020
5809 HIGHWAY 147 EAST SHORE CA 96137	5809 HIGHWAY 147	EAST SHORE CA 96137
5810 HIGHWAY 147 LAKE ALMANOR CA 96137	5810 HIGHWAY 147	LAKE ALMANOR CA 96137
590 FIRST AVE CHESTER CA 96020	590 FIRST AVE	CHESTER CA 96020
6 APPLE COTTAGE	133 PENINSULA DRIVE	WESTWOOD CA 96137
600 PENINSULA DRIVE WESTWOOD CA 96137	600 PENINSULA DRIVE	WESTWOOD CA 96137
602 PENINSULA DRIVE LAKE ALMANOR CA 96137	602 PENINSULA DRIVE	LAKE ALMANOR CA 96137
606 CEDAR CANYON RD LAKE ALMANOR COUNTRY CLUB CA 96137	606 CEDAR CANYON RD	LAKE ALMANOR COUNTRY CLUB CA 96137
608 W BURNT CEDAR RD WESTWOOD CA 96137	608 W BURNT CEDAR RD	WESTWOOD CA 96137
611 W MT RIDGE ROAD LAKE ALMANOR CA 96137	611 W MT RIDGE ROAD	LAKE ALMANOR CA 96137
613 LAKE RIDGE RD WESTWOOD CA 96137	613 LAKE RIDGE RD	WESTWOOD CA 96137
614 W MOUNTAIN RIDGE RD WESTWOOD CA 96137	614 W MOUNTAIN RIDGE RD	WESTWOOD CA 96137
616 W MOUNTAIN RIDGE RD WESTWOOD CA 96137	616 W MOUNTAIN RIDGE RD	WESTWOOD CA CA 96137
6162 HIGHWAY 70 TOBIN CA 95980	6162 HIGHWAY 70	TOBIN CA 95980
617 W HIGH STREET QUINCY CA 95971	617 W HIGH STREET	QUINCY CA 95971
628 W HIGH ST QUINCY CA 95971	628 W HIGH ST	QUINCY CA 95971
6283 HIGHWAY 147 WESTWOOD CA 96137	6283 HIGHWAY 147	WESTWOOD CA 96137
631 PINE CANYON RD LAKE ALMANOR COUNTRY CLUB CA 96137	631 PINE CANYON RD	LAKE ALMANOR COUNTRY CLUB CA 96137
644 CEDAR CANYON ROAD WESTWOOD CA 96137	644 CEDAR CANYON ROAD	WESTWOOD CA 96137
648 W BURNT CEDAR RD CHESTER CA 96137	648 W BURNT CEDAR RD	CHESTER CA 96137
65 HIGHWAY CIRCLE LAKE ALMANOR CA 96137	65 HIGHWAY CIRCLE	LAKE ALMANOR CA 96137
662 MONTE VISTA DRIVE QUINCY CA 95971	662 MONTE VISTA DRIVE	QUINCY CA 95971
6799 HIGHWAY 147 EAST SHORE CA 96137	6799 HIGHWAY 147	EAST SHORE CA 96137
6941 HIGHWAY 147 WESTWOOD CA 96137	6941 HIGHWAY 147	WESTWOOD CA 96137

7007 HIGHWAY 147 WESTWOOD CA 96137	7007 HIGHWAY 147	WESTWOOD CA 96137
702 LAKE RIDGE RD WESTWOOD CA 96137	702 LAKE RIDGE RD	WESTWOOD CA 96137
706 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	706 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
712 PENINSULA DRIVE WESTWOOD CA 96137	712 PENINSULA DRIVE	WESTWOOD CA 96137
713 LAKE RIDGE ROAD WESTWOOD CA 96137	713 LAKE RIDGE ROAD	WESTWOOD CA 96137
713 PENINSULA DRIVE WESTWOOD CA 96137	713 PENINSULA DRIVE	WESTWOOD CA 96137
718 LAKE RIDGE RD LAKE ALMANOR COUNTRY CLUB CA 96137	718 LAKE RIDGE RD	LAKE ALMANOR COUNTRY CLUB CA 96137
724 TIMBER RIDGE RD LAKE ALMANOR CA 96137	724 TIMBER RIDGE RD	LAKE ALMANOR CA 96137
730 W MOUNTAIN RIDGE RD WESTWOOD CA 96137	730 W MOUNTAIN RIDGE RD	WESTWOOD CA 96137
735 CONIFER TRL WESTWOOD CA 96137	735 CONIFER TRL	WESTWOOD CA 96137
735 JACKSON ST QUINCY CA 95971	735 JACKSON ST	QUINCY CA 95971
742 RED RIVER DR LAKE ALMANOR PENINSULA CA 96137	742 RED RIVER DR	LAKE ALMANOR PENINSULA CA 96137
7541 HIGHWAY 147 EAST SHORE CA 96137	7541 HIGHWAY 147	EAST SHORE CA 96137
801 CLIFFORD DR LAKE ALMANOR COUNTRY CLUB CA 96137	801 CLIFFORD DR	LAKE ALMANOR COUNTRY CLUB CA 96137
818 GOLF CLUB RD LAKE ALMANOR COUNTRY CLUB CA 96137	818 GOLF CLUB RD	LAKE ALMANOR COUNTRY CLUB CA 96137
877 GOLF CLUB RD LAKE ALMANOR COUNTRY CLUB CA 96137	877 GOLF CLUB RD	LAKE ALMANOR COUNTRY CLUB CA 96137
90 CHINKAPIN LN MEADOW VALLEY CA 95956	90 CHINKAPIN LN	MEADOW VALLEY CA 95956
900 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA	900 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA
909 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	909 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
914 PENINSULA DR LAKE ALMANOR CA 96137	914 PENINSULA DR	LAKE ALMANOR CA 96137
95 RIVERBEND WAY WESTWOOD CA 96137	95 RIVERBEND WAY	WESTWOOD CA 96137
959 LONG IRON DR CHESTER CA 96020	959 LONG IRON DR	CHESTER CA 96020
960 PENINSULA DR LAKE ALMANOR COUNTRY CLUB CA 96137	960 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
964 PENINSULA DR LAKE ALMANOR CA 96137	964 PENINSULA DR	LAKE ALMANOR CA 96137
ADA'S PLACE	562 JACKSON ST	QUINCY CA 95971
ALMANOR A FRAME	624 PINE CANYON ROAD	WESTWOOD CA 96137
ALMANOR DREAM, LLC	7322 HWY 147	LAKE ALMANOR CA 96137
ALMANOR LAKEVIEW LANDING	715 LAKE RIDGE RD	LAKE ALMANOR CA 96137
ANTLERS INN	268 MAIN STREET	CHESTER CA 96025

BACHANAS, ABBY	1207 LASSEN VIEW DR	LAKE ALMANOR CA 96137
BAILEY CREEK COTTAGES	107 N HIGHWOOD CIR	LAKE ALMANOR PENINSULA CA 96137
BELDEN TOWN RESORT & LODGE	14795 BELDEN TOWN RD	BELDEN CA 95915
BERRY'S TERRA COTTA GUEST HOUSE	48792 HIGHWAY 70	EAST QUINCY CA 95971
BIG COVE RESORT	446 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
BOTTS BUNKHOUSE	1212 LASSEN VIEW DR	WESTWOOD CA 96137
BOULDER CREEK CAMPGROUND	INDIAN CREEK ROAD	GREENVILLE CA 95947
BROOKSIDE R.V. PARK	286 MAIN ST	CHESTER CA 96020
BUCKS LAKE CAMP AND RV	280 BUCKLIN	BUCKS LAKE CA 95971
BUCKS LAKE MARINA & CAMPGROUND	16469 BUCKS LAKE RD	BUCKS LAKE CA 95971
BUCKS LAKESHORE RESORT	16001 BUCKS LAKE ROAD	BUCKS LAKE CA 95971
CA SISTER AT FEATHER RIVER HOT SPRINGS	29186 HIGHWAY 70	TWAIN CA 95984
CABIN #2 ALMANOR LAKESIDE RESORT	300 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
CABIN 10 & 12 ALMANOR LAKESIDE RESORT	300 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
CABIN 3 ALMANOR LAKESIDE RESORT	300 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
CABIN 5 ALMANOR LAKESIDE RESORT	300 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
CAMP ALMANOR, LLC	2655 BIG SPRINGS RD	LAKE ALMANOR CA 96137
CAMP CONERY GROUP CAMPGROUND	LAKE ALMANOR	CANYON DAM CA 95923
CANYON DAM R.V. PARK	29535 HIGHWAY 89	CANYON DAM CA 95923
CARIBOU CROSSING CAFE & R.V. PARK	16242 HIGHWAY 70	CARIBOU CA 95915
CEADAR RETREAT	3678 GREENVILLE RESERVATION ROAD	GREENVILLE CA 95947
CEDAR RIDGE RETREAT	729 W MOUNTAIN RIDGE RD	LAKE ALMANOR COUNTRY CLUB CA 96137
CHARLES AND LAURA CALE	3898 HWY 147	LAKE ALMANOR CA 96137
CHESTER LODGE, INC. 306 MAIN STREET, CHESTER CA 96020	306 MAIN ST	CHESTER CA 96020
CHESTER TINY HOUSE	225 FARRAR DR	CHESTER CA 96020
COLDWELL BANKER PROPERTY MANAGEMENT	508 PINE CIRCLE	WESTWOOD CA 96137
COLDWELL BANKER PROPERTY MANAGEMENT	189 MANOR DRIVE	WESTWOOD CA 96137
CONIFER CABIN	714 CONIFER TRAIL	WESTWOOD CA 96137
COOL SPRINGS CAMPGROUND	201 PRATTVILLE BUTT RESERVOIR RD	SENECA CA 96020
COTTAGE ON BAKER WAY	321 JACKSON ST	QUINCY CA 95971

CREEKSIDE RETREAT	48908 HIGHWAY 70	EAST QUINCY CA 95971
DDMLTD	3828 MARY ANN LN	LAKE ALMANOR CA 95137
DORADO INN	4311 HIGHWAY 147	EAST SHORE CA 96020
ELEGANT MOUNTAIN RETREAT	492 BAILEY CREEK DR	WESTWOOD CA 96137
ELERICK RENTAL	3357 HILLCREST DR	WESTWOOD CA 96137
ELOISA LEE	6681 DYER DR	LAKE ALMANOR CA 96137
ENGLISH OAKS	36543 SPANISH OAKS LN	KEDDIE CA 95971
FEATHER RIVER COTTAGE	28580 HWY 70	TWAIN CA 95984
FOR THE FUNK OF IT PRODUCTIONS	14795 BELDEN TOWN RD	BELDEN CA 95971
FRANCIS F. SMITH	1110 CLIFFORD DR	LAKE ALMANOR CA 96137
GANSNER BAR CAMP	HIGHWAY 70	TWAIN CA 95984
GOLD PAN /SPANISH CREEK MOTEL	200 CRESCENT ST	QUINCY CA 95971
GORDONS GETAWAY	1124 CLIFFORD DR	WESTWOOD CA 96137
GREEN PHOENIX LLC	1366 GREENVILLE WOLF CREEK RD	GREENVILLE CA 95947
GREENHORN RANCH, LLC	2116 GREENHORN RD	GREENHORN RANCH CA 95971
HALLSTEAD CAMP	HIGHWAY 70	FEATHER RIVER CANYON CA 95948
HASKINS VALLEY CAMPGROUND	BUCKS LAKE ROAD	BUCKS LAKE CA 95956
HASKINS VALLEY INN	16788 BUCKS LAKE RD	BUCKS LAKE CA 95971-4217
HIGH SIERRA MUSIC, INC.	1097 LEE RD	EAST QUINCY CA 95971
HUTCHINS GROUP CAMP	BUCKLIN ROAD	BUCKS LAKE CA 95971
INFINITY PROPERTIES	2861 HIGHWAY 147	EAST SHORE CA 96137
JASON AND SHERI WHITE	580 WAGON ROAD	CHESTER CA 96020
KENNEDY HOME	12 DINSMORE DRIVE	WESTWOOD CA 96137
KEVIN AND LESLIE BROWN	1275 PENINSULA DR	LAKE ALMANOR COUNTRY CLUB CA 96137
KIMBERLY BRADY SHOCKLEY	1201 RED FOX RD	C-ROAD CA 96106
KNOTTY PINE RESORT & MARINA	430 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
KURTIS BROCK	3748 LAKE ALMANOR DRIVE	LAKE ALMANOR CA 96137
LACC CABIN	620 CLIFFORD DRIVE	WESTWOOD CA 96137
LAKE ALMANOR LODGE	545 MARTIN WAY	CHESTER CA 96020
LAKE ALMANOR RENTAL PROPERTY	189 MANOR DR	LAKE ALMANOR PENINSULA CA 96137
LAKE COVE RESORT & MARINA	4256 HIGHWAY 147	EAST SHORE CA 96137
LAKEFRONT VICTORIAN	340 PENINSULA DRIVE	WESTWOOD CA 96137
LAKESIDE LONGSHOT LODGE	737 LASSEN VIEW DRIVE	LAKE ALMANOR CA 96137

LASSEN MEADOWS RANCH	370 29N38	WARNER VALLEY CA 96020
LAST CHANCE CREEK CAMPGROUND	LAST CHANCE CREEK ROAD	LAKE ALMANOR CA 96137
LAST CHANCE GROUP CAMPGROUND	LAST CHANCE CREEK ROAD	LAKE ALMANOR CA 96137
LATTITUDE 40	656 ANDREWS ROAD	CHESTER CA 96020
LEISURE R.V. PARK	124 FEATHER RIVER DR	CHESTER CA 96020-1282
LONE ROCK CAMP	INDIAN CREEK ROAD	GREENVILLE CA 95948
LONG POINT CAMP	INDIAN CREEK ROAD	GREENVILLE CA 95948
LOWER BUCKS CAMPGROUNDS	24N24	BUCKS LAKE CA 95971
MARK VASQUEZ	163 LAKE ALMANOR WEST	LAKE ALMANOR CA 96020
MARTIN'S R.V. PARK	443 MARTIN WAY	CHESTER CA 96020
MILLCREEK CAMPGROUND	BUCKLIN ROAD	BUCKS LAKE CA 95971
MISTLETOE MANOR	181 OLSEN ST	CHESTER CA 96020
MONTE VISTA COTTAGE	555 MONTE VISTA AVE	QUINCY CA 95971
MT. HOUGH GOLF COURSE & R.V. PARK	15301 HIGHWAY 89	CRESCENT MILLS CA 95934
NORTH FORK CAMP	HIGHWAY 70	FEATHER RIVER CANYON CA 95948
NORTHSHORE CAMPGROUND	541 CATFISH BEACH RD	CHESTER CA 96020
ONE SNOW MOUNTAIN	14423 CHESTER WARNER VALLEY ROAD	WARNER VALLEY ROAD CA 96020
ONE SUITE SWEET LODGE	317 MAIN ST	CHESTER CA 96020
PACIFIC PREMIER TRUST FBO SETH FIACK	185 SLIM DR	CHESTER CA 96020
PAUL BUNYAN RESORT	443 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
PAUL BUNYAN RESORT	441 PENINSULA DRIVE	LAKE ALMANOR CA 96137
PENINSULA PINES PLACE	421 ARBUTUS DR	WESTWOOD CA 96137
PFAUHAUS	524 FEATHER RIVER DRIVE	CHESTER CA 96020
PINE AIRE MOTEL	26110 HIGHWAY 70	TWAIN CA 95984
PINE HILL MOTEL	42075 HIGHWAY 70	QUINCY CA 95971
PIONEER R.V. PARK	1326 PIONEER RD	EAST QUINCY CA 95971
PLUMAS PINES RESORT	3000 ALMANOR DR W	PRATTVILLE CA 95923
PONDEROSA FLAT CAMPGROUND	201 PRATTVILLE BUTT RESERVOIR RD	SENECA CA 96020
PONDEROSA GROUP CAMPGROUND	201 PRATTVILLE BUTT RESERVOIR RD	SENECA CA 96020
QUEEN LILY CAMP	HIGHWAY 70	FEATHER RIVER CANYON CA 95948

QUINCY BUCKS LK RD CABIN	2133 BUCKS LAKE ROAD	QUINCY CA 95971
QUINCY COURTYARD SUITES	436 MAIN ST	QUINCY CA 95971
QUINCY FEATHER BED INN	542 JACKSON ST	QUINCY CA 95971
RAINDANCE PRESENTS	14795 BELDEN TOWN RD	BELDEN CA 95915
RANCHITO MOTEL	2020 E MAIN ST	EAST QUINCY CA 95971
RIVER RANCH RV PARK	42331 HIGHWAY 70	QUINCY CA 95971
ROCKY POINT CAMPGROUND	HIGHWAY 89	PRATTVILLE CA 95923
ROCKY POINT NORTH GROUP CAMP	HWY 89	LAKE ALMANOR CA 96137
ROCKY POINT SOUTH GROUP CAMPGROUND	ROCKY POINT CAMPGROUND ROAD	LAKE ALMANOR CA 95923
RURAL CABIN WITH A VIEW	8013 N. VALLEY RD	GREENVILLE CA 95947
SANDY PIACK	185 SLIM DR	LAKE ALMANOR CA 96137
SELKEN VACATION HOME	1287 LASSEN VIEW DR	LAKE ALMANOR CA 96137
SNOW MOUNTAIN, LLC	229 MAIN ST	CHESTER CA 96020
SPANISH CREEK CAMP	HIGHWAY 70	CANYON AREA CA 95948
ST. PETERS	126 PENINSULA DR	LAKE ALMANOR PENINSULA CA 96137
STILL DREAM LLC	14795 BELDEN TOWN RD	BELDEN CA 95971
SUNDEW CAMPGROUND	BUCKLIN ROAD	BUCKS LAKE CA 95971
TECO ALMANOR LLC	1249 LASSEN VIEW DR	LAKE ALMANOR CA 96137
THE BIDWELL HOUSE	112 MAIN ST	CHESTER CA
THE CABIN	2693 ALMANOR DRIVE WEST	CANYON DAM CA 95923
THE LAKE HOUSE	915 GOLF CLUB RD	WESTWOOD CA 96137
THE PINES R.V. PARK	409 PONDEROSA DRIVE	LAKE ALMANOR CA 96137
THE VILLAGE	408 PONDEROSA DRIVE	WESTWOOD CA 96137
TIMBER HOUSE INN	501 MAIN STREET	CHESTER CA 96020
TOM'S CABIN	165 HASKINS CIR	BUCKS LAKE CA 95956
TOP OF THE LINE LAKE RETREAT	6000 WOODHOME LANE	WESTWOOD CA 96137
UNCLE JOHN'S FISHING CABIN	3907 HIGHWAY 147	EAST SHORE CA 96137
UNIT 6	300 PENINSULA DR #6	WESTWOOD CA 96137
UNIT 7	300 PENINSULA DR	WESTWOOD CA 96137
UNIT 11	300 PENINSULA DR	WESTWOOD CA 96137
VAGABOND RESORT	7371 HIGHWAY 147	EAST SHORE CA 96137
VINCENT LAKE HOUSE	124 KOKANEE TRAIL	CHESTER CA 96020
WILD PLUMAS CAMPGROUND	1323 GREENVILLE WOLF CREEK RD	GREENVILLE CA 95947

WILSON'S CAMP PRATTVILLE	2932 ALMANOR DR W	PRATTVILLE CA 95923
YELLOW CREEK CAMPGROUND	HUMBUG ROAD	CHESTER CA 96020



October 8, 2025

To the Honorable Board of Supervisors,

We write in strong support of the continued existence of Plumas County Tourism (PCT) and the Tourism Marketing District that sustains their work.

The Almanor Foundation has partnered with PCT as a key ally in advancing economic development across Plumas County. Together, we've worked to empower our communities through initiatives that strengthen the local economy, foster unity, and strategically allocate resources where they're needed most.

Following the Dixie Fire, PCT led the effort that we joined in producing video content that reminded visitors, and residents, that Plumas County remained vibrant and welcoming despite being the most impacted region. PCT has also supported our fundraising efforts for tourism infrastructure in the Almanor Basin and continues to be a trusted collaborator in broader economic development strategies.

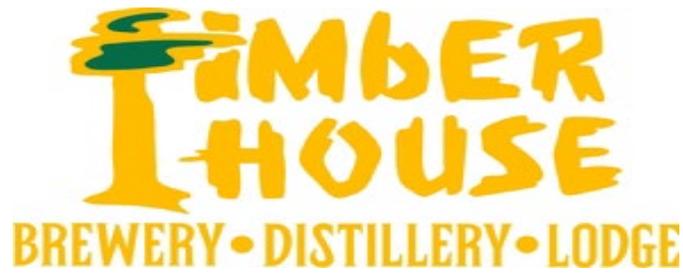
As a foundation committed to serving all of Plumas County, not just one region, we rely on organizations like PCT that share this county-wide vision. While some areas have opted out of unified efforts, we remain hopeful that collaboration across communities is not only possible, but essential.

We respectfully urge you to vote in favor of continuing the Tourism Marketing District. It is a vital tool for economic resilience, regional unity, and the future of Plumas County.

With appreciation,

  
Josh Huddleston  
The Almanor Foundation

*The Almanor Foundation*  
278 Main Street • PO Box 949, Chester, CA 96020  
530.268.5422 • EIN# 86-2462099  
[Admin@AlmanorFoundation.org](mailto:Admin@AlmanorFoundation.org) • [AlmanorFoundation.org](http://AlmanorFoundation.org)



October 10, 2025

To the Honorable Board of Supervisors,

As a business owner in Chester, I strongly support the Plumas County Tourism (PCT) and the Tourism Marketing District that funds their essential work.

Being in the restaurant and lodging business I see firsthand the deep impacts that seasonal changes on my business. The ability to sustain in the off season is a struggle each year. Marketing and promotion of Plumas County as a “must visit location” is imperative for the survival of our businesses and towns. PCT has worked hard given their limited resources to promote this Plumas County and have finally gained momentum that our business has benefited from.

We cannot stop now. If the Tourism Marketing District ceases to continue their promotion and marketing, all the work and advances will be for nothing and the positive impact on the county will be lost.

As a business owner who depends on year-round demand, I urge you to vote in support of this organization that is working so diligently to create a long-lasting future for Plumas Count. PCT is a key tool for my business and for the long-term economic resilience of Plumas County.

Respectfully,

Berton Bertagna



November 8-2025

**To the Honorable Board of Supervisors,**

As the owner of **Mountain Ventures LLC**, and as an investor deeply committed to the revitalization of Chester and the greater Lake Almanor Basin, we are writing in **strong support of renewing the Plumas County Tourism Business Improvement District (TBID)** and the essential work of **Plumas County Tourism (PCT)**.

Our company is currently developing **The Fun Depot**, a 12,000-square-foot **Family Entertainment Center** featuring mini golf, arcade, duckpin bowling, and more—alongside our **new Lassen Laundromat**, which will serve both locals and visitors traveling through the area. These projects represent significant private investment in the economic future of our community, but their success depends heavily on attracting consistent year-round visitation to the Lake Almanor region.

The marketing and outreach efforts funded by the TBID have played a vital role in elevating Plumas County’s visibility as a destination. The progress made by PCT over the past five years—despite limited resources and heavy reliance on volunteer leadership—has been impressive and is just beginning to gain measurable traction. For businesses like ours, which rely on both tourism and local economic vitality, that progress must continue.

Discontinuing the TBID would be a serious setback for the County’s tourism economy and for business owners investing in its future. The coordinated promotion, destination branding, and digital marketing supported by PCT are not luxuries—they are **critical tools** for sustaining and growing our visitor base.

We respectfully urge you to **vote in favor of renewing the Tourism Business Improvement District**, ensuring that the County continues to build on the momentum we’ve all worked so hard to create. This investment benefits every business in Plumas County, from lodging and dining to recreation and retail, and helps ensure a resilient, thriving economy for years to come.

**Respectfully,**  
**Mark and Mary Lilley**  
Mountain Ventures LLC  
Developer of *The Fun Depot* and *Lassen Laundromat*  
Chester, California



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Mimi Hall, Supervisor - District 4, Vice-Chair  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Receive an update on SB1249 from Mary Neumann, Deputy Director Passages, on the status of Federal funding for regional Area Agency on Aging funds (AAAs) and how it could impact Plumas County and other northern rural counties. (10 minutes)

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**Recommendation:**

Receive an update on SB1249 from Mary Neumann, Deputy Director Passages, on the status of Federal funding for regional Area Agency on Aging funds (AAAs) and how it could impact Plumas County and other northern rural counties. (10 minutes)

**Background and Discussion:**

.

**Action:**

Receive an update on SB1249 from Mary Neumann, Deputy Director Passages, on the status of Federal funding for regional Area Agency on Aging funds (AAAs) and how it could impact Plumas County and other northern rural counties. (10 minutes)

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

None



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Pam Becwar  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** First 5 Plumas will report on year-end home visiting evaluation data and will provide an update on programs for 2025-2026. (4 minutes)

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**Recommendation:**

First 5 Plumas will report on year-end home visiting evaluation data and will provide an update on programs for 2025-2026. (4 minutes)

**Background and Discussion:**

.

**Action:**

First 5 Plumas will report on year-end home visiting evaluation data and will provide an update on programs for 2025-2026. (4 minutes)

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. BOS F5 Plumas Annual 2024-25 (11.5.25)
2. BOS Talking Points 11.6.25



# FIRST 5 PLUMAS COUNTY Annual Year End Report 2024-25



## Strategic Plan

2025-2030



[www.first5plumas.org](http://www.first5plumas.org)

Vision

*All Plumas  
County children  
and families will  
thrive.*

## Mission

First 5 Plumas will cultivate safe, nurturing, healthy environments for children, prenatal to age 5, and their families through inclusive and accessible services and support.

# Annual Report: Expenditure Details

Category	Amount	
Program Expenditures	\$421,968	81%
Administrative Expenditures	\$72,819	14%
Evaluation Expenditures	\$26,625	5%
Total Expenditures	\$521,412	
Excess (Deficiency) Of Revenues Over (Under) Expenses	\$49,592	

# Home Visiting Programs: Who Was Served?



42

Family households received home visiting services



55

Parents, caregivers and other **adult members in households that received home visiting services**

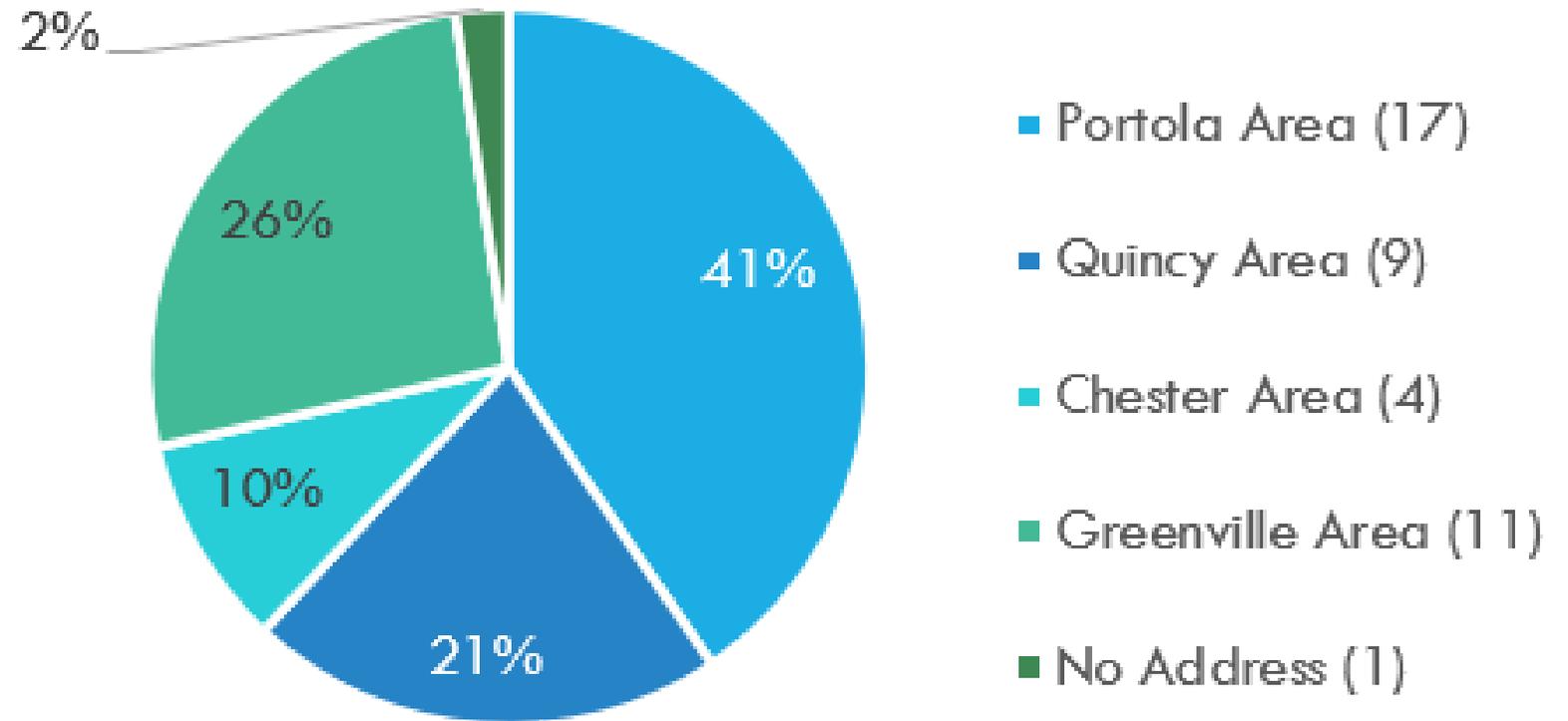


46

Children ages 0 through 5 **lived in households that received home visiting services**

# Home Visiting Programs: Who Was Served?

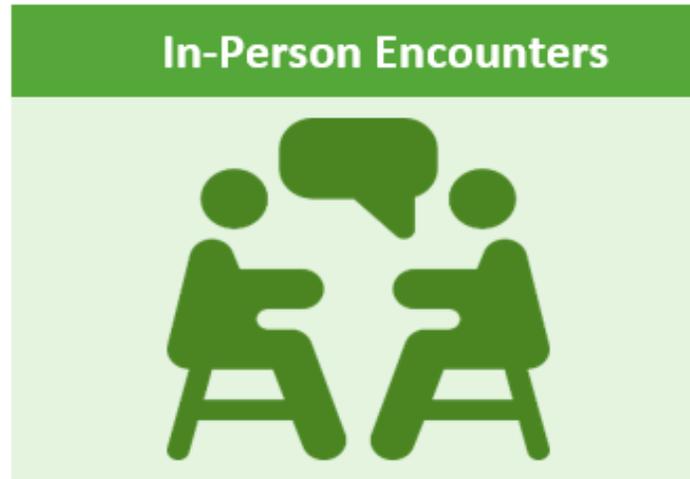
Communities where Families Live



Most families live in Portola

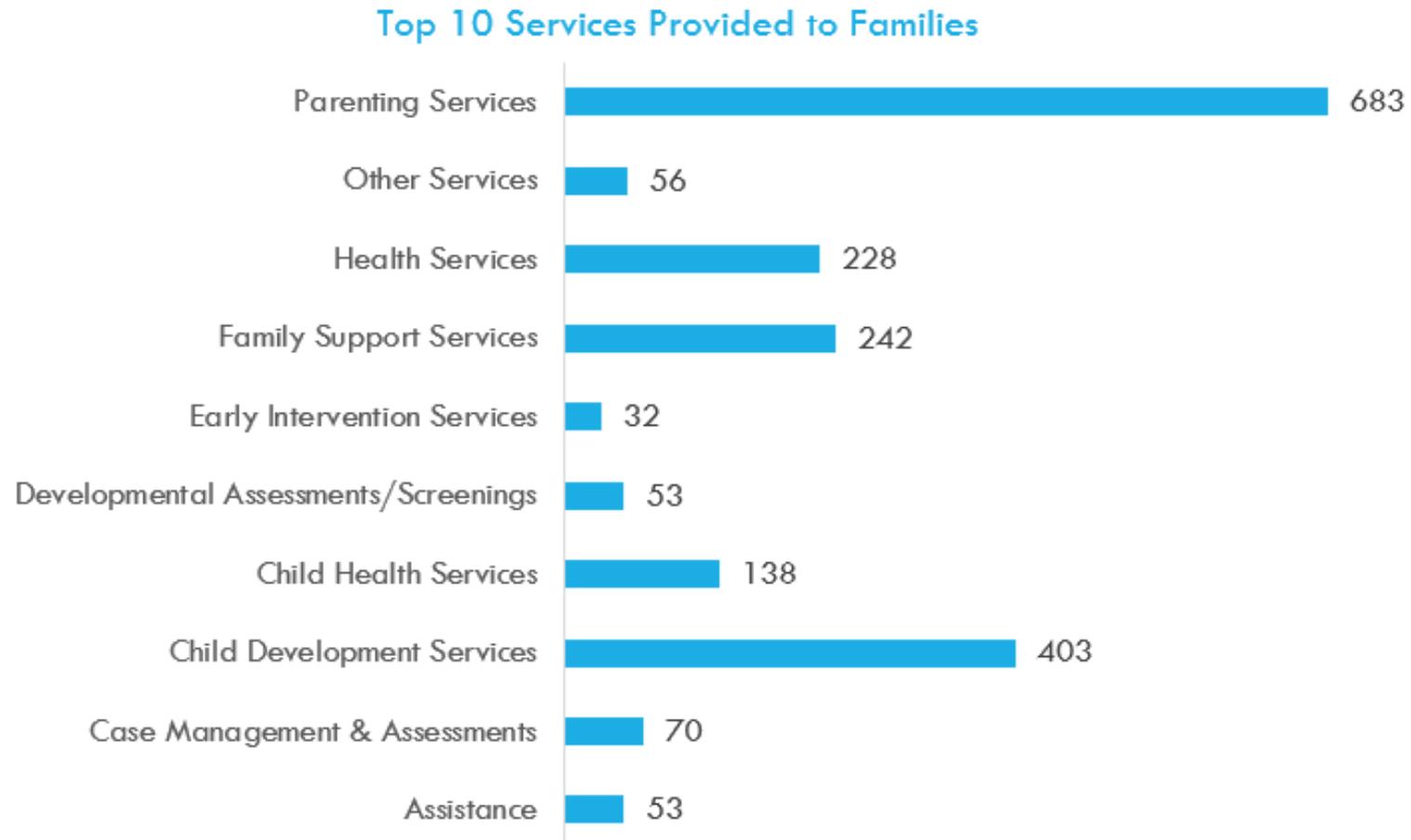
# Home Visiting Programs: What Kind of Services Were Provided?

A total of **263** personal visits occurred between July 1, 2024, and June 30, 2025



# Home Visiting Programs: What Kind of Services Were Provided?

A total of  
**1,958**  
services were  
provided



## Home Visiting Programs:

What was the impact on families who received home visiting services?

### Ensured Access to Health and Dental Services

- There was a **22% increase** in Medi-Cal insured children.
- **75% of children are up to data on well-child visits**
- 50% of families said they either did not have a dental home upon intake, but **100% have a dental home in the follow-up data.**

# Home Visiting Programs: What Kind of Services Were Provided?

**48** ASQ-3 screenings were given to 24 children.  
**4** ASQ:SE screenings given to 3 children

## Developmental Screenings

**61%** of qualifying children participating in home visiting programs received developmental screenings.



# Group Support Services: Who Was Served?

A total of **336** service contacts with families participating in playgroups

48

Children age 0-5



27

Parents & Caregivers



3

Grandparents /Kinship  
Care Providers



## **Systems Improvement:**

What actions did the Commission take to improve family serving systems?

- **Early Inclusion Workgroup Action Plan**
- **Help Me Grow Improvements**
- **Child Abuse Prevention Planning**
- **Mountain Interagency Lactation Coalition**
- **Oral Health Coalition**

## First 5 Plumas

### Annual Year End Report 2024-25

Pamela Becwar, Executive Director

All Reports available at: [www.first5plumas.org](http://www.first5plumas.org)



**First 5 Plumas' mission is to cultivate safe, nurturing, healthy environments for children, prenatal to age 5, and their families through inclusive and accessible services and support.**

#### First 5 Plumas Investments

Improved Family Support: \$155,051  
Improved Child Development: \$138,686  
Improved Child Health: \$20,000  
Improved Systems of Care: \$108,231

#### Home Visiting Programs served:

**42 families**  
**263 home visits**  
1,958 services were provided

#### For children participating in Home Visits:

There was a **22% increase** in Medi-Cal insured children. **75%** of children are up to data on well-child visits. 50% of families said they did not have a dental home upon intake, but **100% have a dental home** in the follow-up data. Home Visiting services have yielded increases in improved relationships, confidence in parenting, and knowing where to seek help.

#### First 5 Plumas Support Services (playgroups in Quincy, Portola, and Chester) provided:

**48 children and 27 adult parents and caregivers with 336 service contacts.**

**Roundhouse Council** provided **163** service contacts, serving **6** native children and their families.

**First 5 Plumas' Imagination Library** enrollments increased to **360**, with **3453** books provided to Plumas County children in 2024-25. **7763 books** have been provided to **469 children** since 2020.

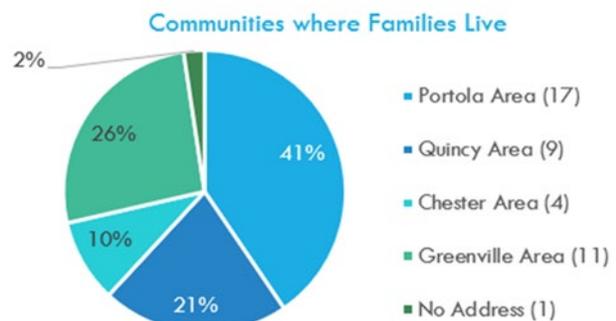
**Plumas STARS** served **924** children (duplicated across programs) and **61** providers with childcare quality improvement programming.

**Early Intervention** provided **22** families with assessments, and **14** eligible children with **186** early intervention services.

**Inclusive Early Education Workgroup** met monthly, collaborated with **14** organizations and **29** participants, to develop the Inclusive Early Education Action Plan.

**Help Me Grow Referrals:** **28** families with **416** text messages and **158** personal check-ins, **4** close-looped referrals, and **18** low incident home visits, with **129** resources provided.

**First 5 Plumas's Strategic Plan 2025-2023** is available at: [www.first5plumas.org](http://www.first5plumas.org).



**Services Agreement**

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Probation Department** (hereinafter referred to as “County”), and **Plumas Crisis Intervention and Resource Center**, a California non-profit 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-Five thousand and 00/100 Dollars (\$25,000.00)**.
3. Term. The term of this agreement shall be from **December 1, 2025, through November 30, 2026**, 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

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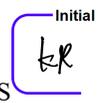
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terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

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

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

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

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

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

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

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

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

County:

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

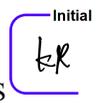
Contractor:

Plumas Crisis Intervention and Resource Center  
 591 W. Main Street  
 Quincy, CA 95971  
 Attention: Kate Rahmeyer, Executive Director  
 Telephone: (530)283-5515

- 22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
- 23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
- 24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia’s actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
- 25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.

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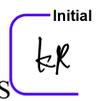
CONTRACTOR INITIALS

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- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.
28. Counterparts and Facsimile Signatures. This Agreement and any and all other documents or instruments referred to herein may be executed with counterpart signatures all of which taken together shall constitute an original without the necessity of all parties signing each document. This Agreement may also be executed by facsimile or other electronic signature, and such facsimile or electronic copies shall constitute enforceable original documents.

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

**CONTRACTOR:**

Plumas Crisis Intervention and Resource Center, a California non-profit corporation

Signed by:  
By: Kate Rahmeyer  
Name: Kate Rahmeyer  
Title: CEO  
Date signed: 10/30/2025

Signed by:  
By: Kristen Quade  
Name: Kristen Quade  
Title: CFO/Secretary  
Date signed: 11/6/2025

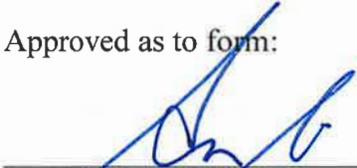
**COUNTY:**

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

By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chair, Board of Supervisors  
Date signed:

**ATTEST:**

\_\_\_\_\_  
Allen Hiskey  
Clerk of the Board

Approved as to form:  
  
\_\_\_\_\_  
Stephen Schofield, Attorney  
County Counsel's Office

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**EXHIBIT A**

**Scope of Work**

Contractor to operate a low-barrier navigation center based on California Government Code Section 65660-65668. The North Star Navigation Center will provide low barrier emergency shelter services to Plumas County’s most vulnerable populations. The service includes emergency/temporary housing, provides case managers and housing navigators to assist the client/s with opportunities to improve their life circumstances through connection to income sources, public benefits, health/wellness services, crisis/trauma support, mental health/substance abuse counseling, peer/grief counseling, employment training and development and access to permanent housing.

The center is a twenty-seven-bed facility that also includes private bedrooms for families, showers, day use rooms, workshop/training areas, laundry facilities, kitchen/dining area, walk in refrigeration/freezer space, outdoor patio, and storage areas.

Under this contract, funding provided by the County shall support adults including adult aged Juvenile Wards as referred by the Plumas County Probation Department. County to submit a referral form filled out by the referring Deputy Probation Officer or a staff member of the referring agency. Once the Contractor accepts or denies the referral, Contractor shall mark the form with accept/deny, sign it, date it and either outline the reasons for denial or provide an outline of the services to be provided. In addition, a Release of Information form shall be initialed, signed and dated by the client and signed and dated by the staff member that is working directly with the client. Completed and signed copies of each shall be returned to the Deputy Probation Officer who initiated the referral.

Contractor shall supply Probation with all necessary reports. Contractor shall track the progress/services utilized during the client’s stay and provide monthly reports on each client with the monthly invoice.

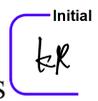
The progress report should outline referrals, length of stay, current status, services provided and other relevant information. The budget is based on up to 180 billable days in any combination determined by the Chief Probation Officer or his or her representative. Length of stay and number of participants may vary. Budget may be applied in any combination of placements and nights that equals 180 days.

Progress Reports shall include the following;

1. Number of unique individuals referred to the program during the reporting period. .
2. Names of clients currently in the program or that were accepted into the program during the reporting period and names of referred clients that exited the program during the reporting period. Services utilized during the reporting period and costs associated.
3. Names of clients denied during the reporting period and reason/s for denial.
4. Name of referring person

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5. Number of successful clients in the reporting period. As defined by number of clients that successfully transitioned to permanent housing; number of clients who secured employment; number of clients who enrolled in and started post-secondary education; college, trade school etc.
6. Number of clients with unsuccessful completions.
7. Progress Reports to be submitted monthly. To be submitted no later than the 10<sup>th</sup> day of the following month.

Financial Progress Reports shall include the following;

1. All expenses incurred during the reporting period.
2. All relevant or requested backup materials

Financial Progress Reports to be submitted monthly. To be submitted no later than the 10<sup>th</sup> day of the following month.

Contractor to supply copies of financial and or progress reports and any and all supporting documents as requested by the Chief Probation Officer, Department Fiscal Officer, Supervising Probation Officer, Management Analyst and or the referring Deputy Probation Officer.

Contractor shall allow personnel from the Plumas County Probation Department, Plumas County Sheriff's Office and/or any Law Enforcement Agency access to the premises as necessary.

Contractor acknowledges and agrees that Plumas County/Plumas County Probation Department will not be responsible for withholding or payment of federal or state income taxes, Social Security, Workers Compensation coverage, unemployment insurance, nor disability insurance. It is understood that the Contractor works as an independent contractor and does not hereby become an employee of the County of Plumas, Plumas County Probation, or the Court.

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**EXHIBIT B**

**Fee Schedule**

1. Cost per unit \$135.00 per bed/night. (includes emergency housing, workshops, use of kitchen facilities, shower facilities etc. Program to be include intensive job search). Not to exceed \$25,000
2. Contractor shall submit invoices monthly for services as outlined above.
3. Contractor shall submit all relevant and requested supporting documentation.
4. Any additional compensation shall be approved by the Chief Probation Officer or his/her representative in advance.
5. Invoices and supporting documents to be submitted to Plumas County Probation no later than tenth day of the following month.

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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Allen Hiskey, Clerk of the Board  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve the attached Board of Supervisors Meeting Minutes for Meeting minutes for the month of November 2025 as submitted.

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**Recommendation:**

Approve the attached Board of Supervisors Meeting Minutes for Meeting minutes for the month of November 2025 as submitted.

**Background and Discussion:**

Approve the attached Board of Supervisors Meeting Minutes for Meeting minutes for the month of November 2025 as submitted.

**Action:**

Approve the attached Board of Supervisors Meeting Minutes for Meeting minutes for the month of November 2025 as submitted.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. Minutes 11-04-2025
2. Minutes 11-18-2025



### **Board of Supervisors**

Dwight Ceresola, 1st District  
Kevin Goss, Chair, 2nd District  
Thomas McGowan, 3rd District  
Mimi Hall, Vice Chair, 4th District  
Jeff Engel, 5th District  
Allen Hiskey, Clerk of the Board

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON NOVEMBER 4, 2025**

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### **STANDING ORDERS**

#### **Live Stream of Meeting**

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

#### **ZOOM Participation**

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

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

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

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

#### **CALL TO ORDER**

##### **Roll Call.**

**Present:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall

## PLEDGE OF ALLEGIANCE

Willo V. led the Pledge of Allegiance.

## ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chair Goss has requested that Item 2.F.1 be removed 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. Any member of the public addressing the Board in Chambers are kindly requested to come to the podium, so your comments can be heard on Zoom.

Brenda N. with PG&E updates the Board on PG&E continued underground work.

Dale R. introduces himself to the Board and briefly speaks about the Plumas County Fire Safe Council, and the Fire Chief's Association.

Julie T. calls in via Zoom regarding the COVID-19 vaccine.

Josh H. calls in via Zoom regarding the wolves in Plumas/Sierra Valley.

## DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

Nick Collin (Facilities Director) updated the Board on Mercer Fraizer Company paving further into the Veterans Hall in Portola.

Marcy De Martile (Clerk Recorder/Registrar of Voters) updates the Board on elections.

Willo V. (AG Commissioner) updates the Board on her department's new 19 gallon trailer propane tanks that will help with tests.

Chad H. (Sheriff) updates the Board on crime statistics for the month of October 2025.

Sharon S. (BH Director) updates the Board on SNAP benefits

## ACTION AGENDA

### **1. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

**Motion:** Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**A. PROBATION**

- 1) Approve and authorize Chair to sign amendment no. 1 to the agreement between Plumas County Probation and UBEO West, LLC, formerly Ray Morgan Co., for lease and maintenance of two Canon IR ADV DX471li copiers; Ongoing General Fund Impact unchanged from original agreement; approved as to form by County Counsel.

**B. CLERK OF THE BOARD**

- 1) Approve the Meeting Minutes for all meetings held in October 2025, as submitted.

**C. BOARD OF SUPERVISORS**

- 1) Approve and authorize the Chair to sign an Encroachment Permit Request to Cal Trans for the Annual Veterans Day Parade to be held in Greenville on November 11, 2025, from 11:00am to 12:00pm.
- 2) Adopt **RESOLUTION** to honor individuals who have served in the Armed Forces; Operation Green Light — November 4th through November 11th; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action.  
**Motion:** Approve Adopt [RESOLUTION No. 25-9077](#) to honor individuals who have served in the Armed Forces; Operation Green Light — November 4th through November 11th; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.  
**Vote:** Motion Passed by unanimous roll call vote (**summary:** Yes = 5).  
**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**D. FACILITY SERVICES & AIRPORTS**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Facility Services & Airports and Durkin Construction, Inc. for snow removal at county-owned Chester facilities; effective November 1, 2025; not to exceed \$12,000.00; (General Fund Impact) as approved in FY25/26 adopted budget; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign amendment no.2 to the agreement between Plumas County Facility Services and Airports and AllStar Painting KD Inc. for Exterior Painting of Portola Library due to an increase in available funding; (General Fund Impact); \$16,250.00; approved in the FY 25/26 adopted budget; approved as to form by County Counsel.

- 3) Approve and authorize Board Chair to waive rental fees for the use of the Portola Memorial Hall for the Rotary Interact President for Portola High School, Camila Schweyer, for a fundraising event on November 16, 2025. General Fund impact is a \$135 loss in revenue.
- 4) Approve and authorize Board Chair to waive rental fees for the use of Quincy Memorial Hall on November 14, 2025 by the Quincy Parent Cooperative Organization for their annual Turkey Bingo fundraising event. Funds raised from this event will help support Quincy Elementary School and a majority of activities; General Fund impact is a loss of \$100 in revenue.

#### **E. BEHAVIORAL HEALTH**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Behavioral Health and California Mental Health Services Authority Participation Agreement for support in meeting the Behavioral Health Accountability Set Healthcare Effectiveness Data and Information Set (“HEDIS”) reporting requirements; effective January 1, 2025; not to exceed \$25,920.00; (No General Fund Impact) State and Federal funding; approved as to form by County Counsel.
- 2) Approve and authorize Behavioral Health to recruit and fill one extra-help Clerical position; (No General Fund Impact) State and Federal Funds.

#### **F. PUBLIC WORKS/ROADS**

- 1) Approve and authorize Chair to sign Task Order No. 4 to the agreement between Plumas County Department of Public Works and Stantec Consulting Services, Inc. to perform environmental services including Project Management/Coordination, preparing Section 4(f) De Minimis evaluation, Maintaining the Environmental Commitments Record and further coordination with Caltrans for the Graeagle-Johnsville Road Rehabilitation Project; No General Fund Impact; Road Fund; approved as to form by County Counsel.
- 2) Approve and Authorize the Department of Public Works to recruit and fill funded and allocated extra-help snow removal workers throughout its maintenance districts in excess of 29 hours per week; No General Fund impact; as approved in the FY 25/26 adopted budget; Road funds.

#### **G. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize Chair to sign Amendment No. 2 to University Agreement No. 007082 between Plumas County Public Health Agency and The Regents of the University of California to extend the term of the agreement from September 5, 2025, through September 4, 2026; (No General Fund Impact) (RW Part C); approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign a certification statement from the California Department of Health Care Services for Children in Foster Care; approved as to form by County Counsel.

- 3) Approve and authorize Chair to sign a certification statement from the California Department of Health Care Services for the California Children's Services program; approved as to form by County Counsel.
- 4) Approve and authorize Chair to sign Amendment No. 1 to the agreement between Plumas County Public Health Agency and Ashley Blesse, RN, to amend the scope of work; (No General Fund Impact) (HPP); approved as to form by County Counsel.

## **H. HUMAN RESOURCES DEPARTMENT**

- 1) Adopt **RESOLUTION** to adopt Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 25/26 adopted budget; approved as to form by County Counsel.

**Motion:** Approve Adopt [\*\*RESOLUTION No. 25-9078\*\*](#) to adopt Plumas County's Pay Schedule; (General Fund Impact) as approved in FY 25/26 adopted budget; approved as to form by County Counsel., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

## **I. SHERIFF'S OFFICE**

- 1) Approve and authorize Chair to sign amendment to agreement between Plumas County Sheriff's Office and National Medical Services, to include four new tests; (No General Fund Impact) ; approved as to form by County Counsel.

## **2. DEPARTMENTAL MATTERS**

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

- 1) Approve and authorize Chair to sign an agreement between Plumas County Information Technology and FreshWorks, Inc. for IT, County Counsel, and Facility Services ticketing system; effective 10/27/2025; not to exceed \$14,488.68; (General Fund Impact) as approved in FY25/26 adopted budget (2022052 / 520411); approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign an agreement between Plumas County Information Technology and FreshWorks, Inc. for IT, County Counsel, and Facility Services ticketing system; effective 10/27/2025; not to exceed \$14,488.68; (General Fund Impact) as approved in FY25/26 adopted budget (2022052 / 520411); approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**B. AGRICULTURE WEIGHTS & MEASURES - Willo Vieira**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Department of Agriculture Weights & Measures and California Department of Food and Agriculture (CDFA); effective July 1 2025; grant not to exceed \$119,954.88; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign an agreement between Plumas County Department of Agriculture Weights & Measures and California Department of Food and Agriculture (CDFA); effective July 1 2025; grant not to exceed \$119,954.88; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Willo V. presents**

**Plumas Sun comments**

- 2) Approve and authorize supplemental budget transfer(s) of \$23,505.42 from 20425/44180 (State Aid for Agriculture) to various #20425 accounts; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of \$23,505.42 from 20425/44180 (State Aid for Agriculture) to various #20425 accounts; approved by Auditor/Controller. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Willo V. presents**

**Plumas Sun comments**

**C. SHERIFF'S OFFICE - Chad Hermann**

- 1) Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2024-2025; discussion and possible action.

**Motion:** Approve Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2024-2025; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Chad H. presents**

- 2) Approve and authorize a supplemental budget request in the amount of \$810,922.00 to Communications (department #70375), revenue account — Federal/State Aid (#44290), and fixed asset expenditure account — Communications Equipment (#542200); approved by the Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize a supplemental budget request in the amount of \$810,922.00 to Communications (department #70375), revenue account — Federal/State Aid (#44290), and fixed asset expenditure account — Communications Equipment (#542200); approved by the Auditor/Controller.

**Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Chad H. presents**

- 3) Consider request to appropriate \$39,078.00 from the Communications (dept #70375) Contingency account (#528400) for radio system upgrade project; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve Consider request to appropriate \$39,078.00 from the Communications (dept #70375) Contingency account (#528400) for radio system upgrade project; discussion and possible action.

**Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Chad H. presents**

- 4) Approve and authorize Chair to sign an agreement and the Plumas County Participating Addendum between Plumas County Sheriff's Office and Motorola Solutions for the fixed asset purchase of communications equipment and services; total not to exceed \$150,000.00; (No General Fund Impact) Communications (dept #70375) Communications Equipment (acct #542200); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize Chair to sign an agreement and the Plumas County Participating Addendum between Plumas County Sheriff's Office and Motorola Solutions for the fixed asset purchase of communications equipment and services; total not to exceed \$150,000.00; (No General Fund Impact) Communications (dept #70375) Communications Equipment (acct #542200); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Chad H. presents**

#### **D. FACILITY SERVICES - Nick Collin**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Facilities and Airports and Brandley Engineering effective November 4th 2025 not to exceed \$572,100.00; (No General Fund Impact); Grant funded; not approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve Approve and authorize Chair to sign an agreement between Plumas County Facilities and Airports and Brandley Engineering effective November 4th 2025 not to exceed \$572,100.00; (No General Fund Impact); Grant funded; not approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nick C. presents**

County Counsel comments  
Supervisor Hall comments  
Chair Goss comments  
Janet C. comments

E. **SOCIAL SERVICES** - Jennifer Bromby

- 1) CalFresh Update Presentation; discussion and possible staff direction.

The Board received a presentation from Jennifer B. (Acting Director of Social Services).

Supervisor Hall comments  
County Counsel comments  
Janet C. comments

F. **HUMAN RESOURCES DEPARTMENT** - Joshua Mizrahi

- 1) Adopt **RESOLUTION** Sheriff Patrol Commander Classification Base Wage to \$42.09/hour; (General Fund Impact) as approved in FY25/26 adopted budget (70330 / 51000), Sheriff / Regular Wages; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**THIS ITEM WAS PULLED AT THE REQUEST OF THE CHAIR**

G. **PUBLIC HEALTH AGENCY** - Nicole Reinert

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Chesley D. Pence Jr. dba Chillergy, to provide maintenance and repairs on the refrigerators and freezers at the Senior Nutrition Sites; effective July 1, 2025; not to exceed \$9,999.00; partial General Fund Impact and Senior Nutrition funded; approved as to form by County Counsel.

**Motion:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Chesley D. Pence Jr. dba Chillergy, to provide maintenance and repairs on the refrigerators and freezers at the Senior Nutrition Sites; effective July 1, 2025; not to exceed \$9,999.00; partial General Fund Impact and Senior Nutrition funded; approved as to form by County Counsel., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nicole R. presents**

- 2) Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant (1), (.625) FTE permanent part-time Assistant Cook position at the Portola Nutrition site; partial General Fund Impact and Senior Services funded.

**Motion:** Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant (1), (.625) FTE permanent part-time Assistant Cook position at the Portola Nutrition site; partial General Fund Impact and Senior Services funded., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Nicole R. presents**

**CHAIR GOSS REQUESTS A FIVE MINUTE BREAK**

### 3. BOARD OF SUPERVISORS

- A. **PUBLIC MEETING 11:00 A.M.** Hold a public meeting to renew the Plumas County Tourism Marketing District (PCTMD); discussion item only.

Chair Goss opened the Public Meeting and the Board heard 16 in-person comments, as well as two written comments which were read into the record by Chair Goss.

<https://plumascounty.us/ArchiveCenter/ViewFile/Item/19067>

<https://plumascounty.us/ArchiveCenter/ViewFile/Item/19068>

<https://plumascounty.us/ArchiveCenter/ViewFile/Item/19069>

- B. Adopt a Proclamation of the Plumas County Board of Supervisors recognizing November 17 through November 21, as California Clerk of the Board Of Supervisors Week; approved as to form by County Counsel; discussion and possible action; **Roll call vote.**

**Motion:** Approve Adopt a Proclamation of the Plumas County Board of Supervisors recognizing November 17 through November 21, as California Clerk of the Board Of Supervisors Week; approved as to form by County Counsel; discussion and possible action; **Roll call vote.**, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

- C. Correspondence and weekly reports by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

Reported by Supervisor Hall regarding matters related to County Government and included attending her First 5 meeting, Town Hall Meeting on 11/20/2025 at 6:30 pm in the Quincy Library

Reported by Supervisor McGowan regarding matters related to County Government and included NSAQMD Meeting, RERC, Air Attack Team Meeting in Chester.

Reported by Supervisor Goss regarding matters related to County Government and included Nortec EMS meeting, Cal LAFCo meeting

Reported by Supervisor Engel regarding matters related to County Government and included Transportation meeting, Plumas Sierra Cooperative Meeting

Reported by Supervisor Ceresola regarding matters related to County Government and included First 5, NSAMD Meeting, and After Action Meeting.

### 4. CLOSED SESSION

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

- A. Conference with Risk Manager: Quarterly Risk Control Program Status Report
- B. Personnel: Public Employee Performance Evaluation — Risk Manager
- C. Personnel: Public Employee Performance Evaluation — County Counsel (Board Only)

- D. 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
  
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(2) of Government Code Section 54956.9 (1 case)
  
- F. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (1 case)

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

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

**5. ADJOURNMENT**

Adjourn meeting to Tuesday, November 18, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



### **Board of Supervisors**

Dwight Ceresola, 1st District  
Kevin Goss, Chair, 2nd District  
Thomas McGowan, 3rd District  
Mimi Hall, Vice Chair, 4th District  
Jeff Engel, 5th District  
Allen Hiskey, Clerk of the Board

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON NOVEMBER 18, 2025**

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### **STANDING ORDERS**

#### **Live Stream of Meeting**

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

#### **ZOOM Participation**

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

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

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

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

#### **CALL TO ORDER**

##### **Roll Call.**

**Present:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall

## **PLEDGE OF ALLEGIANCE**

Rob Thorman and Rob Robinette led the Pledge of Allegiance.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Chair Goss has requested that Human Resource items be moved to the beginning of Departmental Matters.

## **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.

Clint K. commented on the TBID, and the Plumas County Tourism Council.

Rose B. commented on the cats at Friends, and she will be emailing the Board with her concerns regarding stray animals in Plumas Co.

Shelly H. commented on the Tourism District Funding.

Jackie M. presented the following handout to the Board

<https://plumascounty.us/ArchiveCenter/ViewFile/Item/19078>

Julie T. called in via Zoom and comments on the COVID-19 vaccine.

Janet C. comments on the COVID-19 vaccines.

## **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

Planning Director Tracey Ferguson presents the following handouts to the Board. <https://plumascounty.us/ArchiveCenter/ViewFile/Item/19077>

### **1. ACTION AGENDA**

- A. Receive a presentation from Javid Igbal, Project Manager Caltrans District 2 on the Bridge Scour Mitigation Project (10 minutes).

The Board received a presentation from Javid Igbal.

**Supervisor McGowan comments**

**Rick F. comments**

**Nick Collin comments**

**Jackie M. comments**

**Public Works Director Rob Thorman comments**

### **2. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

**Motion:** Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**ITEM 2.A.3 WAS PULLED AT THE REQUEST OF JANE BRAXTON-LITTLE TO HAVE A DISCUSSION, CHAIR GOSS MOVED ITEM 2.A.3 TO DEPARTMENTAL MATTERS UNDER COUNTY COUNSEL**

#### **A. BOARD OF SUPERVISORS**

- 1) Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on December 16, 2025; discussion and possible action.
- 2) Review, pursuant to Government Code section 8630, **RESOLUTION No. 21-8601** and **RESOLUTION No. 21-8605** ratifying the Proclamations of County-Wide Local Emergency due to the Beckwourth Complex, Dixie and Fly Fires; recommendation to continue the emergency and bring back within 60 days, on January 13, 2026; discussion and possible action.
- 3) Approve and authorize Chair to ratify and sign an agreement between Plumas County and Ellis Investigations Law Corporation for workplace investigations; effective October 15, 2025; not to exceed \$50,000.00; (General Fund Impact); approved as to form by County Counsel.

**THIS ITEM WAS PULLED OFF THE CONSENT AGENDA AND TAKEN UP SEPARATELY UNDER COUNTY COUNSEL.**

**Motion:** Approve and authorize Chair to ratify and sign an agreement between Plumas County and Ellis Investigations Law Corporation for workplace investigations, effective October 15, 2025; not to exceed \$50,000.00; (General Fund Impact); approved as to form by County Counsel., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

- 4) Approve and authorize the Chair to sign an Encroachment Permit Request for the 2025 Annual Sparkle and Light Parade to be held on December 5, 2025, from 5:00pm to 8:00pm.
- 5) Approve and authorize Board Chair to waive facility-use fees for the Quincy Chamber of Commerce to use the lawn of the County Courthouse for their annual Sparkle event taking place Friday, December 5, 2025. This is a public event to bring the community together by featuring various businesses and organizations to celebrate the holiday season. The Chamber of Commerce receives no financial benefit from hosting the event.

**B. SHERIFF'S OFFICE**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Kalleo Technologies, LLC, to provide data storage software to be utilized along with CorrecTek's EMR software; effective July 1, 2025; not to exceed \$32,000.00; (No General Fund Impact) Re-Entry Grant funded through District Attorney's Office; approved as to form by County Counsel.

**C. SOCIAL SERVICES**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Department of Social Services and Morgan Johnson Attorney; effective January 1, 2026–December 31, 2026; not to exceed \$100,100.00; (No General Fund Impact) State Funds; approved as to form by County Counsel.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Department of Social Services and Department of Justice for Criminal Offender Record Information (CORI); effective January 1, 2026-December 31, 2027; not to exceed \$36,000.00 ; (No General Fund Impact) State and Federal Funds; approved as to form by County Counsel.
- 3) Approve and authorize Chair to sign amendment no.1 to agreement between Plumas County Department of Social Services and Social Change Partners LLC for the purpose of development and drafting of Comprehensive Prevention Plan (CPP) as required by the CDSS. Effective November 18, 2025, to October 31, 2026; not to exceed \$160,000.00; (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; approved as to form by County Counsel.
- 4) Approve and authorize supplemental budget transfer(s) of \$35,000.00 from Fund balance to 0004/2234152 Account #526900 — contracts, funding will come from CAP reserve funds provide help for the local food banks; approved by Auditor/Controller.
- 5) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County Department of Social Services and Partnership Health Plan to ensure that members receive services; effective December 1, 2025; (No General Fund Impact) No Funds used; approved as to form by County Counsel.

**D. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize Chair to ratify and sign the CHVP agreement between Plumas County Public Health Agency and California Department of Public Health, Maternal, Child and Adolescent Health division for Enhanced Title XIX Federal Financial Participation rate reimbursement for skilled professional medical personnel and their direct clerical support staff; effective July 1, 2025; not to exceed \$410,687; (No General Fund Impact) (CHVP); approved as to form by County

Counsel.

- 2) Adopt **RESOLUTION** to approve and accept grant agreement number 25-10614 from the California Department of Public Health, California Sexually Transmitted Diseases Branch, for \$462,969.00; (No General Fund Impact) (DIS); approved as to form by County Counsel.

**Motion:** Approve Adopt [RESOLUTION No. 25-9079](#) to approve and accept grant agreement number 25-10614 from the California Department of Public Health, California Sexually Transmitted Diseases Branch, for \$462,969.00; (No General Fund Impact) (DIS); approved as to form by County Counsel. , **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

#### **E. PUBLIC WORKS/ROAD**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Public Works and Q&D Construction LLC to construct a 1.5" asphalt overlay on Beckwourth-Calpine Rd (A23) (CR 109); effective October 27, 2025; not to exceed \$1,207,530; (No General Fund Impact), road funds; approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Works and Empire Energy, Inc, a California corporation to install a generator at the Public Works Shop located in Quincy; effective November 3, 2025; not to exceed \$19,952.91; (No General Fund Impact), approved as to form by County Counsel.

#### **F. FACILITY SERVICES AND AIRPORTS**

- 1) Approve and authorize Chair to sign an agreement between Plumas County Facility Services and Airports and ESI for door and HVAC controls; effective November 18, 2025; not to exceed \$43,800; (General Fund Impact) as approved in FY 25/26 adopted CIP budget (2012054/540110); approved as to form by County Counsel.

#### **G. BEHAVIORAL HEALTH**

- 1) Approve and authorize Behavioral Health to recruit and fill, funded and allocated, vacant one FTE Mental Health Services Act Coordinator due to resignation (No General Fund Impact), as approved in the Fiscal Year 2025/26 adopted budget. MHSA state funding.

#### **H. OFFICE OF EMERGENCY SERVICES**

- 1) Approve and authorize Chair to sign amendment no. 1, to agreement between Plumas County Office of Emergency Services and California State University, Chico; (General Fund Impact) as approved in FY25/26 adopted budget, approved as to form by County Counsel.

**I. ENVIRONMENTAL HEALTH**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County and Best Best & Krieger, LLP for assistance with Dixie Fire Zone X ordinance and DTCS compliance; effective June 1, 2025; not to exceed \$5,000.00; (General Fund Impact) as approved in FY 25/26 adopted budget (2003052/521900); approved as to form by County Counsel.

**J. BEHAVIORAL HEALTH COMMISSION**

- 1) Review the California Behavioral Health CBHPC 2025 Data Notebook for Boards and Commissions.

**K. AUDITOR CONTROLLER**

- 1) Approve and authorize supplemental budget transfer(s) of (\$102.25) from (General Fund Balance) to (Contributions to LAFCO 2003153/533120 ) to cover the over-budget costs (Adopted Budget \$102.25 Short for County Contribution To LAFCO); approved by Auditor/Controller.

**3. DEPARTMENTAL MATTERS**

**A. SHERIFF'S OFFICE - Chad Hermann**

- 1) Adopt **RESOLUTION** authorizing the Sheriff's Office to apply for and accept FY 2026-2027 Boating Safety and Enforcement Aid from the California Department of Parks and Recreation, Division of Boating and Waterways and authorization to participate in the program; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Approve Adopt [RESOLUTION No. 25-9080](#) authorizing the Sheriff's Office to apply for and accept FY 2026-2027 Boating Safety and Enforcement Aid from the California Department of Parks and Recreation, Division of Boating and Waterways and authorization to participate in the program; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Hermann presents**

- 2) Approve and authorize a budget transfer in the amount of \$2,202.00 for department #70331 (AB443 - Sheriff's Rural & Small Law Enforcement fund) from services and supplies account #520902 (Vehicle Maintenance) to fixed asset account #544130 (Generator); discussion and possible action. **Four/fifths roll call vote.**

**Motion:** Approve and authorize a budget transfer in the amount of \$2,202.00 for department #70331 (AB443 - Sheriff's Rural & Small Law Enforcement fund) from services and supplies account #520902 (Vehicle Maintenance) to fixed asset account #544130 (Generator); discussion and possible action. **Four/fifths roll call vote., Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Hermann presents**

- 3) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Axon Enterprises Inc., to provide tasers, supplies and training, effective November 1, 2025, to November 30, 2029; not to exceed a total of \$140,000; annual payments of \$25,709 (No General Fund Impact) as approved in FY25/26 adopted budget 70356/520940 (Sheriff Supplemental Law Enforcement Services Fund/Safety Equipment); approved as to form by County Counsel; discussion and possible action. **Four/fifths roll call vote**

**Motion:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Axon Enterprises Inc., to provide tasers, supplies and training, effective November 1, 2025, to November 30, 2029; not to exceed a total of \$140,000; annual payments of \$25,709 (No General Fund Impact) as approved in FY25/26 adopted budget 70356/520940 (Sheriff Supplemental Law Enforcement Services Fund/Safety Equipment); approved as to form by County Counsel; discussion and possible action. **Four/fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Hermann presents**

- 4) Approve and authorize supplemental budget transfer of \$14,732.00 within Department AB443 (70331), from Federal-Other (44520) to Computer Hardware-Supplies (529851) (\$6,654.00), and Travel-Out of County (527500) (\$8,078.00) to cover the costs approved within Resolution No. 25-9055 for the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG); approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer of \$14,732.00 within Department AB443 (70331), from Federal-Other (44520) to Computer Hardware-Supplies (529851) (\$6,654.00), and Travel-Out of County (527500) (\$8,078.00) to cover the costs approved within Resolution No. 25-9055 for the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG); approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote , Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Hermann presents**

- 5) Approve and authorize Chair to ratify and sign the first amendment to agreement between Plumas County Sheriff's Office and Digitalpath, Inc. for Radio Hill site space; effective 11/03/2025; (No General Fund Impact) revenue agreement; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to ratify and sign the first amendment to agreement between Plumas County Sheriff's Office and Digitalpath, Inc. for Radio Hill site space; effective 11/03/2025; (No General Fund Impact) revenue agreement; approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 4, Vice-Chair Hall.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3

McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Hermann presents**

**Supervisor Hall comments**

- 6) Approve and authorize the Chair to sign a Letter of Support to the Honorable Gavin Newsom supporting the request for State Investment in a Regional County/State Partnership for Male Community Reentry Programs; discussion and possible action.

**Motion:** Approve and authorize the Chair to sign a Letter of Support to the Honorable Gavin Newsom supporting the request for State Investment in a Regional County/State Partnership for Male Community Reentry Programs; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Sheriff Hermann presents**

**Supervisor McGowan comments**

**Jackie M. comments**

## **B. COUNTY COUNSEL - Josh Brechtel**

- 1) The possibility of County Counsel offering Legal Services to Independant Special Districts within the jurisdiction of Plumas County; discussion and possible direction to staff.

**Motion:** Approve The possibility of County Counsel offering Legal Services to Independant Special Districts within the jurisdiction of Plumas County; discussion and possible direction to staff., **Action:** Approve, **Moved by** Supervisor - District 4, Vice-Chair Hall, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**County Counsel Brechtel presents**

**Supervisor Hall comments**

**Supervisor McGowan comments**

**Chair Goss comments**

**Janet C. comments**

- 2) The possibility of forming an informal group with local counties (Sierra, Lassen, Tehama, Siskiyou, etc.) in order to develop a pool of Skelly Hearing Officers and Investigators that counties would be able to use interchangeably; discussion and possible direction to staff.

**Motion:** Approve The possibility of forming an informal group with local counties (Sierra, Lassen, Tehama, Siskiyou, etc.) in order to develop a pool of Skelly Hearing Officers and Investigators that counties would be able to use interchangeably; discussion and possible direction to staff., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**County Counsel Brechtel presents**

**Supervisor McGowan comments**

**Jackie M. comments**

- 3) Adopt **RESOLUTION** Reducing the Required Number of Jurors from Nineteen (19) Members to Eleven (11) Members on the Plumas County Grand Jury pursuant to Section 888.2 of the California Penal Code; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Approve Adopt [RESOLUTION No. 25-9081](#) Reducing the Required Number of Jurors from Nineteen (19) Members to Eleven (11) Members on the Plumas County Grand Jury pursuant to Section 888.2 of the California Penal Code; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**County Counsel Brechtel presents**

**District Attorney Hollister comments**

**Supervisor McGowan comments**

- 4) Approve and authorize supplemental budget transfer(s) of \$30,000.00 from Fund Balance (0001) to Public Defender/Conflict Counsel (20320/525700) to cover the over-budget costs of Jury Trial representation; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of \$30,000.00 from Fund Balance (0001) to Public Defender/Conflict Counsel (20320/525700) to cover the over-budget costs of Jury Trial representation; approved by Auditor/Controller. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**County Counsel Brechtel presents**

**District Attorney Hollister comments**

#### **C. FACILITY SERVICES & AIRPORTS - Nick Collin**

- 1) Approve and authorize supplemental budget transfer of \$150,000 from Airports Fund Balance to Airports Capital Improvements Account Number 541610 - Quincy - Equipment Building - Design to cover the over-budget costs Federal Aviation Administration approved project; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer of \$150,000 from Airports Fund Balance to Airports Capital Improvements Account Number 541610 - Quincy - Equipment Building - Design to cover the over-budget costs Federal Aviation Administration approved project; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Facilities Director Nick Collin presents**

#### **D. PUBLIC WORKS/ROAD - Rob Thorman**

- 1) Discussion and possible direction 1) staff regarding the use of Community Development Block Grant Disaster Recovery (CDBG-DR) funds for the Greenville paving overlay in place of State Transportation Improvement Program (STIP) funding; (No General Fund Impact).

**Motion:** Approve Discussion and possible direction to staff regarding the use of Community Development Block Grant Disaster Recovery (CDBG-DR) funds for the Greenville paving overlay in place of State Transportation Improvement Program (STIP) funding; (No General Fund Impact)., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Public Works Director Rob Thorman presents**

**Chair Goss comments**

**Planning Director Ferguson comments**

**Plumas Sun comments**

- 2) Public Hearing for the consideration of the Initial Study for the Quincy Junction Road Project (CA FLAP PLU 406(1)) and,

Approve and adopt the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; (No General Fund Impact), approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve Public Hearing for the consideration of the Initial Study for the Quincy Junction Road Project (CA FLAP PLU 406(1)) and,

Approve and adopt the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; (No General Fund Impact), approved as to form by County Counsel; discussion and possible action. , **Action:** Approve, **Moved by** Supervisor - District 2, Chair Goss, **Seconded by** Supervisor - District 5 Engel.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Public Works Director Rob Thorman presents**

**Chair Goss opens the Public Hearing**

**Supervisor Engel comments**

**Rick F. comments**

**Janet C. comments**

**Planning Director Ferguson comments**

**Tim S. comments**

**E. PLANNING - Tracey Ferguson**

- 1) Discussion, including departmental, public, and Board of Supervisor comment, concerning the need, or lack thereof, to extend the "Effective Period" of December 31, 2025, of Chapter 9 Beckwourth Complex and Dixie Fires Recovery to Title 4 Public Safety of the Plumas County Code of Ordinances; possible direction to staff.

**Motion:** Approve Discussion, including departmental, public, and Board of Supervisor comment, concerning the need, or lack thereof, to extend the "Effective Period" of December 31, 2025, of Chapter 9 Beckwourth Complex and Dixie Fires Recovery to Title 4 Public Safety of the Plumas County Code of Ordinances; possible direction to staff., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Planning Director Ferguson presents**

**Chief Code Enforcement Officer Jennifer Langston comments**

**Chair Goss comments**

**Jackie M. comments**

**Supervisor McGowan comments**

- 2) Adopt **RESOLUTION** of Intention of the Board of Supervisors of the County of Plumas Directing the Planning Department to Undertake a Code Amendment Process and Bring Recommendations of the Planning Commission to the Board of Supervisors for Consideration in Amending Article 41, Telecommunications, Chapter 2 Zoning, Title 9 Planning and Zoning of the Plumas County Code of Ordinances; General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Approve Adopt [RESOLUTION No. 25-9082](#) of Intention of the Board of Supervisors of the County of Plumas Directing the Planning Department to Undertake a Code Amendment Process and Bring Recommendations of the Planning Commission to the Board of Supervisors for Consideration in Amending Article 41, Telecommunications, Chapter 2 Zoning, Title 9 Planning and Zoning of the Plumas County Code of Ordinances; General Fund Impact; approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Planning Director Ferguson presents**

**Supervisor McGowan comments**

**Supervisor Hall comments**

**Chair Goss comments**

**Supervisor Engel comments**

**Janet C. comments**

**CHAIR GOSS REQUEST A 5 MINUTE BREAK**

**F. HUMAN RESOURCES - Joshua Mizrahi**

- 1) Adopt **RESOLUTION** ratifying the Memorandum of Understanding between Plumas County and the Plumas County Sheriff's Employees Association, Sheriff's Department Unit and Sheriff's Mid-Management Unit; (General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Approve Adopt [RESOLUTION No. 25-9083](#) ratifying the Memorandum of Understanding between Plumas County and the Plumas County Sheriff's Employees Association, Sheriff's Department Unit and Sheriff's Mid-Management Unit; (General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**HR Director Josh Mizrahi presents**

**Supervisor Hall comments**

**Rick F. comments**

**Linda M. comments**

- 2) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the Plumas County Sheriff's Employees Association, Sheriff's Department Unit; effective July 1, 2025, through June 30, 2027; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the Plumas County Sheriff's Employees Association, Sheriff's Department Unit; effective July 1, 2025, through June 30, 2027; (General Fund Impact); approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

- 3) Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the Plumas County Sheriff's Employees Association, Sheriff's Mid-Management Unit; effective July 1, 2025, through June 30, 2027; (General Fund Impact); approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign a Memorandum of Understanding between Plumas County and the Plumas County Sheriff's Employees Association, Sheriff's Mid-Management Unit; effective July 1, 2025, through June 30, 2027; (General Fund Impact); approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

- 4) Adopt **RESOLUTION** Sheriff Patrol Commander Classification Base Wage to \$42.09/hour; (General Fund Impact) as approved in FY25/26 adopted budget (70330 / 51000), Sheriff / Regular Wages; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Approve Adopt [RESOLUTION No. 25-9084](#) Sheriff Patrol Commander Classification Base Wage to \$42.09/hour; (General Fund Impact) as approved in FY25/26 adopted budget (70330 / 51000), Sheriff / Regular Wages; approved as to form by County Counsel; discussion and possible action. **Roll call vote**,

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

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**HR Director Josh Mizrahi presents**

- 5) Adopt **RESOLUTION** amending the Resolution revising the Plumas County Sheriff's Patrol Commander and the Sheriff Investigation Sergeant/Code Compliance Supervisors Job Classifications; retroactive to September 1, 2025; approved as to form by County Counsel; discussion and possible action; **Roll call vote.**

**Motion:** Approve Adopt [RESOLUTION No. 25-9085](#) amending the Resolution revising the Plumas County Sheriff's Patrol Commander and the Sheriff Investigation Sergeant/Code Compliance Supervisors Job Classifications; retroactive to September 1, 2025; approved as to form by County Counsel; discussion and possible action; **Roll call vote.** , **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**HR Director Josh Mizrahi presents**

#### 4. BOARD OF SUPERVISORS

- A. Recommendation to Direct Staff to Initiate Steps to Place a County Sales Tax Measure on the June 2026 Ballot; discussion and possible action/direction to staff.

**Motion:** Approve Recommendation to Direct Staff to Initiate Steps to Place a County Sales Tax Measure on the June 2026 Ballot; discussion and possible action/direction to staff., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Vice Chair Hall presents**

**Rick F. comments**

**Supervisor McGowan comments**

**Nick Collin comments**

**Supervisor Ceresola comments**

**Bring the item back on January 6, 2026, for a Resolution adoption.**

- B. Approve the formation of an Ad Hoc Committee with Central Plumas Recreation and Park District (CPRPD) to make recommendations on partnership and revenue opportunities regarding Plumas County Fairgrounds; discussion and possible action.

**Motion:** Approve the formation of an Ad Hoc Committee with Central Plumas Recreation and Park District (CPRPD) to make recommendations on partnership and revenue opportunities regarding Plumas County Fairgrounds; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

**Committee Members will be Supervisor Hall, Supervisor Ceresola, Nick Collin, and other relative staff.**

- C. There will be no Board of Supervisors Meeting on December 2, 2025, due to administrative staff attending the Annual California Association of Counties Conference that week; informational item only.

#### **D. APPOINTMENTS**

- 1) Confirmation on the 2026 Rural County Representatives of California (RCRC), Golden State Finance Authority (GSFA), Golden State Connect Authority (GSCA), and Rural Counties' Environmental Joint Powers Authority (ESJPA), discussion and direction to the Clerk of the Board.

**Motion:** Approve Confirmation on the 2026 Rural County Representatives of California (RCRC), Golden State Finance Authority (GSFA), Golden State Connect Authority (GSCA), and Rural Counties' Environmental Joint Powers Authority (ESJPA), discussion and direction to the Clerk of the Board.,

**Action:** Approve, **Moved by** None, **Seconded by** None.

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

**Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2, Chair Goss, Supervisor - District 3 McGowan, Supervisor - District 5 Engel, Supervisor - District 4, Vice-Chair Hall.

#### **E. CORRESPONDENCE AND WEEKLY REPORTS BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED**

## **BOARDS AND ASSOCIATIONS**

Reported by Supervisor Hall regarding matters related to County Government and included food survey for the Lost Sierra Food Project, Town Hall Meeting on 11/20/2025 at 6:30 pm in Quincy at the Library

Reported by Supervisor Goss regarding matters related to County Government and included RCRC meeting, Assessment Appeals need to be placed on the December 9th meeting, to have a conversation with the Assessor. 11/11/25 Veterans Day Parade in Greenville.

Reported by Supervisor Engel regarding matters related to County Government and included meeting with Steve Hilton in Vinton.

Reported by Supervisor Ceresola regarding matters related to County Government and included SVGWMD meeting.

## **5. CLOSED SESSION**

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

- A. Personnel: Public Employee Appointment (§54957): County Administrative Officer
- B. Conference with Legal Counsel: Claim Against the County, filed by Nancy Selvage; received on November 3, 2025.
- C. Personnel: Public Employee Performance Evaluation — County Counsel

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

Chair Goss reported there was no reportable action taken during closed session on items 5.A, 5.C. Item 5.B claim was denied.

## **6. ADJOURNMENT**

Adjourned meeting to Tuesday, December 2, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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

**FROM:** Nick Collin, Facilities Director

**MEETING DATE:** December 9, 2025

**SUBJECT:** Approve and authorize Chair to ratify and sign a land-lease agreement between Plumas County Facility Services & Airports and Lake Almanor Area Chamber of Commerce to use a certain area of Chester Park for their public ice skating rink; effective November 1, 2025 ; No General Fund impact; Chester Park is closed during the lease period; approved as to form by County Counsel.

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**Recommendation:**

Approve and authorize Chair to ratify and sign a land-lease agreement between Plumas County Facility Services & Airports and Lake Almanor Area Chamber of Commerce to use a certain area of Chester Park for their public ice skating rink; effective November 1, 2025 ; No General Fund impact; Chester Park is closed during the lease period; approved as to form by County Counsel.

**Background and Discussion:**

The Lake Almanor Area Chamber of Commerce (LAACC) is seeking to use the basketball court area of Chester Park to set up their public ice skating rink during the months the park is closed. The LAACC is responsible for providing bathroom facilities, trash disposal as well as reimbursing the county for electricity usage. The lease is valid from 11/1/25-3/31/26.

**Action:**

Approve and authorize Chair to ratify and sign a land-lease agreement between Plumas County Facility Services & Airports and Lake Almanor Area Chamber of Commerce to use a certain area of Chester Park for their public ice skating rink; effective November 1, 2025 ; No General Fund impact; Chester Park is closed during the lease period; approved as to form by County Counsel.

**Fiscal Impact:**

There is no impact to General Fund as Chester Park is closed during the lease period.

**Attachments:**

1. LAACC Chester Park lease agreement

## Land Lease Agreement

This Land Lease Agreement (the "Agreement") is entered into as of the 9th day of December 2025, (the "Effective Date") by and between **County of Plumas**, a legal subdivision of the State of California, ("Landlord") and **Lake Almanor Area Chamber of Commerce**, a California Non-Profit Corporation ("Tenant"). Each landlord and Tenant may be referred to in this Agreement individually as a "Party" and collectively as the "Parties."

For good and valuable consideration stated herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Agreement to Lease.** Landlord agrees to lease to Tenant and Tenant agrees to lease from Landlord according to the terms and conditions set forth herein, the following real estate (the "Site"):

A portion of the real property commonly known as the "Chester Park", located in Chester, California, consisting of the concrete slab area (also known as the 'Basketball Court') located in the northeast portion of the property as shown on the satellite image and identified by the 'red circle' attached hereto as Exhibit "A."

2. **Purpose.** The Site may be used and occupied only for the following purpose (the "Permitted Use"): Ice rink. Nothing herein shall give the Tenant the right to use the Site for any other purpose without the prior written consent of the Landlord.

3. **Term.** This Agreement will be for a term of November 1, 2025, and ending on March 31, 2026 (the "Term"). The Parties hereto may elect to extend this Agreement upon such terms and conditions as may be agreed upon in writing and signed by the Parties at the time of any such extension.

4. **Rent.** Tenant will pay Landlord rent in advance in the amount of \$1 per month.

5. **Taxes.** Tenant shall pay all taxes or assessments which are levied or charged on the Site during the Term.

6. **Utilities.** Tenant shall pay the cost of all utility services during the Term, including but not limited to water, gas, electricity, and waste/trash disposal used on the Site.

7. **Services.** Tenant shall be required to provide a portable toilet facility aka porta-potty for guests, employees, and volunteers to utilize during the operational hours of the ice rink. Tenant acknowledges responsibility for all costs associated with the rental of a portable toilet facility.

8. **Delivery Possession.** Landlord will deliver exclusive and lawful possession of the Site to Tenant on the start date of the Term.

9. **Condition Precedent.** Prior to the start date of the Term, Landlord shall satisfy the following conditions:

Represent and warrant that it owns good and marketable title to the Site and has full right and authority to make this Lease.

10. **Holdover Tenancy.** Unless this Agreement has been extended by mutual written agreement of the

Parties, there will be no holding over past the Term under the terms of this Agreement under any circumstances. If Tenant does retain possession past the Term, Tenant shall pay 100% of the then applicable rent of \$80.00 computed on a daily basis for each day during such holdover.

Exception: if the snow is too deep to facilitate removal of the ice rink on or before the expiration of this lease, the ice rink shall be removed at the earliest and most reasonable time.

11. **Condition of Site.** Tenant has examined the Site in its current condition. Site is "AS IS" and "WITH ALL FAULTS," except as expressly set forth herein, Landlord makes no representation or warrants, express or implied, or arising by operation of law, including but not limited to any warrant of fitness for a particular purpose, merchantability, habitability, suitability, or condition. Tenant acknowledges that Tenant has not relied on any representations or warrants by Landlord in entering into this agreement.

12. **Use of the Site.** Tenant agrees to use the Site only for the Permitted Use and will not commit waste upon the Site. Tenant will, at its sole expense, maintain the Site in good repair and make all necessary repairs thereto. Tenant will not use the Site for any unlawful purpose or in any manner that will materially harm Landlord's interest in the Site.

13. **Improvements and Alterations.** Tenant may make improvements, alterations, additions, or other changes to the Site with the written approval of the Landlord. Tenant agrees that any construction will be performed in a good and workmanlike manner and will comply with all applicable laws. All permanent improvements, alterations, additions, or other changes to the Site shall become the property of Landlord upon the termination of this Agreement.

14. **No Mechanics Lien.** Tenant will not permit any mechanics or other liens to be filed against Landlord's interest to the Site as a result of any work performed for or obligations incurred by Tenant. Tenant will indemnify Landlord for any liability, cost, or expense, including attorney's fees, in the event any such lien is filed.

15. **Permits and Approvals.** Tenant will be responsible for obtaining all licenses, permits, and approvals required by any federal, state or local authority in connection with its use of the Site. Landlord will cooperate with Tenant and provide the necessary documents to obtain such licenses, permits, and approvals.

16. **Compliance with Laws.** Tenant covenants and agrees to comply with all federal, state and local laws, regulations and ordinance affecting the Site and use of the Site, including applicable environmental laws. In addition, Tenant will comply with all requirements necessary to keep in force fire and liability insurance covering the Site.

17. **Hazardous Substances.** Tenant will not keep or store on the Site any item of a dangerous, flammable, or explosive character that might unreasonably increase the danger of fire or explosion on the Site or that might be considered hazardous or extra hazardous by any reasonable insurance company.

18. **Insurance.** At all times during the Term, Tenant will maintain insurance for the Site covering:

A. **Property Insurance.** Property insurance covering all of the Tenant's

improvements, equipment, and other personal property located on the Site.

- B. **Liability Insurance.** Commercial general liability 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), for any Tenant sponsored events on the Site. All insurance policies shall name Landlord as an additional insured or interested party. Tenant will provide Landlord certificates evidencing the required insurance policies prior to the start date of the Term.

19. **Waiver of Subrogation.** Landlord and Tenant each waive any and all claims or rights to recovery against the other Party for any loss or damage to the extent such loss or damage is covered by insurance or would be covered by insurance as required under this Agreement. Landlord and Tenant will cause each insurance policy carried by Landlord or Tenant relating to the Site to include or allow a full waiver of any subrogation claims.

20. **Indemnification.** To the extent permitted by law, Tenant agrees to indemnify, defend, and hold harmless Landlord from any and all claims, actions, liabilities, suits, demands, damages, losses, or expenses, including attorneys' fees, arising out of or relating to (i) Tenant's use and occupancy of the Site, (ii) any work done by or on behalf of Tenant on the Site, (iii) Tenant's negligence or willful misconduct, and/or (iv) Tenant's breach or default of any of the terms of this Agreement, provided however, Tenant's obligations under this section shall not extend to any claims actions, liabilities, suites, demands, damages, losses, or expenses arising from the sole negligence or willful misconduct of Landlord.

21. **Access to Site.** Landlord or its agents may have access to the Site at reasonable times to inspect the Site, to make any necessary repairs, to show the Site to prospective lenders or buyers, and as otherwise needed to perform its obligations under this Agreement.

22. **Default.** The following shall each constitute an "Event of Default" by Tenant:

- A. Tenant fails to make any required payment due under this Agreement.
- B. Tenant fails to perform any obligation or condition or to comply with any term or provision of this Agreement.
- C. Tenant files a petition for bankruptcy, reorganization or similar relief, or makes an assignment for the benefit of creditors.

23. **Termination by Landlord.** Upon the occurrence of an Event of Default by Tenant which continues for a period of ten (10) days after receiving written notice of the default from Landlord, Landlord has the right to terminate this Agreement and take possession of the Site. Landlord's rights hereunder shall be in addition to any other right or remedy now or hereafter existing at law or equity.

24. **Termination by Tenant.** In the event of a breach by Landlord of any of its obligations, covenants, or agreements under this Agreement which continues for a period of thirty (30) days after receiving written notice of the breach from Tenant, Tenant has the right to terminate this Agreement, upon written notice to Landlord, without penalty. Landlord shall return to Tenant any prepaid or prorated rent if Tenant terminated this Agreement pursuant to this section.

25. **Surrender of the Site.** Tenant shall return the Site to Landlord upon termination of this Agreement in good condition and repair, ordinary wear and tear excepted. Within 7 days following the termination of this Agreement, Tenant will remove all equipment, materials, fixtures and other personal property belonging to the Tenant from the Site. Any property left on the Site after 14 days following the termination of this Agreement will be deemed to have been abandoned by Tenant and may be retained

by Landlord.

26. **Subordination.** This Agreement and Tenant's right hereunder shall be subject and subordinate in all respects to any mortgage, deed of trust, or other lien now or hereinafter incurred by Landlord.

27. **No Partnership.** Nothing contained in this Agreement shall be deemed or construed to create a partnership, joint venture or any other fiduciary relationship between the Parties other than that of Landlord and Tenant. Neither Party is authorized to act as an agent or on behalf of the other Party.

28. **Condemnation.** In the event that all or a material portion of the Site necessary for Tenant's Permitted Use of the Site is taken for any public or quasi-public use under any government law, ordinance or regulation or by the right of eminent domain, this Agreement shall terminate on the date of such taking and all rent under this Agreement shall be prorated and paid to such date. In the event such taking is less than a material portion of the Site, this Agreement shall remain in full force and effect; provided however, the rent due under this Agreement shall be reduce to such extent as may be fair and reasonable under the circumstances. Landlord and Tenant shall each be entitled to receive and retain such separate awards and portions of lump sum awards as may be allocated to their respective interests in any condemnation proceedings.

29. **Limitation of Liability.** Landlord is not responsible or liable for any loss, claim, damage or expense as a result of any accident, injury or damage to any person or property occurring anywhere on the Premises, unless resulting from the negligence or willful misconduct of Landlord.

30. **Assignment and Subletting.** Tenant will not assign this Agreement as to all or any portion of the Site or make or permit any total or partial sublease or other transfer of all of or any portion of the Site without Landlord's consent.

31. **Quiet Enjoyment.** If Tenant pays the rent and performs all other obligations under this Agreement, Tenant may peaceably and quietly hold and enjoy the Site during the Term.

32. **Force Majeure.** In the event that Landlord or Tenant shall be delayed or hindered in or prevented from the performance of any act other than Tenant's obligation to make payments of rent, additional rent, and other charges required hereunder, by reason of strikes, lockouts, unavailability of materials, failure of power, restrictive governmental laws or regulations, riots, insurrections, the act, failure to act, or default of the other Party, war or other reason beyond its control, then performance of such act shall be excused for the period of the delay and the period for the performance of such act shall be extended for a period equivalent to the period of such delay.

33. **Notices.** All notices given under this Agreement must be in writing. A notice is effective upon receipt and shall be delivered in person, sent by overnight courier service or sent via certified or registered mail, addressed to the Landlord or Tenant at the following addresses or to another address that either Party may designate upon reasonable notice to the other Party:

Landlord:  
Facility Services & Airports  
198 Andy's Way  
Quincy CA 95971  
ATTN: Nick Collin, Director

Tenant:  
Lake Almanor Area Chamber of Commerce  
PO Box 1198  
Chester CA 96020  
ATTN: Executive Director

34. **No Waiver.** No Party shall be deemed to have waiver of any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly in writing.

35. **Severability.** If any provision of the Agreement is held to be invalid, illegal, or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal, and enforceable as though the invalid and unenforceable parts had not been included in this Agreement.

35. **Successors and Assignees.** This Agreement will inure to the benefit of and be binding upon the Parties and their respective permitted successor and assigns.

36. **Governing Law.** The terms of this Agreement shall be governed by the laws of the State of California, without regard to its conflicts of laws rules. Venue shall be in the federal and state courts for the County of Plumas.

37. **Amendments.** This Agreement may not be modified except in writing signed and acknowledged by both Parties.

38. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together, shall constitute one and the same document.

39. **Headings.** The section headings herein are for reference purposes only and shall not otherwise affect the meaning, construction, or interpretation of any provision in this Agreement.

40. **Entire Agreement.** This Agreement constitutes the entire understanding between the Parties and supersedes and cancels all prior agreements of the Parties, whether oral or written, with respect to the Site.

41. **Ratification.** This Agreement shall not be effective until approved and ratified by the Plumas County Board of Supervisors. Upon such approval and ratification, this Agreement shall be deemed effective as of November 1, 2025, and all actions taken by the parties in performance of this Agreement prior to ratification are hereby confirmed and ratified.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the Parties hereto, individually or by their duly authorized representatives, have executed this Agreement as of the Effective Date.

County of Plumas

Lake Almanor  
Chamber of Commerce

**LANDLORD**

**TENANT**

\_\_\_\_\_  
Kevin Goss, Chair  
Board of Supervisors

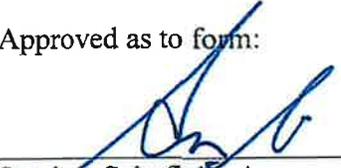
\_\_\_\_\_  
CFO  
Mary Lilley

**ATTEST:**

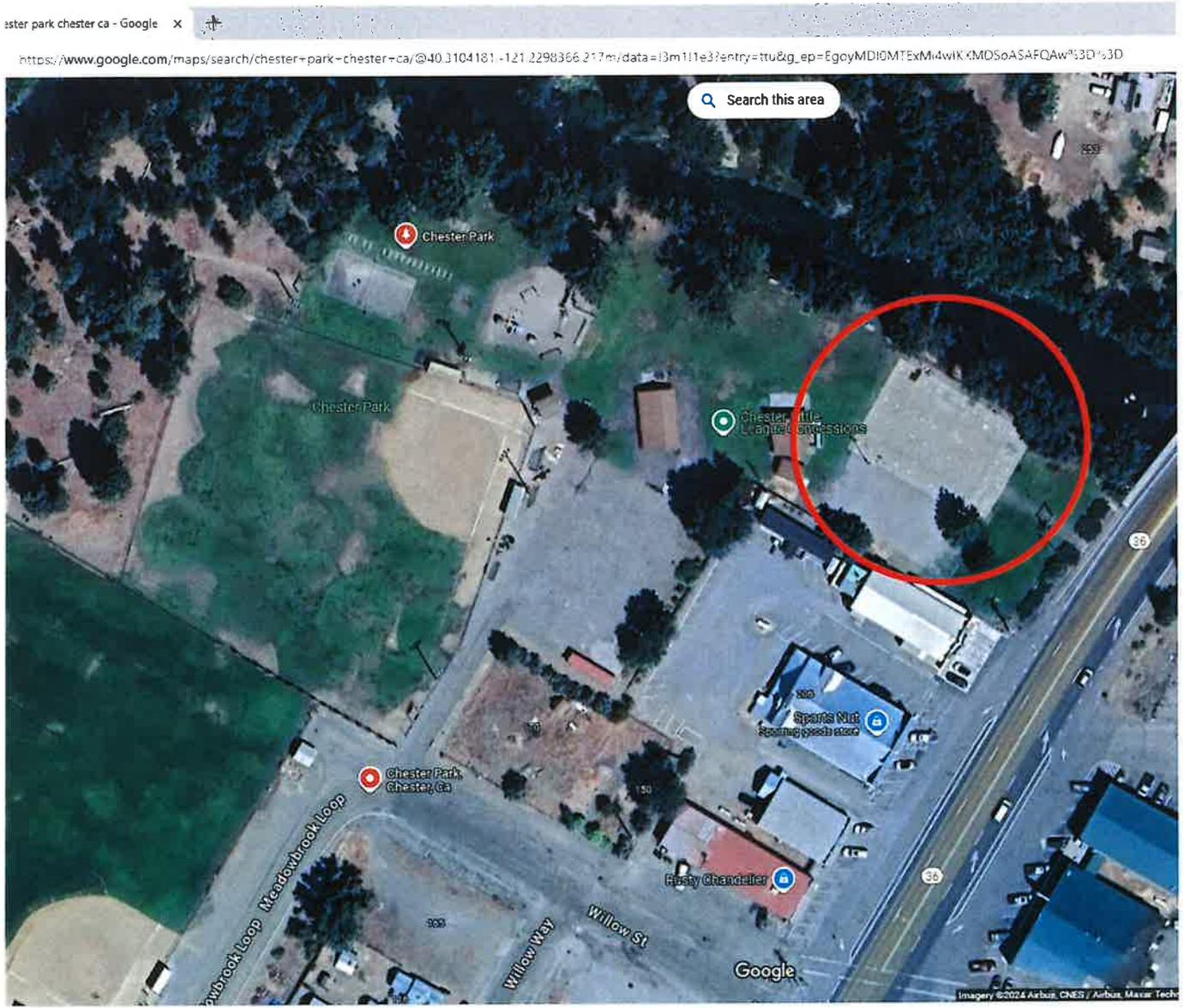
\_\_\_\_\_  
Allen Hiskey, Clerk of the Board

\_\_\_\_\_  
CEO  
Douglas Brower

Approved as to form:

  
\_\_\_\_\_  
Stephen Schofield, Attorney  
County Counsel's Office

# EXHIBIT A





**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Nick Collin, Facilities Director  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Facility Services and Airports and Pacific States Communications of Nevada Inc for security camera installation; increasing the compensation amount to \$127,736.11 and amending the scope of work; (General Fund Impact); approved as to form by County Counsel.

---

**Recommendation:**

Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Facility Services and Airports and Pacific States Communications of Nevada Inc for security camera installation; increasing the compensation amount to \$127,736.11 and amending the scope of work; (General Fund Impact); approved as to form by County Counsel.

**Background and Discussion:**

Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Facility Services and Airports and Pacific States Communications of Nevada Inc for security camera installation; (General Fund Impact) \$63191.92; approved as to form by County Counsel.

**Action:**

Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County Facility Services and Airports and Pacific States Communications of Nevada Inc for security camera installation; increasing the compensation amount to \$127,736.11 and amending the scope of work; (General Fund Impact); approved as to form by County Counsel.

**Fiscal Impact:**

General Fund Impact, \$127,736.11

**Attachments:**

1. 7116 FINAL PacStates Amendment 1 25-26

**FIRST AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND**  
**PACIFIC STATES COMMUNICATIONS OF NEVADA INC.**

This First Amendment to Agreement (“Amendment”) is made on, December 9, 2025, between PLUMAS COUNTY, a political subdivision of the State of California, by and through its **Department of Facility Services and Airports** (“COUNTY”), and **Pacific States Communications of Nevada, Inc.** a Nevada Corporation (“CONTRACTOR”) who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Agreement dated August 22, 2025, (the “Agreement”), in which CONTRACTOR agreed to provide Security Camera installation services to Plumas County.
  - b. Because of additional available funding the parties desire to change the Agreement.
  
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Paragraph 1 is amended as follows:

Scope of Work. Contractor shall provide the County with materials and services as set forth in Exhibit A, C, D, E and F, attached hereto (hereinafter referred to as the “Work”).
  
  - b. Paragraph 2 is amended as follows:

Compensation. County shall pay Contractor for the Work in the manner set forth in Exhibit B, C, D, E, and F, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **One hundred twenty-seven thousand seven hundred thirty-six and 11/100 dollars (\$127,736.11)** (hereinafter referred to as the “Contract Amount”), unless Contract Amount has been adjusted pursuant to Section 15 of this Agreement.
  
  - c. Exhibit B, Paragraph 1 is amended to read as follows:

The Contract Amount of **One hundred twenty-seven thousand seven hundred thirty-six and 11/100 dollars (\$127,736.11)**, including

authorized adjustments, is the maximum amount payable by 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.

- 3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated August 22, 2025, shall remain unchanged and in full force and effect.

**CONTRACTOR:**

Pacific States Communications of Nevada, Inc.

By: \_\_\_\_\_  
Name: Michael W. Buis  
Title: CEO  
Date signed:

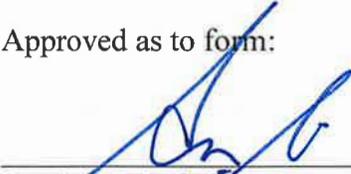
By: \_\_\_\_\_  
Name: Denise Schar Buis  
Title: Secretary  
Date signed:

**COUNTY:**

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

By: \_\_\_\_\_  
Name: Kevin Goss  
Title: Chair of the Board  
Date signed:

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

Approved as to form:  
  
\_\_\_\_\_  
Stephen Schofield, Attorney  
County Counsel's Office



**PacStates**

Integrated Business Technology  
One Company, One Call

We have prepared a quote for you

**Plumas County - Annex Building - (5) Verkada  
Cameras and Install CMAS #3-23-01-1017 -  
11/04/2025**

Quote # 002386  
Version 2

Prepared for:

**Plumas County Facilities - Annex**

Nick Collin  
nickcollin@countyofplumas.com

Tuesday, November 04, 2025

Plumas County Facilities - Annex  
Nick Collin  
Courthouse Annex  
260 Hospital Rd  
Quincy, CA 95971  
nickcollin@countyofplumas.com

Dear Nick,

We know your time is valuable and we want to thank you for the time to review and discuss [Plumas County Facilities - Annex's](#) specific designed criteria. Today's business communications and IT infrastructure space is changing more rapidly than ever before. Previously solutions were separate and specific to services, networks and systems. Today technology solutions are crossing over each other – making it extremely difficult for businesses owners and managers to know who provides what part and how that affects everything else – who is responsible! This makes it even more important to have a technology partner that can help with the evaluation, implementation, ongoing planning and support providing the best overall solution to meet your defined success.

*Pacific States Communications in 34 years has evolved into – PacStates, an Integrated Business Technology Partner.*

We represent multiple solutions for IT Security, computer, virtualization, Telco / Internet services, premise digital, premise VoIP, hosted cloud voice, Unified Communications (UC), surveillance systems and much more. We offer a unique integrated business solution – **“One Company – One Call”** .

If we can answer any questions or provide clarifications, please do not hesitate to contact me personally. We appreciate your time and the opportunity you have presented and look forward to being your Information Technology partner.

Sincerely,



Ryan Monaghan  
Major Accounts  
PacStates

240 So. Rock Blvd, 117  
Reno, NV 89502  
www.pacstatesnv.com  
7758282020



**PacStates**  
Integrated Business Technology  
One Company, One Call

## Building Security SOW

### **PacStates Scope of Work - Annex Building - 260 Hospital Rd, Quincy, CA 95971**

**For the sake of this quote and all the facilities locations to follow: Verkada install with 5 year licensing, 10 year warranty, 365 retention, and unlimited archiving and tech support from Verkada.**

- **Install (1) Verkada CD53-e outdoor camera at west entrance between Environmental and Employee entrance.**
- **Install (1) Verkada CD53-e outdoor camera at east entrance area.**
- **Install (1) Verkada CD53-e outdoor camera at mental health entrance area.**
- **Install (1) Verkada CD53-e outdoor camera probation area entrance area.**
- **Install (1) Verkada CD53 indoor camera at front door main entrance. This camera will be mounted behind reception/security desk looking at front door entrances and also a good portion of front lobby area.**
- **Install (5) Cat 6 cables going out to all (5) new camera locations. These cables will be ran to both 1st floor IDF's.**
- **Install (1) 24 port quickport patch panel in both 1st floor IDF's. These will be separated so that the Camera system is easy to identify. We will require 1U of rack space in both 1st floor IDF's.**
- **All cabling will be terminated on both station and equipment ends. All cabling will be tested and labeled accordingly.**
- **We will be using Plumas Counties network switches at this location which I have discussed with Greg Ellingson. He has stated that his switches will provide up to 25 watts of POE power which will suffice for these type of cameras. We will work with him on port assignments and access port allocation. Coordination will be kept with Plumas I.T. on this site.**

#### **Client Responsibilities:**

- Approve Scope of Work by
- Approve Proposal
- Provide required deposit
  - Credit Card, Check, or ACH
- Provide access to facility and clear access
- Provide and coordinate required IT contacts to interface with network / Internet



Verkada Hardware/Labor

Product Details	Qty	Unit Price	Ext Price
<b>Angle Mount, 30 deg</b>	3	\$126.65	\$379.95
<b>5-Year Camera License, Capacity Increase</b>	5	\$764.15	\$3,820.75
<b>CD53 Indoor Dome Camera, 2TB, 365 Days Max</b>	1	\$3,144.15	\$3,144.15
<b>CD53-E Outdoor Dome Camera, 2TB, 365 Days Max</b>	4	\$3,314.15	\$13,256.60
<b>Cable Infrastructure and Verkada Installation - Labor Prevailing Wage plus Travel</b>	64	\$154.00	\$9,856.00
<b>Verkada Contract # 3-23-01-1017</b>			<b>\$0.00</b>

**Subtotal: \$30,457.45**



**NSP Hardware**

Product Details	Qty	Unit Price	Ext Price
<b>Black 7' CAT6 PATCH CORD - patch panel to switch</b>	5	\$6.99	\$34.95
<b>Superior Essex 4 Pair Cat6 Blue</b>	1250	\$0.56	\$700.00
<b>Leviton 24 Port Patch Panel Unloaded Quickport 1U</b>	3	\$59.99	\$179.97
<b>Cat6 RJ45 Ends - camera ends</b>	5	\$0.99	\$4.95
<b>Leviton Cat6 Black Insert - patch panel ends</b>	5	\$12.99	\$64.95
<b>Miscellaneous, pathway, mounting, fastening, etc</b>	1	\$400.00	\$400.00
<b>Per Diem and Hotel - 2 techs</b>	1	\$2,400.00	\$2,400.00

**Subtotal: \$3,784.82**

## Plumas County - Annex Building - (5) Verkada Cameras and Install CMAS #3-23-01-1017 - 11/04/2025

**Prepared by:**

**PacStates**  
Ryan Monaghan  
7752844124  
Fax 7758282029  
rmonaghan@pacstatesnv.com

**Prepared for:**

**Plumas County Facilities - Annex**  
Courthouse Annex  
260 Hospital Rd  
Quincy, CA 95971  
Nick Collin  
(530) 283-6069  
nickcollin@countyofplumas.com

**Quote Information:**

**Quote #: 002386**  
Version: 2  
Delivery Date: 11/04/2025  
Expiration Date: 01/31/2026

### Quote Summary

#### One-Time Charges

Description	Amount
Verkada Hardware/Labor	\$30,457.45
NSP Hardware	\$3,784.82

**Subtotal: \$34,242.27**

**Estimated Tax: \$1,594.00**

**Total: \$35,836.27**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

#### PacStates

Signature:   
Name: Ryan Monaghan  
Title: Major Accounts  
Date: 11/04/2025

#### Plumas County Facilities - Annex

Signature: \_\_\_\_\_  
Name: Nick Collin  
Date: \_\_\_\_\_

## Terms & Conditions V.100

These General Terms and Conditions apply to Customer's purchases of Products and Services from PacStates and together with the Order, Scope of Work and other pertinent documents make up the complete Purchase Agreement ("Agreement") between **PacStates** and **Plumas County Facilities - Annex** referred to as "**Customer**".

### **Scope of the Agreement**

The Agreement consists of:

Order

Scope of Work

Terms and Conditions

And all other documents contained in this the PDF

### **Description of Services**

PacStates shall provide Customer with the services as described in the Agreement incorporated herein by this reference. The services may be amended from time to time by written content of the parties.

### **General Terms for Services and Products.**

These General Terms apply to Customer and its Affiliates with respect to the purchase of products and services from PacStates as defined in the Scope of Work herein.

### **Term and Termination.**

These Terms and Conditions become effective upon the Customer's acceptance of the Scope of Work and will continue until PacStates has performed the Scope of Work described herein.

PacStates may terminate the Agreement if Customer fails to pay any applicable fees due to PacStates within 30 days after receipt of written notice from PacStates of nonpayment or Customer commits any other material breach and fails to cure such breach within thirty (30) days after receipt of written notice from PacStates.

### **Payment**

Customer will pay PacStates all fees set forth on the Order in accordance with the payment terms set forth on the Order. If no payment terms are specified, then Customer will pay upon receipt of an invoice specifying the amounts due.

All fees payable under this Agreement are exclusive of sales, use, VAT, customs duties, excise, and any other applicable transaction taxes which Customer is responsible to pay. If payment is not received on or before such amounts become due, PacStates may charge interest and such interest will accrue and be payable at the rate of one and one-half percent (1.5%) per month from the date due until paid in full.

All products FOB shipping point, unless specifically specified in agreement

In addition to the amounts set forth in the Order, Customer agrees to pay or reimburse PacStates for all actual, necessary, and reasonable expenses incurred by PacStates in performance of the Agreement.

### **Services**

The services being provided by PacStates are defined in the Scope of Work incorporated herein.

## Terms & Conditions V.100

### **All Necessary Rights.**

If, as part of PacState's performance of Services, PacStates is required to use, copy or modify any third-party system (hardware, software or other technology) provided or licensed to Customer, then prior to PacState's performance of such Services, Customer will acquire all rights necessary from third party including waivers and authorizations for PacStates to perform such Services.

### **Customer Responsibilities**

Customer will be responsible for preparing the site for installation, providing adequate space, foundations, heating and cooling, and electrical power and for affording PacStates or its agent reasonable access to the premises for installation and maintenance. Except as specifically provided in the Agreement, Customer is responsible for any special interface equipment or facilities necessary to ensure compatibility between the Licensed hardware and Customer's hardware.

### **Right to Act as Agent and Site Preparation.**

Customer expressly authorizes PacStates, and its' agents and employees to act as agent for Customer in order necessary Services from the telephone utility company and any long-distance carriers, equal access carriers and specialized carriers, whenever applicable. Customer shall provide PacStates with reasonable access to the premises during PacState's working hours and shall furnish elevator service when necessary as well as heat, light, sanitary facilities, electrical power and protection to perform the Services. Customer shall obtain necessary consents and waivers from the owners of the premises in connection with performance of any services at any site other than PacState's premises, and at Customer's expense shall supply all supplemental equipment necessary for the Services, including any applicable conduits, back boxes, commercial wiring and outlets.

### **Confidentiality**

Neither party shall disclose any proprietary or confidential information obtained from the other unless so directed by a court of law or government authority.

### **Warranty**

PacStates warrants that the work will be performed to the best of its ability and in accordance with reasonable and customary practices prevailing at the time for its business. NO OTHER WARRANTIES EXIST, EXPRESS OR IMPLIED. THIS WARRANTY DOES NOT EXCLUDE ANY THIRD-PARTY WARRANTIES.

### **Remedies**

PacStates shall have, and hereby reserves all the rights and remedies that it has, or which are granted to it by operation of law, for damages or breach of this Agreement on the part of the Client.

In the event the Customer breaches or threatens to breach any of the covenants expressed herein, the damages to PacStates will be great and irreparable and difficult to ascertain; therefore, PacStates may apply to a court of competent jurisdiction or injunctive or other equitable relief to restrain such breach or threat of breach, without waiving any other relief in either law or equity.

### **Attorney's Fees**

If any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this Agreement, at law or in equity, including any proceeding in the United States Bankruptcy Court, the prevailing party shall be entitled to recover attorney's fees incurred in such proceeding, or any appeal thereof, to be set by the court without the necessity of hearing testimony or receiving evidence, in addition to the costs and disbursements allowed by law.

## Terms & Conditions V.100

### **Jurisdiction**

The Agreement shall be governed by and construed in accordance with the laws of the state of Nevada and Washoe County.

### **Choice of Law**

This Agreement shall be interpreted and construed according to the laws of the State of Nevada.

### **Dispute Resolution**

Any controversies or claims arising out of the Agreement will be subject to Arbitration administered by the American Arbitration Association under its commercial arbitration rules. Judgment on any award rendered by the Arbitrator may be entered in any Court having jurisdiction thereof. The parties waive all rights to trial by jury in any action, suit, proceeding, claim or counterclaim brought under or in relation to this Agreement.

### **Severability**

Every provision of this Agreement is intended to be severable. If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state or county statute, county code, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force effect.

### **Waiver of Default**

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is amended.

### **Force Majeure**

Performance under this Agreement is subject to interruption and delay due to cause beyond the parties' reasonable control, such as acts of God, acts of any government, war or other hostility, including acts of terrorism, civil disorder, the elements, fire, explosion, power failure, equipment failure, industrial or labor dispute, inability to obtain necessary supplies and the like.

### **Indemnification**

Customer will indemnify, defend and hold harmless PacStates from all claims, liabilities or expenses (including reasonable attorney's fees) for (a) physical damage to real property or tangible personal property and bodily injury, including death, to the extent caused by the negligence or willful misconduct of the Customer or any of its Affiliates or each of their respective employees, agents, directors, officers, representatives or contractors arising out of this Agreement and which take place at the Customer's premises; (b) breach of and Third Party Agreement or (c) any violation of applicable laws relating to the Agreement.

### **Notices**

Unless otherwise provided, notices to either party will be in writing to the Customer's business address and deemed effective when received.

### **Assignment**

Customer may not assign this Agreement, or any rights granted in this Agreement to any third party without the written consent of PacStates.

## Terms & Conditions V.100

### **Modifications**

No part of this Agreement will be modified in any way except in writing signed by both parties and stating expressly that it constitutes a modification of this Agreement.

Nothing in this Agreement shall create a contractual relationship with, or any other rights in favor of, any third party.

### **Entire Agreement**

This Agreement embodies the entire understanding between the parties with respect to the subject matter of this Agreement, and except as otherwise provided herein, supersedes any and all prior understandings and agreements, oral or written, relating to the subject matter of this Agreement.

Further, Customer hereby represents and warrants that Customer is not relying upon any warranties, promises, guarantees, advertisements or representations made by PacStates or anyone claiming to act on behalf of PacStates other than those expressly expressed in this Agreement.

### **Headings**

The paragraph headings used in this Agreement are for convenience purposes only and shall not be used in the interpretation of the Agreement.

### **Digital Signatures**

The parties intend that a digital signature constitutes an original signature and will be binding on the parties. A document signed and transmitted electronically (e.g. PDF) shall have the same binding effect as an original signature. Each party executing this Agreement warrants that it is duly authorized and has full authority to execute and deliver such document.



**PacStates**

Integrated Business Technology  
One Company, One Call

We have prepared a quote for you

**Plumas County Verkada Building Security - Assessor's  
office - CMAS #3-23-01-1017 11/04/2025**

Quote # 002421  
Version 1

Prepared for:

**Plumas County Facilities - Assessors Office**

Nick Collin  
[nickcollin@countyofplumas.com](mailto:nickcollin@countyofplumas.com)

## PSC SOW

### **PacStates Scope of Work - Assessor's office**

- Install (1) Cat 6 cable to front entrance area of Assessor's office.
- Install (1) Cat 6 cable to front entrance of Permit office.
- Install (1) CD53-E outdoor camera to front entrance area for more viewing of outside areas and entrance. - Assessor entrance
- Install (1) CD53-E outdoor camera to front entrance area for more viewing of outside areas and entrance - Permit entrance.
- Cables will be terminated on both station and equipment ends.
- Entrances at both, especially Assessor's office will require some latch ducting or possible conduit.
- Cameras will be mounted, configured, programmed on platform, and tested.
- According to Greg Ellingson, he does have POE switching here that we can use. This will be coordinated with him.
- As with all of County Verkada install, training will be performed as we will work out a time and date to do this with all involved. If there are some that cannot make it, Verkada customer support will fill in after the fact and perform all necessary follow up training.

### **Important note:**

- These two cameras - Plumas has already purchased and are being held at Nick's Facilities office. 198 Andy's way.

Thanks for your time.

**PacStates Ops:** Bring 6 of each type of white LD10 latch duct connectors/parts. We will not need them all but this depends on where techs find a way into front area of Assessor's office.

### **Client Responsibilities:**

- Approve Scope of Work by
- Approve Proposal
- Provide required deposit
  - Credit Card, Check, or ACH
- Provide access to facility and clear access
- Provide and coordinate required IT contacts to interface with network / Internet



NSP Hardware/Labor

Product Details	Qty	Unit Price	Ext Price
<b>Cable Infrastructure and Verkada Installation/travel - Labor - Prevailing Wage</b>	26	\$154.00	\$4,004.00
<b>Black 7' CAT6 PATCH CORD - patch panel to switch</b>	2	\$6.99	\$13.98
<b>Superior Essex 4 Pair Cat6 Blue</b>	275	\$0.56	\$154.00
<b>Leviton 24 Port Patch Panel Unloaded Quickport 1U</b>	2	\$59.99	\$119.98
<b>Panduit Raceway - LD5 - White - Per Foot</b>	36	\$3.80	\$136.80
<b>Cat6 RJ45 Ends - camera ends</b>	2	\$0.99	\$1.98
<b>Leviton Cat6 Black Insert - patch panel ends</b>	2	\$12.99	\$25.98
<b>Miscellaneous, pathway, mounting, fastening, conduit, latch duct parts, etc</b>	1	\$400.00	\$400.00
<b>Shipping and Handling - NSP items only</b>	1	\$60.00	\$60.00
<b>Per Diem and Hotel - 2 techs</b>	1	\$600.00	\$600.00

**Subtotal: \$5,516.72**

## Plumas County Verkada Building Security - Assessor's office - CMAS #3-23-01-1017 11/04/2025

**Prepared by:**

**PacStates**  
 Ryan Monaghan  
 7752844124  
 Fax 7758282029  
 rmonaghan@pacstatesnv.com

**Prepared for:**

**Plumas County Facilities - Assessors Office**  
 Assessors Office  
 1 Crescent St  
 Quincy, CA 95971  
 Nick Collin  
 (530) 283-6069  
 nickcollin@countyofplumas.com

**Quote Information:**

**Quote #: 002421**  
 Version: 1  
 Delivery Date: 11/07/2025  
 Expiration Date: 01/31/2026

### Quote Summary

#### One-Time Charges

Description	Amount
NSP Hardware/Labor	\$5,516.72
<b>Subtotal:</b>	<b>\$5,516.72</b>
<b>Estimated Tax:</b>	<b>\$61.81</b>
<b>Total:</b>	<b>\$5,578.53</b>

#### Payment Options

Description	Payments	Interval	Amount
Payment Option			
<b>Deposit 50%</b>	<b>1</b>	<b>One-Time</b>	<b>\$2,789.26</b>

#### Summary of Selected Payment Options

Description	Amount
<b>Payment Option: Deposit 50%</b>	
<b>Total of Payments</b>	<b>\$2,789.26</b>

Cash Options: 50% Due upon agreement, 50% balance due upon cutover

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



PacStates

Plumas County Facilities - Assessors Office

Signature:   
Name: Ryan Monaghan  
Title: Major Accounts  
Date: 11/07/2025

Signature: \_\_\_\_\_  
Name: Nick Collin  
Date: \_\_\_\_\_



**PacStates**

Integrated Business Technology  
One Company, One Call

We have prepared a quote for you

**Plumas County Verkada Building Security (Main  
Facilities office) CMAS #3-23-01-1017 - 11/04/25**

Quote # 002414  
Version 1

Prepared for:

**Plumas County Facilities - Main Facility**

Nick Collin  
[nickcollin@countyofplumas.com](mailto:nickcollin@countyofplumas.com)

240 So. Rock Blvd, 117  
Reno, NV 89502  
www.pacstatesnv.com  
7758282020



**PacStates**  
Integrated Business Technology  
One Company, One Call

## PSC SOW

### **PacStates Scope of Work - Main Facilities Office**

- **Install (3) Cat 6 cables to East, South, North areas of bldg. Exact placement will be decided on day one walkthrough.**
- **Install (3) CD53-E outdoor cameras to both ends for more viewing of outside areas and entrances. These locations will have great viewing and coverage.**
- **Cables will be terminated on both station and equipment ends.**
- **Cameras will be mounted, configured, programmed on platform, and tested.**
- **According to Greg Ellingson, he does have POE switching here that we can use. This will be coordinated with him.**
- **As with all of County Verkada install, training will be performed as we will work out a time and date to do this with all involved. If there are some that cannot make it, Verkada customer support will fill in after the fact and perform all necessary follow up training.**

### **Important Note:**

- **These (3) cameras are already purchased by Plumas County and are being held at this facilities office.**

**Thanks for your time.**

### **Client Responsibilities:**

- Approve Scope of Work by
- Approve Proposal
- Provide required deposit
  - Credit Card, Check, or ACH
- Provide access to facility and clear access
- Provide and coordinate required IT contacts to interface with network / Internet



NSP Hardware/Labor

Product Details	Qty	Unit Price	Ext Price
<b>Cable Infrastructure and Verkada Installation/travel - Labor</b>	32	\$154.00	\$4,928.00
<b>Black 7' CAT6 PATCH CORD - patch panel to switch</b>	3	\$6.99	\$20.97
<b>Superior Essex 4 Pair Cat6 Blue, bring this amount of outdoor cable as well</b>	600	\$0.56	\$336.00
<b>Leviton 24 Port Patch Panel Unloaded Quickport 1U</b>	1	\$59.99	\$59.99
<b>Leviton Surface Mount Biscuit - 2-Port - White</b>	1	\$4.00	\$4.00
<b>Cat6 RJ45 Ends - camera ends</b>	3	\$0.99	\$2.97
<b>Leviton Cat6 Black Insert - patch panel ends</b>	3	\$12.99	\$38.97
<b>Miscellaneous, pathway, mounting, fastening, etc</b>	1	\$200.00	\$200.00
<b>Shipping and Handling - NSP Items only</b>	1	\$60.00	\$60.00
<b>Per Diem and Hotel - 2 techs</b>	1	\$600.00	\$600.00

**Subtotal: \$6,250.90**

## Plumas County Verkada Building Security (Main Facilities office) CMAS #3-23-01-1017 - 11/04/25

### Prepared by:

**PacStates**  
 Ryan Monaghan  
 7752844124  
 Fax 7758282029  
 rmonaghan@pacstatesnv.com

### Prepared for:

**Plumas County Facilities - Main Facility**  
 Main Facility  
 198 Andys  
 Quincy, CA 95971  
 Nick Collin  
 (530) 283-6069  
 nickcollin@countyofplumas.com

### Quote Information:

**Quote #: 002414**  
 Version: 1  
 Delivery Date: 11/07/2025  
 Expiration Date: 01/31/2026

## Quote Summary

### One-Time Charges

Description	Amount
NSP Hardware/Labor	\$6,250.90
<b>Subtotal:</b>	<b>\$6,250.90</b>
<b>Estimated Tax:</b>	<b>\$48.07</b>
<b>Total:</b>	<b>\$6,298.97</b>

### Payment Options

Description	Payments	Interval	Amount
Payment Option			
<b>Deposit 50%</b>	<b>1</b>	<b>One-Time</b>	<b>\$3,149.48</b>

### Summary of Selected Payment Options

Description	Amount
<b>Payment Option: Deposit 50%</b>	
<b>Total of Payments</b>	<b>\$3,149.48</b>

Cash Options: 50% Due upon agreement, 50% balance due upon cutover

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



**PacStates**

**Plumas County Facilities - Main Facility**

Signature:   
Name: Ryan Monaghan  
Title: Major Accounts  
Date: 11/07/2025

Signature: \_\_\_\_\_  
Name: Nick Collin  
Date: \_\_\_\_\_



**PacStates**  
Integrated Business Technology  
One Company, One Call

We have prepared a quote for you

**Plumas County Verkada Building Security - Ganser  
Airport Quincy - CMAS #3-23-01-1017 - 11/05/2025**

Quote # 002416  
Version 1

Prepared for:

**Plumas County Facilities - Ganser Airport**

Nick Collin  
[nickcollin@countyofplumas.com](mailto:nickcollin@countyofplumas.com)

240 So. Rock Blvd, 117  
Reno, NV 89502  
www.pacstatesnv.com  
7758282020



**PacStates**  
Integrated Business Technology  
One Company, One Call

## PSC SOW

### PacStates Scope of Work - Quincy Ganser Airport

- Ganser Airport is resulting in two dome cameras instead of one initial fisheye due to the need for 365 retention. Fisheyes do not do 365 retention. Two domes are relative to the same price as one fisheye. We will mount these on either square pole or other uprights in the area to cover the needed views needed in this area. Two domes will look overhead and towards each side and outward to cover all of needed views. This will be great coverage for this area. Good news is we can use one gateway for both cameras.
- Per discussion, we will need power added down towards the bottom of the upright members in this area. As discussed, we would like a 12x12" or a 18x18" Nema standard weatherproof box so that we can put all needed gear inside. This box will simply just have to have a elec. receptacle inside for the plugging in of all units. This consists mainly of power injectors for the (2) cameras, and power injector for gateway. This makes it so no need at all for Internet or network equipment.
- This location has no internet or network so we will be doing Verkada gateway which are widely used in parking lots, construction sites, etc. We will need to require SIM card from your business account for your cell service. This is less expensive than the Verkada gateway cards since a business such as yourself usually has a less costly plan. It will act as service unit to these cameras much like adding a cell phone to your staff list.
- Cables will be terminated on both station and equipment ends.
- Cameras will be mounted, configured, programmed on platform, and tested.
- As with all of County Verkada install, training will be performed as we will work out a time and date to do this with all involved. If there are some that cannot make it, Verkada customer support will fill in after the fact and perform all necessary follow up training.

Thanks for your time.

#### Client Responsibilities:

- Approve Scope of Work by
- Approve Proposal
- Provide required deposit
  - Credit Card, Check, or ACH
- Provide access to facility and clear access
- Provide and coordinate required IT contacts to interface with network / Internet



Verkada Hardware/Labor

Product Details	Qty	Unit Price	Ext Price
<b>Cable Infrastructure and Verkada Installation/travel - Labor Prevailing Wage</b>	26	\$154.00	\$4,004.00
<b>5-Year Camera License, Capacity Increase</b>	2	\$849.15	\$1,698.30
<b>5-Year Cellular Gateway License, Capacity Increase</b>	1	\$1,146.65	\$1,146.65
<b>Angle Mount, 30 deg</b>	2	\$126.65	\$253.30
<b>L-Bracket Mount</b>	2	\$109.65	\$219.30
<b>CD53-E Outdoor Dome Camera, 2TB, 365 Days Max</b>	2	\$3,399.15	\$6,798.30
<b>GC31 Cellular Gateway, Outdoor</b>	1	\$1,104.15	\$1,104.15
<b>Outdoor 90W PoE++ (802.3bt-2018) Injector, GigE, NA Type B - In Nema Box</b>	1	\$254.15	\$254.15
<b>Contract CMAS #3-23-01-1017</b>			<b>\$0.00</b>

**Subtotal: \$15,478.15**



NSP Hardware

Product Details	Qty	Unit Price	Ext Price
<b>Cat6 - Outdoor Plenum Wire - Per Foot</b>	80	\$0.61	\$48.80
<b>Patch Cord - Cat6 - 3ft - Black - all patch cords needed</b>	6	\$4.99	\$29.94
<b>Leviton Cat6 Jack - Black</b>	2	\$12.99	\$25.98
<b>Leviton Surface Mount Biscuit - 2-Port - White - in Nema box</b>	1	\$4.00	\$4.00
<b>Cat6 RJ45 Ends - camera ends, gateway ends, elec box ends</b>	6	\$0.99	\$5.94
<b>Miscellaneous Hardware - pathway, conduit if needed, possible parts if needed, fastening, etc</b>	1	\$300.00	\$300.00
<b>Shipping and Handling</b>	1	\$70.00	\$70.00
<b>Lodging/Per Deim - 2 techs</b>	1	\$600.00	\$600.00
<b>Subtotal:</b>			<b>\$1,084.66</b>

## Plumas County Verkada Building Security - Ganser Airport Quincy - CMAS #3-23-01-1017 - 11/05/2025

**Prepared by:**

**PacStates**  
 Ryan Monaghan  
 7752844124  
 Fax 7758282029  
 rmonaghan@pacstatesnv.com

**Prepared for:**

**Plumas County Facilities - Ganser Airport**  
 Ganser Airport  
 250 Spanish Creek Rd  
 Quincy, CA 95971  
 Nick Collin  
 (530) 283-6069  
 nickcollin@countyofplumas.com

**Quote Information:**

**Quote #: 002416**  
 Version: 1  
 Delivery Date: 11/07/2025  
 Expiration Date: 01/31/2026

### Quote Summary

#### One-Time Charges

Description	Amount
Verkada Hardware/Labor	\$15,478.15
NSP Hardware	\$1,084.66
<b>Subtotal:</b>	<b>\$16,562.81</b>
<b>Estimated Tax:</b>	<b>\$840.19</b>
<b>Total:</b>	<b>\$17,403.00</b>

#### Payment Options

Description	Payments	Interval	Amount
Payment Option			
<b>Deposit 50%</b>	<b>1</b>	<b>One-Time</b>	<b>\$8,701.50</b>

#### Summary of Selected Payment Options

Description	Amount
<b>Payment Option: Deposit 50%</b>	
<b>Total of Payments</b>	<b>\$8,701.50</b>

Cash Options: 50% Due upon agreement, 50% balance due upon cutover

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



PacStates

Plumas County Facilities - Ganser Airport

Signature:   
Name: Ryan Monaghan  
Title: Major Accounts  
Date: 11/07/2025

Signature: \_\_\_\_\_  
Name: Nick Collin  
Date: \_\_\_\_\_



**PLUMAS COUNTY  
SOCIAL SERVICES DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Jennifer Bromby, Office Supervisor  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Cheweeta Richardson to provide the County with services for Case Staffing, Case Review, assist in updating Policies and Procedures; effective November 24, 2025, to November 24, 2026; not to exceed \$180,960.00; (No General Fund Impact) realignment funds; 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 Cheweeta Richardson to provide the County with services for Case Staffing, Case Review, assist in updating Policies and Procedures; effective November 24, 2025, to November 24, 2026; not to exceed \$180,960.00; (No General Fund Impact) realignment funds; approved as to form by County Counsel.

**Background and Discussion:**

Due to the extended vacancy of the CWS Program Manager/Deputy Director the department would like to contract with a qualified contractor to provide support to the CPS staff while continuing to recruit and fill the position.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Department of Social Services and Cheweeta Richardson to provide the County with services for Case Staffing, Case Review, assist in updating Policies and Procedures; effective November 24, 2025, to November 24, 2026; not to exceed \$180,960.00; (No General Fund Impact) realignment funds; approved as to form by County Counsel.

**Fiscal Impact:**

(No General Fund Impact) Realignment Funds

**Attachments:**

1. 7079 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 Cheweeta Richardson, an individual (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 EIGHTY THOUSAND NINE HUNDRED SIXTY & 00/100 DOLLARS (\$180,960.00).
3. Term. The term of this agreement shall be from November 24, 2025, through November 24, 2026, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from November 24, 2025, 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. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.
  
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the “County”) as additional insureds. The Additional Insured

endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

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

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

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

this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

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

County:

Department of Social Services  
County of Plumas  
270 County Hospital Road Suite 207  
Quincy, CA 95971  
Attention: Jennifer Bromby

Contractor:

Cheweeta Richardson  
2299 Glen Ave  
Merced, CA 95340  
Attention: Cheweeta Richardson

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.

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_

- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- 26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
- 27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

[SIGNATURES ON FOLLOWING PAGE]

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

**CONTRACTOR:**

Cheweeta Richardson, an Individual

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

Name: Cheweeta Richardson

Date signed:

**COUNTY:**

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

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

Name: Kevin Goss

Chair, Board of Supervisor

Date signed:

**ATTEST:**

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

Name: Allen Hiskey

Clerk of the Board

Date signed:

Approved as to form:

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

**EXHIBIT A**

**Scope of Work**

1. Contractor shall be available during scheduled hours for Case Staffing with Social Workers by telephone or TEAMS meetings.
2. Contractor shall conduct Case Reviews for compliance with applicable Policy and Procedures.
3. Contractor shall assist in writing and reviewing updated Policies and Procedures for the Child Welfare Program for Plumas County
4. In addition to the required services numerated above, the Contractor shall provide advice and training to mentor the New Program Manager

**EXHIBIT B**

1. Contractor shall be paid \$130.00 per hour not to exceed 29 hours a week for a duration of 12 months. The total amount paid by County to Contractor under this Agreement shall not exceed ONE HUNDRED EIGHTY THOUSAND NINE HUNDRED SIXTY & 00/100 DOLLARS (\$180,960.00).
2. County shall pay for travel and lodging (if requested by the County) for one (1) overnight stay with either rental car and gas or personal car and mileage.
3. The county department agrees to set up and prepay for any requested lodging.
4. Travel will be reimbursed to contractor by the following means: 1) rental car with gas receipts or 2) mileage if personal car is used.
5. County will provide a laptop and a cell phone to contractor.

\_\_\_\_ COUNTY INITIALS

- 9 -

CONTRACTOR INITIALS \_\_\_\_



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Audrey Rice, Management Analyst I  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Smile Business Products, Inc., effective November 1, 2025; not to exceed \$50,000.00; (No General Fund Impact) (allocated to multiple PCPHA programs); approved as to form by County Counsel.

---

**Recommendation:**

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve and direct the Chair to sign a multi-year services agreement with Smile Business Product, Inc. in the amount of \$50,000, beginning November 1, 2025, and ending June 30, 2028.

**Background and Discussion:**

The Department currently utilizes copy machines to provide copying and scanning for various documents used by the Department. This services agreement provides for maintenance and service of all copy machines.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Smile Business Products, Inc., effective November 1, 2025; not to exceed \$50,000.00; (No General Fund Impact) (allocated to multiple PCPHA programs); approved as to form by County Counsel.

**Fiscal Impact:**

(No General Fund Impact) (allocated to PCPHA programs)

**Attachments:**

1. PCPHA2528SMILE

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 **Public Health Department**(hereinafter referred to as "County"), and **Smile Business Products, Inc.**, a California Corporation(hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Fifty Thousand and 00/100 Dollars \$50,000.00.
3. Term. The term of this agreement shall be from Nov 1, 2025, through June 30, 2028, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from November 1, 2025, 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 CAH

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. 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

\_\_\_\_ COUNTY INITIALS

- 2 - CONTRACTOR INITIALS *CAH*

endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

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

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

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

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

\_\_\_\_ COUNTY INITIALS

- 3 - CONTRACTOR INITIALS CAH

this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

\_\_\_\_ COUNTY INITIALS

- 4 - CONTRACTOR INITIALS *CAH*

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

County:

Plumas County Public Health Agency  
270 County hospital Rd Suite 206  
Quincy, CA, 95971  
Attention: Nicole Reinert, Director of Public Health

Contractor:

Smile Business Products, Inc.  
4525 Auburn Boulevard  
Sacramento, CA, 95841  
Attention: Joseph Reeves, CEO

\_\_\_\_ COUNTY INITIALS

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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-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.

\_\_\_\_ COUNTY INITIALS

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- 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.

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

CONTRACTOR:

COUNTY:

By: [Signature]  
 Joseph Reeves  
 CEO  
 Date signed: 11-12-2025

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

By: [Signature]  
 Nicole Reinert  
 Director, of Public Health Agency  
 Date signed: 11/16/2025

By: [Signature]  
 Cathy Hetherington  
 VP of Operations  
 Date signed: 11-12-2025

By: \_\_\_\_\_  
 Kevin Goss  
 Chair, Plumas County Board of Supervisors  
 Date signed:

ATTEST:

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

Approved as to form:

[Signature]  
 Joshua Brantel, Attorney  
 County Counsel's Office

\_\_\_\_ COUNTY INITIALS

- 7 - CONTRACTOR INITIALS [Signature]

EXHIBIT A

**Scope of Work**

1. Contractor will lease to Public Health printers and related parts and equipment, as listed below, (the Covered Equipment) at a monthly rate of \$611.26. Copy Machines will be located at the following address:

Plumas County Public Health: 270 County Hospital Rd Suite 206, Quincy, CA 95971.

1 Sharp BP-70C45 45 PPM B&W / 45 PPM Full-Color Workgroup Document System, Serial #25067949

1 Sharp BP-FN13 1K Stacking 50-Sheet Staple Finisher

1 Sharp BP-DE14 3 x 550-sheet Paper Drawers/Stand

1 Sharp AR-D5133NT Digital Power Filter

1 Sharp BP-RB10 Paper Pass Unit (required for all External Finishers)

2 Sharp BP-70C31 31PPM B&W / 31 PPM Full-Color Workgroup Document System, Serial #25068148, 25067968

2 Sharp BP-DE14 3 x 550-sheet Paper Drawers/Stand

2 Sharp BP-FN11 50-Sheet Staple Inner Finisher

2 Sharp AR-D51333NT Digital Power Filter

2 Sharp BP-FX11 Fax Expansion Kit

1 Sharp BP-FX11 Fax Expansion Kit

3 Kayleigh MX-SW310 Software

3 Kayleigh MX-SW312 Kayleigh Accounting Software Option

3 Kayleigh Software Professional Services Professional Services

2. Monthly maintenance services for each above location and materials to be provided by Contractor to the Covered Equipment include inspection, adjustment, all toners, parts and drum replacement as described in Paragraph 3 of this Exhibit, cleaning materials required for the proper operation of the Covered Equipment, black toner, and developer. These services include both regularly scheduled maintenance and service calls made by the County and performed by Contractor during normal business hours.
3. During the term of this Agreement, Contractor will replace, without charge, parts that have been broken or are worn through normal use and are necessary for servicing and maintenance adjustments.
4. All service calls under this agreement will be made by Contractor during normal business hours (defined as Monday through Friday, 8:00 am through 5 pm), solely on the Covered Equipment. Services to be furnished outside of normal business hours may be provided at rates mutually agreed upon by Contractor and the County.

\_\_\_\_ COUNTY INITIALS

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PCPHA2528SMILE

5. Contractor will respond to service calls from the County within two (2) working hours of receiving the call, unless another deadline is mutually agreed upon between Contractor and the County.
  
6. Contractor will provide loaner equipment if any of the Covered Equipment is nonfunctional and repairs cannot be completed within twenty-four (24) working hours.

\_\_\_\_ COUNTY INITIALS

- 9 - CONTRACTOR INITIALS *CAA*

**EXHIBIT B**

**Fee Schedule**

1. County shall pay a flat fee of \$1,046.71 (\$611.26 Lease Payment, \$363.00 Maintenance Fee, and \$72.45 SMILE Support Service) plus applicable taxes per month for 5,000 black and white copies, 4500 color copies, and included Kayliegh Accounting software covered by this agreement.
2. County shall pay an additional \$0.0117 plus applicable taxes for every black and white copy made in excess of 5,000 per month plus \$0.0678 for every color copy plus applicable tax made in excess of 4,500 per month.
3. Contractor shall read the image meter quarterly and shall promptly invoice County following each meter reading. Contractor shall not invoice County more frequently than once per quarter.
4. County shall pay each undisputed invoice from Contractor within thirty (30) days of County's receipt of such invoice.
5. Late fees of 1.5% monthly (or on an annual basis) may apply, at Contractor's discretion, to payments that are more than 30 days past due.
6. Services or repairs made necessalY by accident, misuse, abuse, neglect, relocation of equipment, theft, riot, vandalism, electrical power failure, water or other casualty, or use of parts or servicing (excluding paper) from sources other than Contractor are not included in the above rate. Such services and repairs shall be charges at Contractors then-current rates parts and labor.
7. When the covered Equipment is networked, and the network is the cause of any problems and not the Covered Equipment itself, any service calls made by Contractor in response to these network problems shall not be included in the above rates and shall instead be charges at Contractor's then current rates for such service calls.

\_\_\_\_ COUNTY INITIALS

- 10 - CONTRACTOR INITIALS *AMT*

Attachment 1



Proposed Date: 11/1/2025

Quote Valid Thru: 12/31/2025

Section 1: Customer Information					
Ship To Customer #			Bill To Customer #		
PC28			PC28		
Company: Plumas County Public Health Agency			Company: Plumas County Public Health Agency		
Contact: Derek DeGuzar		Phone #: 530-523-6488		Contact: Susan Pugh	
Address: 270 County Hospital Road		Address: 377 Colony Hospital Blvd		Phone #:	
City: Quincy		State: CA		Zip: 95971	
Fax #:		Email: Derek.DeGuzar@co.phd.ca.gov		Fax #:	
Section 2: Performance Agreement Details (See Pricing)					
Agreement Type:		All Inclusive:		Surety:	
Billing Cycle:		Monthly:		Monthly:	
Included Features of Maintenance Agreement:			Exclusions to Maintenance Agreement:		
Parts, Labor, Tonnage, Shipping & Handling and Connectivity Related Issues			Paper & Supplies		
Begin Date: 11/1/2025			Renewal Date: 11/1/2026		
Section 3: Maintenance Charges (Units: Rate in Dollars / 25% of P.A. (Rate are Variable))					
Base Maintenance Charge:		\$22.00	Block Charge / Inclusive per Cycle:	\$500	Overage Rate:
Surge Support Charge:		\$72.48	Order Support / Inclusive per Cycle:	\$500	Overage Rate:
Section 4: Inventory Covered by Maintenance Agreement					
Model	Serial #	Equipment ID #	Shipping Method	Serial Number Change (If required) If not returned by 12/31/2025	Notes
BP-70045	28097940	C4187			
BP-70034	28097928	C4178			
BP-70037	28097948	C4158			
Section 5: Additional Notes, Remarks, Proposed Terms & Maintenance Agreement					
Important Information:					
Upon receipt of the Revised Purchase Order, the direct service contract for the MFD's listed below will be issued for the specified rates and terms.					
Please be advised that MFD support & supplies needed will be a service contract that will be returned on a chargeable basis. Should you have any questions regarding the contract, please feel free to contact our office. Thank you very much for your consideration and continued business!					
Section 6: Comments					

APPROVED BY CONTRACTOR: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 MAINTENANCE AGENT: \_\_\_\_\_

Corporate Office: 4528 Auburn Blvd., Sacramento, Ca. 95841 - Phone: (916) 750-7704 - Fax: (916) 483-7699 - www.SmileBPI.com

Attachment 1

COUNTY INITIALS

- 11 - CONTRACTOR INITIALS *DPH*





**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Audrey Rice, Management Analyst I  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and California Health Collaborative; effective October 1, 2025; not to exceed \$100,688.89 ; (No General Fund Impact) Tobacco Use and Reduction Program (TURP); approved as to form by County Counsel.

---

**Recommendation:**

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve and direct the Chair to ratify and sign an agreement with California Health Collaborative in the amount of \$100,688.89.

**Background and Discussion:**

The Public Health Agency currently receives funding from the State of California for the Tobacco Use Reduction Program (TURP), which endeavors to promote a smoke-free community on a local level through outreach and educational programs. This contract with California Health Collaborative provides outside consulting services to stay in compliance with grant requirements while our department onboards our new program leadership.

**Action:**

Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and California Health Collaborative; effective October 1, 2025; not to exceed \$100,688.89 ; (No General Fund Impact) Tobacco Use and Reduction Program (TURP); approved as to form by County Counsel.

**Fiscal Impact:**

(No General Fund Impact) (TURP)

**Attachments:**

1. TURP2526SFHC

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 **Public Health Agency** (hereinafter referred to as "County"), and **California Health Collaborative**, a Non-Profit 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 and B-1, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed One Hundred Thousand Six-Hundred Eighty-Eight Dollars and 89/100(\$100,688.89).
3. Term. The term of this agreement shall be from Oct 1, 2025, through June 30, 2027, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from Oct 1, 2025, 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.

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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. 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

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endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

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

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

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

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this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

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

County:

Public Health Agency  
County of Plumas  
270 County Hospital Rd Suite 206  
Quincy, CA 95971  
Attention: Nicole Reinert

Contractor:

California Health Collaborative  
P.O. Box 25609  
Fresno, CA 93729  
Attention: Chris Blalock

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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-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.

[SIGNATURES ON FOLLOWING PAGE]

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TURP2526SFHC

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

**CONTRACTOR:**

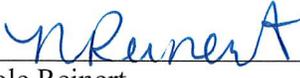
California Health Collaborative, a Non-Profit Corporation

By:   
John Bodtker  
Interim Executive Director  
Date signed:

By:   
Chris Blalock  
Director of Finance  
Date signed: 11/25/25

**COUNTY:**

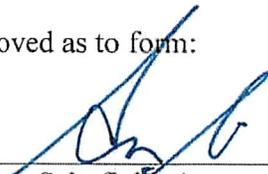
County of Plumas, a political subdivision of the State of California

By:   
Nicole Reinert  
Director, Public Health Agency  
Date signed: 11/25/2025

By: \_\_\_\_\_  
Kevin Goss  
Chair, Board of Supervisors  
Date signed:  
ATTEST:

**ATTEST:**  
By: \_\_\_\_\_  
Allen Hiskey  
Clerk of the Board  
Date signed:

Approved as to form:

  
Stephen Schofield, Attorney  
County Counsel's Office

**EXHIBIT A**

**Scope of Work**

Smoke Free High Country Deliverables

**RECIPIENT: CHC  
CITY: Unincorporated Plumas County  
WORK PLAN: 2025-2026**

Activity (Provide a specific activity. i.e. Focus group with at-risk youth who are current tobacco users.)	Proposed Timeline	Activity Description (Including persons responsible for implementation and strategies to complete activity.)	Tracking Measures/Deliverables (i.e. agendas, sign-in sheets, materials provided by California Health Collaborative)
Subcommittee-create local business plan, 3-5 members	Winter 2026	<p><b>&lt; • &gt; Activity 1-1-4 (3.00 %)</b>                      Develop a workgroup of 3-5 members to create and implement a local plan to help small businesses transition away from tobacco product sales, foster small business economic development through partnerships with city, county, regional and/or tribal economic development programs and local Chambers of Commerce to collaborate on business-related workshops and consultation for small businesses that enables them to prosper without tobacco product sales (e.g., sponsor training and consultation on storefront improvement, store accessibility, using social media to promote small businesses, store website design, e-commerce for small businesses, and how to increase engagement with public health programs such as WIC, Cal Fresh). Businesses may receive participation stipends.</p> <p><b>** Activity # 1-1-4</b></p>	<p><b>Submit:</b>                      Local Business Plan Log - Meetings</p>
Create implementation plan	Fall 2026	<p><b>&lt; • &gt; Activity 1-1-5 (2.00 %)</b>                      Coordinate and collaborate with adult and youth coalitions, recreational districts, local retailers, local decision-makers, or conversancy agencies to develop an implementation and enforcement plan for smoke-free outdoor public places and sales of flavored tobacco products by participating in conference calls, local and regional coalition meetings, or workgroups. Ensure implementation plan is prepared ahead of policy adoption and is updated as needed.</p> <p><b>**Activity # 1-1-5</b></p>	<p><b>Submit:</b>                      Implementation Plan Log - Meetings</p>
Distribute Incentives	ongoing	<p><b>&lt; • &gt; Activity 1-4-8 (0.00 %)</b>                      Provide 77-150 Incentive materials (e.g. merchandise cards, \$10-\$50) to program participants to motivate and/or reinforce positive behavior, participation, and/or involvement in tobacco control activities and require action on the part of the recipient to receive the incentive. The</p>	<p><b>Submit:</b>                      Log - Trainings</p>

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		<p>cost of incentives may not exceed \$50 in value, per person, per year and shall not include merchandise cards that can be used to purchase tobacco, alcohol, and/or cannabis products. The project is responsible for the possession, security [e.g. will keep under lock and key], and accountability of the merchandise cards. The project will prepare a log sheet that will track and identify each of the merchandise cards, value, merchandise card transfer date, and recipient. The purchase of merchandise cards must be limited to an amount sufficient to cover no more than a two to three month periods to avoid potential security issues. At the conclusion of the agreement, surplus incentives must be returned to CTCP.</p> <p><b>**Activity # 1-4-8</b></p>	
Prepare coalition members to present to city council	By 6/27	<p><b>&lt; • &gt; Activity 1-7-10 (2.00 %)</b> Facilitate participation of 1-3 of coalition members, members of the public, and stakeholders to present at meetings of decision-makers, their staff, and other officials who weigh in on policy (e.g. city attorneys) in each jurisdiction to formally or informally educate them about on tobacco policies, best practices in policy adoption, including conversations about equity in penalties, policy, and enforcement. Provide educational packets, presentation materials, model policy samples, and other resources as appropriate. Project staff will only present in public forums (e.g. city council, board of supervisor meetings) if invited to do so formally, in writing, by decision makers offices.</p> <p><b>** Activity # 1-7-10</b></p>	<p><b>Submit:</b> <i>Log - Meetings</i></p>
Train coalition members, 1/year	8/25-6/26 7/26-6/27	<p><b>&lt; • &gt; Activity 1-11-11 (2.50 %)</b> Annually, conduct 1-3 trainings for approximately 5-6 coalition members and collaborative partners to increase their knowledge on tobacco-related issues in the community. Training topics may include, but are not limited to: topics and talking points related to the objective, including current and emerging tobacco-related issues, health disparities, environmental justice, secondhand/thirdhand smoke, electronic smoking devices, tobacco industry tactics, etc.</p> <p><b>** Activity # 1-11-11</b></p>	<p><b>Submit:</b> <i>Log - Trainings</i> <b>Post Training Assessments to be coordinated with evaluator</b></p>
4-8 coalition meetings	8/25-6/27 (EOM)	<p><b>&lt; • &gt; Activity 3-1-1 (2.00 %)</b> Annually host 4-8 of general membership meetings for 20,000 Lives Plumas Adults Against Tobacco, members to participate in planning, data collection, educational visits, public speaking, letter writing, etc. The Local Lead Agency will serve as the Backbone Agency to the coalition, providing education on national tobacco control issues to the community, the space, knowledge, and resources to come together and support problem-solving efforts to advance tobacco control work, by assisting with meeting logistics, administrative needs, and note-keeping.</p>	<p><b>Submit:</b> <i>Log - Meetings</i> <b>See 3-E-4 Below for Member Participation Record</b></p>

		<b>** Activity # 3-1-1</b>	
Recruit and maintain coalition members	8/25-6/27	<p><b>&lt; • &gt; Activity 3-1-2 (2.00 %)</b>            Annually recruit and maintain 10-15 volunteer Plumas Adults Against Tobacco members to participate in the projects coalition activities, events, and meetings. Members will be recruited through 20K (parent coalition), existing coalition members, word of mouth, invitations, community partners, or other community events and activities as outlined in an annual Recruitment Plan that outlines organizations, and community sectors the coalition wants to prioritize inviting to the coalition. The recruitment committee will prioritize ensuring organizations that represent or work with priority populations are part of the recruitment strategy. New members will participate in an orientation process as outlined by the committee.</p> <p><b>** Activity # 3-1-2</b></p>	<p><b>Submit:</b>  <i>Log - Meetings</i></p>
Subcommittee, 1-4 volunteers	8/25-6/27	<p><b>&lt; • &gt; Activity 3-1-3 (1.50 %)</b>            Annually recruit and maintain 1-4 volunteer Plumas Adults Against Tobacco members to participate in policy cessation support committee.</p> <p><b>** Activity # 3-1-3</b></p>	<p><b>Submit:</b>  <i>Log - Meetings</i></p>
Host local event	Fall 2025 (catch up) 7/26-6/27	<p><b>&lt; • &gt; Activity 3-2-6 (2.50 %)</b>            Host one annual event with a local spin to participate in an annual tobacco advocate day (e.g. Great American Smoke Out, Take Down Tobacco Day, World No Tobacco Day). Produce a plan for activities to host in coordination with the event (in-person or virtual), how the event will be promoted, and what the outcome of the event will be (e.g. commitments to make a quit plan; recruitment/participation of youth in a national effort, social media communications, etc.).</p> <p><b>** Activity # 3-2-6</b></p>	<p><b>Submit:</b>  <i>Event Materials</i></p>
Wave 3 data collection & data collection training	Spring 2026	<p><b>Activity 1-E-7</b>            For the statewide End Commercial Tobacco Campaign, conduct three waves (in Spring 2022, Spring 2024, Spring 2026) of observations in select outdoor public places (e.g., parks) and tobacco retailers within the intervention community. Use a standardized data collection instrument and protocol from CTCP using mobile devices. Descriptive statistics will be used to analyze and summarize the data. Findings will be disseminated to data sources, project staff, key coalition members, other stakeholders, and policymakers via brochure or fact sheet and used to inform next steps and improve interventions. Guidance for selecting communities sample sizes will be provided by CTCP. Data collection training will be provided to 4-6 youth, young adult, and adult data collectors, who will be surveyed before and after the training to assess their preparedness.</p>	<p><b>Completed observations sent to evaluator</b></p> <p>Data Collection Training Post Training Assessment to be coordinated with evaluator</p>

		<b>** Activity # 1-E-7</b>	
	Spring 2026		<b>None stated on SOW</b>
<b>Administer Coalition satisfaction survey</b>	Spring 2026	<p><b>Activity 2-E-2</b></p> <p>To inform staff and coalition members about how to improve coalition functioning, satisfaction, and diversity, an online survey developed in consultation with TCEC will be utilized. The survey link will be sent to a census of youth coalition members annually in May. The instrument will consist of 20-30 open- and closed-ended questions in English and take approximately 3-5 minutes to complete. Data will be analyzed using descriptive statistics and content analysis and results will be shared with youth coalition members and community outreach staff to strategize how to fill the gaps in training, opportunities, skill building, meetings, functioning, technical assistance, diversity, and representation. In addition, results from all waves will be compared to determine if/how the coalition has changed over time.</p> <p><b>** Activity # 2-E-2</b></p>	<b>Completed satisfaction surveys *sent to Evaluator</b>
<b>Administer coalition satisfaction survey</b>	Spring 2026	<p><b>Activity 3-E-2</b></p> <p>To inform staff and coalition members about how to improve coalition functioning, satisfaction, and diversity, an online survey originally developed by TCEC in consultation with statewide grantees will be utilized. The instrument will consist of 20-30 open and closed-ended questions and take 5-8 minutes to complete. The survey link will be sent to a census of adult coalition members annually in November. Data will be analyzed using descriptive statistics and content analysis and results will be shared with adult coalition members and community outreach staff to strategize how to fill the gaps in training, opportunities, skill building, meetings, functioning, technical assistance, diversity, and representation. In addition, results from all waves will be compared to determine if/how the coalition has changed over time. Note: questions regarding diversity based on CTCP testing and feedback from projects will be added when available.</p> <p><b>** Activity # 3-E-2</b></p>	<b>Completed Satisfaction surveys *sent to evaluator</b>
<b>Member Participation Record</b>	December 2025, June 2026	<p><b>Activity 3-E-4 Adult Member Participation Record</b></p> <p><b>Complete a tracking tool developed by the project's evaluator, referred to as the Member Participation Record (MPR). This instrument will be used to track and summarize diversity of partnerships and key partnership engagement in campaign activities, outreach efforts, meetings, and trainings. The MPR will identify the opportunities adult coalition members will have to participate in various</b></p>	<b>Completed Tracking Log submitted semi-annually and sent to evaluator</b>

		<p>activities (e.g., meetings, subcommittee meetings, trainings, data collection, presentations to policymakers, educational visits, etc.). The MPR will be updated regularly and will consist of the following fields for recording organization/individual member participation including, but not limited to: Event name, date, location, partner organization name(s), and description of activity(ies) and/or event(s), including a brief description of how members were participating (e.g. wrote an article for newsletter, conducted a presentation, participating in social media planning, etc.). The results from this MPR will help project staff to see if it is meeting its annual coalition recruitment and retention goals. Findings from the MPR will be shared with project staff and coalition members to guide campaign activities. An analysis and report of adult/organizational participation will be provided annually. In addition, results from all waves will be compared to determine if/how participation has changed over time.</p>	
Regular meetings	Quarterly Monthly	Meetings with evaluator Same meeting as with PHP Tobacco staff for continued support as necessary	
<b>10-20 hours</b>	Start of hire	Supporting new staff tobacco onboarding	
Regular meetings	Monthly	Meetings with PHP tobacco staff- regular check ins Meeting will include the project's evaluator to coordinate data collection for post-training assessments (1-E-1, 2-E-1 and 3-E-1), Observations, coalition satisfaction survey, member participation record, etc.	

**EXHIBIT B**

**Fee Schedule**

Invoicing and Payment:

For services satisfactorily rendered, and upon receipt and approval of the invoice(s), County agrees to compensate Contractor for actual expenditures incurred in accordance with this service agreement.

1. Invoice(s) Shall:
  - a. Be prepared on Contractor letterhead or signed by authorized personnel.
  - b. Bear the Contractor name and Agreement Number.
  - c. Identify the billing and/or performance period covered on the invoice.
  - d. Itemize costs; include backup documentation to support the invoice.
2. Invoice(s) Schedule:

Invoice	Invoice Period	Invoice Due Date
First Period	October 1 <sup>st</sup> – December 31 <sup>st</sup>	January 15 <sup>th</sup>
Second Period	January 1 <sup>st</sup> – March 31 <sup>st</sup>	April 15 <sup>th</sup>
Third Period	April 1 <sup>st</sup> – June 30 <sup>th</sup>	July 15 <sup>th</sup>

3. Any invoice submitted after the fiscal year closes on June 30<sup>th</sup> will fall out of compliance with grant standards and will not be able to receive reimbursement for services rendered.
4. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 21. Notice Addresses.
5. Amounts Payable: The amounts payable under this agreement shall not exceed One Hundred Thousand Six-Hundred and Eighty-Eight Dollars and Eighty-Nine/100 Cents (**\$100,688.89**).

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**EXHIBIT B.1**

Plumas County Public Health Agency - Tobacco Use Reduction Program (TURP)

Local Lead Agency (LLA) Subcontract: Budget Proposal

	<b>FY 25/26</b>	<b>FY 26/27</b>
<b><u>PERSONNEL</u></b>		
Project Director	\$9,213.60(@10% FTE)	\$9,489.60(@ 10% FTE)
Program Coordinator	\$20,563.20(@ 30% FTE)	\$21,175.20(@30% FTE)
Fringe Benefits (25.00% to 35.00% of Personnel)	\$8,933.04 (@30%)	\$9,199.44(@30%)
<b>Total Personnel Costs and Fringe Benefits</b>	<b>\$38,709.84</b>	<b>\$39,864.24</b>
<b><u>OPERATING EXPENSES</u></b>		
Office Supplies and Expenses	\$500	\$500
<b>Total Operating Expenses</b>	<b>\$500</b>	<b>\$500</b>
<b><u>TRAVEL</u></b>		
Travel/ PerDiem and Training	\$1,500	\$1,500
<b>Total Travel Costs</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b><u>OTHER COSTS</u></b>		
Food Cards and/or Incentives	\$1,000	\$1,000
Booth Rental/Facilities Fees(Optional for Event Hosting)	\$200	\$200
<b>Total Other Costs</b>	<b>\$1,200</b>	<b>\$1,200</b>

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

- 15 -CONTRACTOR INITIALS jb

TURP2526SFHC

<b>TOTAL DIRECT COSTS</b>	<b>\$42,209.84</b>	<b>\$43,364.24</b>
<b>INDIRECT EXPENSES</b> (15.00% to 25.00% of Personnel and Fringe Benefits Total)	<b>\$7,741.97</b> (@20% of Personnel)	<b>\$7,972.84</b> (@20% of Personnel)
<b><u>TOTAL BUDGET</u></b>	<b><u>\$49,651.81</u></b>	<b><u>\$51,037.08</u></b>

**Total Contract Budget = \$100,688.89**

\_\_\_\_ COUNTY INITIALS

- 16 -CONTRACTOR INITIALS jb



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Plumas County Behavioral Health to pay Adventist Health Vallejo a non-contract \$66,323.31 invoice for psychiatric room and board. (No General Fund Impact) State Realignment Funds: Discussion and Possible Action.

---

**Recommendation:**

Approve and authorize Plumas County Behavioral Health to pay Adventist Health Vallejo a non-contract \$66,323.31 invoice for psychiatric room and board. (No General Fund Impact) State Realignment Funds: Discussion and Possible Action.

**Background and Discussion:**

Approve and authorize Plumas County Behavioral Health to pay Adventist Health Vallejo a non-contract \$66,323.31 invoice for psychiatric room and board. (No General Fund Impact) State Realignment Funds: Discussion and Possible Action.

**Action:**

Approve and authorize Plumas County Behavioral Health to pay Adventist Health Vallejo a non-contract \$66,323.31 invoice for psychiatric room and board. (No General Fund Impact) State Realignment Funds: Discussion and Possible Action.

**Fiscal Impact:**

(No General Fund Impact) State Realignment Funds

**Attachments:**

1. PLUcopy\_20251119\_160933

ADVENTIST HEALTH VALLEJO  
525 OREGON STREET  
VALLEJO CA 945903201  
7076482200

ADVENTIST HEALTH VALLEJO  
PO BOX 888845  
LOS ANGELES CA 90088-8845

3a PAT. CNTL.#  
b. MED. REC.#  
5 FED. TAX NO. 0000  
6 STATEMENT COVERS PERIOD FROM 071825 THROUGH 072825  
7  
4 TYPE OF BILL 0111

8 PATIENT NAME  
9 PATIENT ADDRESS  
c CA d

10 BIRTHDATE 11 SEX 12 DATE 13 HR 14 TYPE 15 SRC 16 DHR 17 STAT 18 19 20 21 22 23 24 25 26 27 28 29 ACCT STATE  
071825 23 2 6 16 01

31 OCCURRENCE CODE 32 OCCURRENCE DATE 33 OCCURRENCE CODE 34 OCCURRENCE DATE 35 OCCURRENCE SPAN FROM THROUGH 36 OCCURRENCE SPAN FROM THROUGH 37  
11 071825

38 PLUMAS COUNTY MENTAL HEALTH  
270 COUNTY HOSP RD STE 109  
QUINCY CA 95971  
39 VALUE CODES CODE AMOUNT 40 VALUE CODES CODE AMOUNT 41 VALUE CODES CODE AMOUNT  
a 01 632400 80 1000  
b  
c  
d

42 REV. CD.	43 DESCRIPTION	44 HCPCS / RATE / HIPPS CODE	45 SERV. DATE	46 SERV. UNITS	47 TOTAL CHARGES	48 NON-COVERED CHARGES	49
0124	PSYCHIATRIC R&B 2BED	5450.00		10	5450000		
0250	PHARMACY			78	433337		
0300	LAB			12	400894		
0301	LAB/CHEMISTRY			5	224900		
0305	LAB/HEMOTOLOGY			1	25400		
0307	LAB/UROLOGY			3	97800		
0001 PAGE 1 OF 1		CREATION DATE	080525	TOTALS	6632331	000	

50 PAYER NAME PLUMAS COUNTY MENTAL HEAL 999990000  
51 HEALTH PLAN ID 999990000  
52 REL INFO Y  
53 ASG BEN Y  
54 PRIOR PAYMENTS 000  
55 EST. AMOUNT DUE 6632331  
56 NPI 1851381990  
57 OTHER  
58 INSURED'S NAME  
59 P. REL 18  
60 INSURED'S UNIQUE ID  
61 GROUP NAME  
62 INSURANCE GROUP NO. L6 SHORT DOYLE

63 TREATMENT AUTHORIZATION CODES SHORT DOYLE  
64 DOCUMENT CONTROL NUMBER  
65 EMPLOYER NAME

66 DX F250 YF1210 YF4310 YF909 YZ720 F1310 Y  
69 ADMIT DX F250 70 PATIENT REASON DX  
71 PPS CODE 885 72 ECI  
73

74 PRINCIPAL PROCEDURE CODE DATE  
a. OTHER PROCEDURE CODE DATE  
b. OTHER PROCEDURE CODE DATE  
c. OTHER PROCEDURE CODE DATE  
d. OTHER PROCEDURE CODE DATE  
e. OTHER PROCEDURE CODE DATE  
75  
76 ATTENDING NPI 1992471650 QUAL  
LAST LADRINGAN FIRST MICHELLE B  
77 OPERATING NPI QUAL  
LAST  
FIRST

80 REMARKS  
81 CC a b c d  
78 OTHER NPI QUAL  
LAST  
FIRST  
79 OTHER 82 NPI 1366821621 QUAL  
LAST HASAN FIRST TAH SIN



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Plumas County Behavioral Health to pay Shasta Regional Medical Group Psychiatric a no-contract invoice of \$1,224.57, for specialty medical fees: (No General Fund Impact) State Realignment Funds; discussion and possible action.

---

**Recommendation:**

Approve and authorize Plumas County Behavioral Health to pay Shasta Regional Medical Group Psychiatric a no-contract invoice of \$1,224.57, for specialty medical fees: (No General Fund Impact) State Realignment Funds; discussion and possible action.

**Background and Discussion:**

Approve and authorize Plumas County Behavioral Health to pay Shasta Regional Medical Group Psychiatric a no-contract invoice of \$1,224.57, for specialty medical fees: (No General Fund Impact) State Realignment Funds; discussion and possible action.

**Action:**

Approve and authorize Plumas County Behavioral Health to pay Shasta Regional Medical Group Psychiatric a no-contract invoice of \$1,224.57, for specialty medical fees: (No General Fund Impact) State Realignment Funds; discussion and possible action.

**Fiscal Impact:**

(No General Fund Impact) State Realignment Funds

**Attachments:**

1. PLUcopy\_20251119\_161131



06/24/2025



HEALTH INSURANCE CLAIM FORM

PLUMAS COUNTY MENTAL HEALTH DEPARTMENT
270 COUNTY HOSPITAL ROAD, SUITE 109
QUINCY CA 95971

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

Form with multiple sections: 1. MEDICARE/MEDICAID/TRICARE/CHAMPVA/OTHER, 2. PATIENT'S NAME, 3. PATIENT'S BIRTH DATE, 4. INSURED'S NAME, 5. PATIENT'S ADDRESS, 6. PATIENT RELATIONSHIP TO INSURED, 7. INSURED'S ADDRESS, 8. RESERVED FOR NUCC USE, 9. OTHER INSURED'S NAME, 10. IS PATIENT'S CONDITION RELATED TO, 11. INSURED'S POLICY GROUP OR FECA NUMBER, 12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE, 13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE, 14. DATE OF CURRENT ILLNESS, 15. OTHER DATE, 16. DATES PATIENT UNABLE TO WORK, 17. NAME OF REFERRING PROVIDER, 18. HOSPITALIZATION DATES, 19. ADDITIONAL CLAIM INFORMATION, 20. OUTSIDE LAB?, 21. DIAGNOSIS OR NATURE OF ILLNESS, 22. RESUBMISSION CODE, 23. PRIOR AUTHORIZATION NUMBER, 24. A. DATE(S) OF SERVICE, 25. FEDERAL TAX I.D. NUMBER, 26. PATIENT'S ACCOUNT NO., 27. ACCEPT ASSIGNMENT?, 28. TOTAL CHARGE, 29. AMOUNT PAID, 30. Rsvd for NUCC use, 31. SIGNATURE OF PHYSICIAN OR SUPPLIER, 32. SERVICE FACILITY LOCATION INFORMATION, 33. BILLING PROVIDER INFO & PH.#

SECOND FOLD

FIRST FOLD

PATIENT AND INSURED INFORMATION

PHYSICIAN OR SUPPLIER INFORMATION



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Plumas County Behavioral Health to pay Sutter Center for Psychiatry, a non-contract \$103,533.39 invoice for a 31-day psychiatry stay; (No General Fund Impact) State Realignment funds; discussion and possible action.

---

**Recommendation:**

Approve and authorize Plumas County Behavioral Health to pay Sutter Center for Psychiatry, a non-contract \$103,533.39 invoice for a 31-day psychiatry stay; (No General Fund Impact) State Realignment funds; discussion and possible action.

**Background and Discussion:**

Approve and authorize Plumas County Behavioral Health to pay Sutter Center for Psychiatry, a non-contract \$103,533.39 invoice for a 31-day psychiatry stay; (No General Fund Impact) State Realignment funds; discussion and possible action.

**Action:**

Approve and authorize Plumas County Behavioral Health to pay Sutter Center for Psychiatry, a non-contract \$103,533.39 invoice for a 31-day psychiatry stay; (No General Fund Impact) State Realignment funds; discussion and possible action.

**Fiscal Impact:**

(No General Fund Impact) State Realignment funds

**Attachments:**

1. PLUcopy\_20251119\_161006

SUTTER CENTER FOR PSYCHI  
7700 FOLSOM BOULEVARD  
SACRAMENTO CA 958262608  
8553981633

SUTTER CENTER FOR PSYCHI  
PO BOX 278510  
SACRAMENTO CA 958278510

3a PAT CNTL #  
b. MED. REC. #  
5 FED. TAX NO.  
4 TYPE OF BILL  
0111  
6 STATEMENT COVERS PERIOD FROM 7 THROUGH 8  
060625 070725

8 PATIENT NAME  
9 PATIENT ADDRESS  
c CA d

10 BIRTHDATE  
11 SEX  
12 DATE  
ADMISSION 13 HR 14 TYPE 15 SRC 16 DHR  
17 STAT 18 19 20 21 22 23 24 25 26 27 28 29 ACCT STATE

31 OCCURRENCE CODE  
32 OCCURRENCE DATE  
33 OCCURRENCE DATE  
34 OCCURRENCE DATE  
35 OCCURRENCE SPAN FROM THROUGH  
36 OCCURRENCE SPAN FROM THROUGH  
37

38 PLUMAS COUNTY MENTAL HEALTH  
270 COUNTY HOSPITAL RD STE 109  
QUINCY, CA 95971  
39 VALUE CODES CODE AMOUNT  
40 VALUE CODES CODE AMOUNT  
41 VALUE CODES CODE AMOUNT

42 REV. CD.	43 DESCRIPTION	44 HCPCS / RATE / HIPPS CODE	45 SERV. DATE	46 SERV. UNITS	47 TOTAL CHARGES	48 NON-COVERED CHARGES	49
0124	PSYCH/2BED	2960.00		31	91760 00		
0250	PHARMACY			350	8861 39		
0301	LAB/CHEMISTRY			10	2295 00		
0302	LAB/IMMUNOLOGY			1	97 00		
0305	LAB/HEMATOLOGY			2	345 00		
0307	LAB/UROLOGY			1	175 00		

Vendor #: 229  
Fund/Dept #: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Contract #: \_\_\_\_\_  
Date: \_\_\_\_\_

stay June 6, 2025 -  
July 7, 2025

updated  
invoice  
called  
3 Xs

Not able to give us a  
better bed rate.

0001 PAGE 1 OF 1 CREATION DATE 071425 TOTALS 103533 39

50 PAYER NAME  
51 HEALTH PLAN ID  
52 REL INFO  
53 AGG BEN  
54 PRIOR PAYMENTS  
55 EST. AMOUNT DUE  
56 NPI  
57 OTHER  
58 INSURED'S NAME  
59 P. REL  
60 INSURED'S UNIQUE ID  
61 GROUP NAME  
62 INSURANCE GROUP NO.

63 TREATMENT AUTHORIZATION CODES  
64 DOCUMENT CONTROL NUMBER  
65 EMPLOYER NAME

66 F250 Y R17 Y S71151A Y F1910 Y F1010 Y D649 Y Z5900 E876 Y G4700 Y  
68  
J Z560 Z720 Z91410 Z9151

69 ADMIT DX F250 70 PATIENT REASON DX  
71 PPS CODE 885 72 ECI Y041XXA Y 73

74 PRINCIPAL PROCEDURE CODE DATE  
75  
76 ATTENDING NPI 1417069881 QUAL  
LAST AHMED FIRST FAISAL  
77 OPERATING NPI QUAL

80 REMARKS  
81CC  
a B3283Q00000X  
b  
c  
d  
78 OTHER NPI QUAL  
79 OTHER NPI QUAL



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

---

**Recommendation:**

Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

**Background and Discussion:**

Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

**Action:**

Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

**Fiscal Impact:**

(No General Fund Impact) State and Federal Funds

**Attachments:**

1. 11202025\_033

**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 Behavioral Health Department (hereinafter referred to as “County”), and BHC Sierra Vista Hospital Inc, dba Sierra Vista Hospital (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 the maximum compensation amount of \$300,000.00 for fiscal years 2025/26, 2026/27 and fiscal year 2027/28. CONTRACTOR or subcontractor of CONTRACTOR shall not submit a claim to, or demand or otherwise collect reimbursement from, the beneficiary or persons acting on behalf of the beneficiary for any specialty or related administrative services provided under this contract, except to collect other health insurance coverage, share of cost, and co-payments.
3. **Term.** The term of this Agreement commences July 1, 2025 and shall remain in effect through June 30, 2028, unless terminated earlier pursuant to this Agreement. County’s Board of Supervisors hereby ratifies and approves for payment, services provided by BHC Sierra Vista Hospital Inc, dba Sierra Vista Hospital from July 1, 2025 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.
  - a. If, in the Director’s sole judgment, Contractor’s performance of the obligations, duties and responsibilities required of Contractor by this Agreement jeopardize the health, safety, or welfare of any person, then County may terminate this Agreement immediately upon written notice served upon the Contractor.
  - b. If this Agreement is terminated, the Contractor shall promptly supply all information necessary for the reimbursement of any claims submitted to the State.
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. In the event of any breach by the Contractor of any term or provision of this Agreement, the County shall have the right to pursue all available remedies at law or equity, including recovery of damages and specific performance of this Agreement. The parties hereto agree that monetary damages would not provide adequate compensation for any losses incurred by reason of a breach by it or any provisions of this Agreement and hereby further agrees that in the event of any action for specific performance in respect to such breach, it shall waive the defense that a remedy at law would be adequate. Except as expressly provided elsewhere in this Agreement, each party's rights and remedies under this Agreement are cumulative and in addition to, not exclusive of or in substitution for, any rights or remedies otherwise available to that party.
  
7. 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.
  
8. 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.
  
9. 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.

10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
    - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
    - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
    - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
    - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
    - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess

insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

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

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

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

Sharon Sousa, LMFT, Director  
Plumas County Behavioral Health  
270 County Hospital Road., Suite 109  
Quincy, CA 95971

Contractor:

Yannis Angouras, Chief Executive Officer  
8001 Bruceville Road  
Sacramento, CA 95823

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-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 ten years after final payment under the Agreement. Each party

hereto shall retain all records relating to the performance and administration of this Agreement for ten years after final payment hereunder or from the date of completion of any audit, whichever occurs later, 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.
  
29. Grievance, appeal, expedited appeal and fair hearing procedures and timeframes  
MHP consumers may submit a grievance orally or in writing at any time and may authorize another person to assist on their behalf. The disposition of a grievance must be provided in writing within 90 days of receipt. The disposition of appeals must be within 30 days of receipt. The disposition of an expedited appeal must be within three working days of receipt. When all county level grievances and appeal processes have been exhausted, the consumer can access the State Fair Hearing process.
  
30. The attached BAA is incorporated by this reference and made to protect this agreement.

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

**CONTRACTOR:**

By: \_\_\_\_\_  
Name: Yannis Angouras  
Title: Chief Executive Officer  
Date signed:

**COUNTY:**

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

By: \_\_\_\_\_  
Name: Sharon Sousa, LMFT  
Title: Behavioral Health Director  
Date signed:

**CONTRACTOR:**

By: \_\_\_\_\_  
Name: Karampal Singh  
Title: Chief Financial Officer  
Date signed:

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Name: Kevin Goss  
Title: Chair, Board of Supervisors  
Date signed:

**ATTEST:**

\_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk, Board of Supervisors  
Date signed:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
County Counsel

## BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) supplements and is made a part of the Services Agreement (“SA”) by and between the COUNTY OF PLUMAS referred to herein as Covered Entity (“CE”), and BHC Sierra Vista Hospital Inc., referred to herein as Business Associate (“BA”), dated July 1, 2025.

### RECITALS

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

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

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

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

#### 1. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

## 2. **Obligations of Business Associate**

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

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

**c. Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

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

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

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

against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).

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

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

**i. Accounting Rights.** Promptly upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

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

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

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

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

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

o. **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA’s facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE’s (i) failure to detect or (ii) detection, but failure to notify BA or require BA’s remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE’s enforcement rights under the Contract or Agreement, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights

**3. Termination**

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

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

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

**4. Disclaimer**

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

**5. Certification**

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

**6. Amendment**

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

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

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

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

**8. No Third-Party Beneficiaries**

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

**9. Interpretation**

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

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

**COVERED ENTITY**

Name: Sharon Sousa, LMFT  
Title: Behavioral Health Director  
Address: 270 County Hospital Road, Suite 109  
Quincy, California 95971  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**BUSINESS ASSOCIATE**

Name: Yannis Angouras  
Title: Chief Executive Officer  
Address: 8001 Bruceville Road  
Sacramento, CA 95823  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT A - SCOPE OF WORK

### Three Unique Programs

Our inpatient programs are typically divided into one of three categories to help target your treatment to cover your specific issues. These categories are:

**Behavioral Health Care** – Our behavioral health program is designed to stabilize our patients’ behavioral and psychiatric disorders. This is accomplished through therapy, nursing care, and medication, when appropriate.

**Alcohol Detox** – When suffering from addiction, it is necessary to undergo detox before other therapies. This process is monitored by medical staff to help overcome the symptoms of withdrawal.

**Dual Diagnosis Treatment** – This program is designed to treat co-occurring addiction and behavioral health issues. We will help you overcome your addiction while also providing psychiatric or depression treatment for behavioral problems.

**Adult Treatment Programs** are for adults, age 18 and older, who suffer an acute behavioral health disorder, chemical dependency, or dual diagnosis (co-occurring disorders). Every patient’s treatment plan is individualized to address their specific needs.

Programs are offered at different levels of care to accommodate the severity of every patient’s condition. The level of care a patient receives depends on the results of a free and confidential assessment. We help patients transition to less intensive care after treatment to promote long-term recovery and reduce the risk of relapse. Some issues we treat include:

- Depression

- Anxiety
- Bipolar Disorder
- Addiction

**Inpatient Treatment:** Our inpatient program is designed for those who need 24-hour care and psychiatric medication management. The treatment is generally short-term, lasting until the patient can be safely discharged or transitioned to a less intensive care level.

**Outpatient Treatment:** Ideal for those further along in the recovery process, our outpatient program allows patients to continue getting the care they need while maintaining a home life. Outpatient treatment includes group therapy, family meetings, and individual therapy as needed, among other components.

**Women's Program:** Separate from our general inpatient population, our women's program is designed for women facing trauma-related issues and certain behavioral health disorders. We emphasize safety and confidentiality. The women's program at Sierra Vista Hospital is designed as a safe haven for women in inpatient treatment for a behavioral health disorder or trauma-related issue. Set in a female-only unit apart from the general inpatient population, the program emphasizes an environment of safety and comfort for women staying at the hospital.

Admission into the program is determined by a confidential assessment and requires a physician's order. A person who is not considered to be in immediate crisis may be safely treated through outpatient services.

#### Women's Program Focuses

- Boundaries
- Safety
- Assertiveness
- Healthy relationships
- Communications

#### Adolescent Program

The adolescent treatment programs at Sierra Vista Hospital help adolescents, ages 13 to 17, who have an acute behavioral health disorder or dual diagnosis (co-occurring chemical dependency and behavioral health disorders). Each patient receives an individualized treatment plan to address their specific needs.

Programs are offered at different levels of care to accommodate the severity of every patient's condition. The level of care a patient receives depends on the results of a free and confidential assessment. We help patients transition to less intensive care after treatment to promote long-term recovery and reduce the risk of relapse.

#### Encouraged Positive Behaviors

- Goal setting
- Trust
- Accountability
- Problem solving
- Positive thinking
- Positive peer relationships
- Respect for authority
- Expression of feelings
- Impulse control and delayed gratification
- Expression of feelings (regarding self and others)
- Conflict resolution

#### Admissions Criteria

- Danger to self or others
- Mood disorders such as major depression
- Impulsive outbursts
- Acting out
- Alcohol abuse
- Psychosis

#### Therapies Involved in Treatment

## PCBH2528SIERRAVISTA

- Process groups
- Individual and family meetings
- Recreational therapy
- Chemical dependency
- Anger and aggression management
- Education and social skills
- Medication management and education
- Aftercare planning development

### Dual Diagnosis

Sierra Vista Hospital offers adolescent dual diagnosis treatment for patients between the ages of 13 and 17. This inpatient program is designed to help adolescents who have a primary psychiatric condition as well as a history of substance abuse or addictive behavior.

A major component of the program is voluntary meetings with sober-support groups such as Alcoholics Anonymous and Narcotics Anonymous. There are also optional meetings with groups focused on increased chemical dependency and addictive behaviors.

### Addictive Behaviors Addressed

- Substance abuse
- Compulsive shopping
- Gambling
- Food
- Sex

**EXHIBIT B - FEE SCHEDULE**

**MEDI-CAL PSYCHIATRIC INPATIENT HOSPITAL SERVICES**

**CHILDREN'S AND OLDER ADULT SERVICES AGES 0-21, 65+**

**Medi-Cal Rates**

- Hospital Inpatient (Mode 05, Service Functions 10-18) \$1,191.35/day
- Hospital Administrative Day (Mode 05 Service Function 19) \$817.64/day
- Inpatient Psychiatric Support Services (Mode 15, Service Functions 01-79) (when services are provided) \$108.21/day

**Short-Doyle Rates**

- Hospital Inpatient without Psychiatric Support Services \$1,191.35/day
- Hospital Inpatient with Psychiatric Support Services \$1,299.56/day

**ADULT SERVICES (AGES 22-64)**

- Hospital Inpatient (Mode 05, Service Functions 10-18) \$1,324/day
- Hospital Administrative Day (Mode 05, Service Function 19) \$817.64/day
- Inpatient Psychiatric Support Services (Mode 15, Service Functions 01-79) (when services are provided) \$108.21/day

**INVOICING AND PAYMENT:**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the Contractor:
- B. Invoice(s) Shall:
  - a) Include backup documentation to support the invoice.
  - b) Bear the Contractors name, exactly as shown on the Agreement.
  - c) Bear the Contractor Agreement Number.
  - d) Identify the expense, billing and/or performance period covered on invoice
  - e) Invoice(s) must be signed by authorized personnel.
- C. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 6.4 Notices.
- D. In the event that the Contractor's rates for a fiscal year are adjusted (whether increased

or decreased) with Contractor's Host County during the term of this Agreement, Contractor shall notify County of such change by sending, either via e-mail or via written letter sent regular mail, a copy of the Host County's rate letter. The new rates shall be used to determine and govern the amount which County shall pay Contractor for services provided under this contract. The provision of this Section is self-executing upon such notification, rates will be effective on applicable fiscal year. County agrees to make payment to Contractor for all services performed up to the point Contractor is notified of the insufficient funding situation.

COUNTY SHALL NOT BE LIABLE FOR PAYMENT OF SERVICES BY SUBCONTRACTOR FOR ANY CLIENTS FOR WHOM THE PLUMAS COUNTY BEHAVIORAL HEALTH DEPARTMENT DIRECTOR OR ADMINISTRATIVE SERVICES OFFICER HAS NOT GIVEN PRIOR WRITTEN AUTHORIZATION.



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Heritage Oaks Hospital, Adult and Adolescent Treatment Facility for acute psychiatric and or substance abuse; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

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**Recommendation:**

Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

**Background and Discussion:**

Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; (No General Fund Impact) State and Federal Funds; NOT approved as to form by County Counsel; discussion and possible action

**Action:**

Approve and authorize Chair to ratify and sign a 3-year agreement between Plumas County Behavioral Health and Sierra Vista Hospital Adult and Adolescent Treatment Facility; effective July 1, 2025; not to exceed \$100,000.00 per fiscal year; NOT approved as to form by County Counsel; discussion and possible action

**Fiscal Impact:**

(No General Fund Impact) State and Federal Funds

**Attachments:**

1. 11202025\_034

**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 Behavioral Health Department (hereinafter referred to as “County”), and BHC Heritage Oaks Hospital, Inc (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 the maximum compensation amount of \$300,000.00 for fiscal years 2025/26, 2026/27 and fiscal year 2027/28. CONTRACTOR or subcontractor of CONTRACTOR shall not submit a claim to, or demand or otherwise collect reimbursement from, the beneficiary or persons acting on behalf of the beneficiary for any specialty or related administrative services provided under this contract, except to collect other health insurance coverage, share of cost, and co-payments.
3. **Term.** The term of this Agreement commences July 1, 2025, and shall remain in effect through June 30, 2028, unless terminated earlier pursuant to this Agreement. County’s Board of Supervisors hereby ratifies and approves for payment, services provided by BHC Heritage Oaks Hospital, Inc., from July 1, 2025, 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.
  - a. If, in the Director’s sole judgment, Contractor’s performance of the obligations, duties and responsibilities required of Contractor by this Agreement jeopardize the health, safety, or welfare of any person, then County may terminate this Agreement immediately upon written notice served upon the Contractor.
  - b. If this Agreement is terminated, the Contractor shall promptly supply all information necessary for the reimbursement of any claims submitted to the State.
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. In the event of any breach by the Contractor of any term or provision of this Agreement, the County shall have the right to pursue all available remedies at law or equity, including recovery of damages and specific performance of this Agreement. The parties hereto agree that monetary damages would not provide adequate compensation for any losses incurred by reason of a breach by it or any provisions of this Agreement and hereby further agrees that in the event of any action for specific performance in respect to such breach, it shall waive the defense that a remedy at law would be adequate. Except as expressly provided elsewhere in this Agreement, each party's rights and remedies under this Agreement are cumulative and in addition to, not exclusive of or in substitution for, any rights or remedies otherwise available to that party.
7. 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.
8. 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.
9. 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.

10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
    - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
    - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
    - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
    - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
    - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess

insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

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

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

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

Sharon Sousa LMFT Director  
Plumas County Behavioral Health  
270 County Hospital Road., Suite 109  
Quincy, CA 95971

Contractor:  
Krystin Sommer  
Chief Executive Officer  
4250 Auburn Boulevard  
Sacramento, CA 95841

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-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 ten years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for ten years after final payment hereunder or from the date of completion of any audit, whichever occurs later, 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.
29. Grievance, appeal, expedited appeal and fair hearing procedures and timeframes  
MHP consumers may submit a grievance orally or in writing at any time and may authorize another person to assist on their behalf. The disposition of a grievance must be provided in writing within 90 days of receipt. The disposition of appeals must be within 30 days of receipt. The disposition of an expedited appeal must be within three working days of receipt. When all county level grievances and appeal processes have been exhausted, the consumer can access the State Fair Hearing process.
30. The attached BAA is incorporated by this reference and made to protect this agreement.

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

**CONTRACTOR:**  
BHC Heritage Hospital, Inc.

By: \_\_\_\_\_  
Name: Krystin Sommer  
Title: Chief Executive Officer  
Date signed:

**CONTRACTOR:**

By: \_\_\_\_\_  
Name: Sarah Kamarad  
Title: Chief Operations Officer  
Date signed:

**COUNTY:**  
County of Plumas, a political subdivision of the State of California

By: \_\_\_\_\_  
Name: Sharon Sousa LMFT  
Title: Behavioral Health Director  
Date signed:

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Name: Kevin Goss  
Title: Chair, Board of Supervisors  
Date signed:

**ATTEST:**

\_\_\_\_\_  
Name: Allen Hiskey  
Title: Clerk, Board of Supervisors  
Date signed:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Deputy County Counsel

## BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) supplements and is made a part of the Services Agreement (“SA”) by and between the COUNTY OF PLUMAS referred to herein as Covered Entity (“CE”), and BHC Heritage Oaks Hospital, Inc., referred to herein as Business Associate (“BA”), dated July 1, 2025.

### RECITALS

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

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

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

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

#### 1. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

## 2. **Obligations of Business Associate**

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

b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. BA shall not disclose Protected Information in any manner that would constitute a

violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

**c. Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

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

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

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

**g. Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection

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

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

**i. Accounting Rights.** Promptly upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

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

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

and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes “minimum necessary.”

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

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

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

o. **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA’s facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE’s (i) failure to detect or (ii) detection, but failure to notify BA or require BA’s remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE’s enforcement rights under the Contract or Agreement, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights

### 3. **Termination**

a.. **Material Breach.** A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate

termination of the Contract, or any provision in the Contract to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].

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

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

**4. Disclaimer**

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

**5. Certification**

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

**6. Amendment**

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning

the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

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

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

**8. No Third-Party Beneficiaries**

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

**9. Interpretation**

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

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

**COVERED ENTITY**

Name: Sharon Sousa, LMFT  
Title: Behavioral Health Director  
Address: 270 County Hospital Road, Suite 109  
Quincy, California 95971  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**BUSINESS ASSOCIATE**

Name: Krystin Sommer  
Title: Chief Executive Officer  
Address: 4250 Auburn Blvd  
Sacramento, CA 95841  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

## **EXHIBIT A - SCOPE OF WORK**

### **Programs & Services**

Heritage Oaks Hospital is an acute psychiatric hospital for mental health services, providing inpatient and outpatient acute psychiatric and co-occurring mental health and substance abuse (Dual Diagnosis) treatment services to adolescents, adults and senior adults.

### **Inpatient Services**

The goal of inpatient programs is to effectively treat teens, adults and senior adult suffering from acute psychiatric and /or addiction issues.

The acute inpatient program will provide an initial assessment, diagnosis and rapid stabilization of acute psychiatric and co-occurring disorders followed by a smooth transition to less intensive, appropriate levels of follow-up care and support.

### **Dual Diagnosis**

Heritage Oaks takes a multidisciplinary approach to treating individuals with co-occurring psychiatric disorders and chemical dependency. Dual diagnosis services include inpatient care, partial hospitalization and outpatient programs.

### **Outpatient Services**

Heritage Oaks provides outpatient programs incorporate a range of services to adolescents, adults and seniors, tailored to help each patient achieve their treatment goals.

### **Adolescent Treatment Services**

Heritage Oaks provides inpatient care to teens, ages 13-17. Services begin with an initial assessment, diagnosis and rapid stabilization of acute psychiatric and / or substance abuse problems, followed by a smooth transition to less intensive, appropriate levels of follow up care and support for the teen.

### **Adult Treatment Services**

Heritage Oaks provides acute inpatient and outpatient psychiatric services and dual diagnosis services to adults ages 18 and older suffering from mental health disorders and/or mental health disorders coupled with substance abuse problems.

**Senior Adult Treatment Services**

Heritage Oaks offers a full continuum of inpatient and outpatient psychiatric care for seniors age 62 and over. A comprehensive program designed to treat the complex psychiatric and substance abuse programs of older adults with primary psychiatric disorders including depression, anxiety, bipolar disorder and schizophrenia.

**EXHIBIT B - FEE SCHEDULE**

**MEDI-CAL PSYCHIATRIC INPATIENT HOSPITAL SERVICES**

**CHILDREN'S AND OLDER ADULT SERVICES (AGES 0-21, 65+)**

**Medi-Cal Rates**

- Hospital Inpatient (Mode 05, Service Functions 10-18) \$1,191.35/day
- Hospital Administrative Day (Mode 05 Service Function 19) \$817.64/day
- Inpatient Psychiatric Support Services (Mode 15, Service Functions 01-79) (when services are provided) \$108.21/day

**Short-Doyle Rates**

- Hospital Inpatient without Psychiatric Support Services \$1,191.35/day
- Hospital Inpatient with Psychiatric Support Services \$1,299.56/day

**ADULT SERVICES (AGES 22-64)**

- Hospital Inpatient (Mode 05, Service Functions 10-18) \$1,324/day
- Hospital Administrative Day (Mode 05, Service Function 19) \$817.64/day
- Inpatient Psychiatric Support Services (Mode 15, Service Functions 01-79) (when services are provided) \$108.21/day

**INVOICING AND PAYMENT:**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the Contractor:
- B. Invoice(s) Shall:
  - a) Include backup documentation to support the invoice.
  - b) Bear the Contractors name, exactly as shown on the Agreement.

\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_

- c) Bear the Contractor Agreement Number.
  - d) Identify the expense, billing and/or performance period covered on invoice
  - e) Invoice(s) must be signed by authorized personnel.
- C. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 6.4 Notices.
- D. In the event that the Contractor's rates for a fiscal year are adjusted (whether increased or decreased) with Contractor's Host County during the term of this Agreement, Contractor shall notify County of such change by sending, either via e-mail or via written letter sent regular mail, a copy of the Host County's rate letter. The new rates shall be used to determine and govern the amount which County shall pay Contractor for services provided under this contract. The provision of this Section is self-executing upon such notification, rates will be effective on applicable fiscal year. County agrees to make payment to Contractor for all services performed up to the point Contractor is notified of the insufficient funding situation.

COUNTY SHALL NOT BE LIABLE FOR PAYMENT OF SERVICES BY SUBCONTRACTOR FOR ANY CLIENTS FOR WHOM THE PLUMAS COUNTY BEHAVIORAL HEALTH DEPARTMENT DIRECTOR OR ADMINISTRATIVE SERVICES OFFICER HAS NOT GIVEN PRIOR WRITTEN AUTHORIZATION.





**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Che Shannon, Management Analyst II  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Plumas County Behavioral Health to pay Pajouh Automotive Center Chico, a non-contract \$1362.61 invoice to replace the touchscreen navigation head unit (No General Fund Impact), State and Federal Funds; discussion and possible action.

---

**Recommendation:**

Approve and authorize Plumas County Behavioral Health to pay Pajouh Automotive Center Chico, a non-contract \$1362.61 invoice to replace the touchscreen navigation head unit (No General Fund Impact), State and Federal Funds; discussion and possible action.

**Background and Discussion:**

Approve and authorize Plumas County Behavioral Health to pay Pajouh Automotive Center Chico, a non-contract \$1362.61 invoice to replace the touchscreen navigation head unit (No General Fund Impact), State and Federal Funds; discussion and possible action.

**Action:**

Approve and authorize Plumas County Behavioral Health to pay Pajouh Automotive Center Chico, a non-contract \$1362.61 invoice to replace the touchscreen navigation head unit. Discussion and possible action.

**Fiscal Impact:**

(No General Fund Impact), State and Federal Funds;

**Attachments:**

1. 11212025\_019

# PAJOUH

Automotive Center

Subaru & Volvo

13340 Gamer Ln. - Chico, CA 95973

Phone: (530) 345-9444

## INVOICE

### SERVICE DEPARTMENT HOURS

7:00 a.m. to 5:30 p.m.  
Monday - Friday

R/O Open Date	R/O Number
10/24/25	1002942/1
R/O Close Date	Status
11/21/25	Pre-Invoice
Mileage In	Mileage Out
34867	34867
Service Advisor / Tag #	
Mark Bautista/4247	
Vehicle Identification Number	
4S4BSACC1J3307400	
Delivery Date	In-Service Date
Color	License Number

EPA#: CAR000378067

BAR#: ARD00309545

PLUMAS COUNTY BEHAVIORAL HEALTH  
270 HOSPITAL ROAD  
QUINCY, CA 95971

Year	Make	Model
2018	SUBARU	OUTBACK

Work Phone	Home Phone	Body
	530-283-6307	2.5I PREMIUM

Vehicle Identification Number	Delivery Date	In-Service Date
4S4BSACC1J3307400		
Color	License Number	

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
Cell: 530-283-6307 Email: leah.crescini@chicocourtesy.com	
#1 - CC: CUSTOMER CONCERN CUSTOMER REQUESTS REPLACING HEAD UNIT RECOMMENDED PREVIOUS REPAIR ORDER. Tech: Allen Perez-Cortez (APC) Installed 86431AL65AEX :RADIO ASSY REPLACED HEADUNIT PER CUSTOMER'S REQUEST Sub Total: 1269.17	259.00 1010.17
#2 * MPVI: PERFORM COMPLIMENTARY MULTI POINT INSPECTION THIS SERVICE IS PROVIDED AT NO CHARGE TO YOU. ADDED OPERATION Tech: Allen Perez-Cortez (APC) PERFORM COMPLIMENTARY MULTI POINT INSPECTION	Internal
#3 * 01PNZ001: TIRE INFLATION ADDED OPERATION PROVIDE COMPLIMENTARY TIRE INFLATION CHECK. Caused by SET TIRE PRESSURE TO PROPER SPECIFICATION. SET TIRE PRESSURE PSI. LF 34 RF 34 LR 34 RR34 Sub Total: .00	
Vendor #: Fund/Dept #: Account #: Contract #: Date:	

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. \*I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.\*

DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law. A surcharge of 3% will be added to all credit card transactions, which is not greater than our cost of acceptance. This charge does not apply when paying by cash, check, or debit card. A \$30 NSF fee will be applied for all returned checks.

"I acknowledge notice and oral approval of an increase in the original estimated price."

(Signature or Initials)

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X

LABOR	259.00
PARTS	1010.17
DEDUCTIBLE	.00
SUBLET	.00
SHOP SUPPLIES	.00
HAZARDOUS MATERIALS	.00
SALES TAX OR TAX I.D.	93.44
SPECIAL ORDER DEPOSIT	.00
DISCOUNTS	.00
TOTAL DUE	1362.61



Faint, illegible text at the top of the page, possibly a header or title area.

Vendor # \_\_\_\_\_  
Fund Dept # \_\_\_\_\_  
Account # \_\_\_\_\_  
Contract # \_\_\_\_\_  
Date \_\_\_\_\_



**PLUMAS COUNTY  
ELECTIONS  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Marcy DeMartile, Clerk/Recorder  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve Certification of Election Results of the Consolidated Statewide Special Election held on November 4, 2025.

---

**Recommendation:**

Approve Certification of Election Results of the Consolidated Statewide Special Election held on November 4, 2025.

**Background and Discussion:**

The Consolidated Statewide Special Election was held with the Uniform District Election on November 4, 2025. The results from the election are attached hereto.

**Action:**

Approve Certification of Election Results of the Consolidated Statewide Special Election held on November 4, 2025.

**Fiscal Impact:**

.

**Attachments:**

1. 11-2025 Certification

# Plumas County Clerk-Recorder-Elections

520 Main Street, Room 102, Quincy, CA 95971  
 Marcy DeMartile, Clerk-Recorder/Registrar of Voters  
 Julie Hagwood, Assistant Clerk-Recorder



## Certification of Election Results of the Consolidated Statewide Special Election, November 4, 2025

I, Marcy DeMartile, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the Consolidated Statewide Special Election and recorded in the Elections Records, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

<b>Plumas Unified School District, Trustee Area 5 (vote for 1)</b>	
Keith Barnett	646
Matthew De La Montanya	1,044
<b>Total Votes</b>	<b>1,690</b>
<b>American Valley CSD Director, 4-Year Term (vote for 2)</b>	
Bill Martin	989
Kathy Felker	972
John Selby	572
<b>Total Votes</b>	<b>2,533</b>
<b>Gold Mountain CSD Director, 4-Year Term (vote for 3)</b>	
Patricia Ryan	27
Gordon Bennie	21
Rene St. Pierre	32
Richard Pairish	27
Richard Aiple	19
<b>Total Votes</b>	<b>126</b>

<b>Indian Valley CSD Director, 2-Year Term (vote for 1)</b>	
Andy A Meyers	530
David Preston	133
<b>Total Votes</b>	<b>663</b>
<b>Indian Valley CSD Director, 4-Year Term (vote for 3)</b>	
Roger Cherry	395
Joshua Dunnington	331
Susan Doran	247
Daniel Kearns	436
<b>Total Votes</b>	<b>1,409</b>
<b>Proposition 50 - Redistricting</b>	
Yes	3,212
No	5,243
<b>Total Votes</b>	<b>8,455</b>

The Official Final Canvass of votes cast is attached hereto and made a part hereof. The total turnout of voters was 61.91%.

*Marcy DeMartile*

Marcy DeMartile, Plumas County Clerk Recorder/Registrar of Voters

Dated: 12/2/2025

**CERTIFICATION OF CANDIDATES APPOINTED IN LIEU OF ELECTION**

**AT THE UNIFORM DISTRICT ELECTION HELD ON NOVEMBER 4, 2025**

I, Marcy DeMartile, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the Uniform District Election held November 4, 2025 and recorded in the Elections Records, certify the following candidates Appointed in Lieu of Elections as follows:

**BECKWOURTH PEAK FIRE PROTECTION DISTRICT**

Cary Curtis  
Nicholas Marques  
Richard Fortmann

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027  
12/5/2025 to 12/7/2029

**GRAEAGLE FIRE PROTECTION DISTRICT**

Larissa Beddoe  
Michael B. Preston

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**HAMILTON BRANCH FIRE PROTECTION DISTRICT**

Brett Hurff  
Norman Sollid  
John Ronald Damsen  
Jim Lee  
Suzanne Mueller

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027  
12/5/2025 to 12/3/2027  
12/5/2025 to 12/3/2027

**MEADOW VALLEY FIRE PROTECTION DISTRICT**

Robert Gimbel

**Term of Office**

12/5/2025 to 12/7/2029

**PENINSULA FIRE PROTECTION DISTRICT**

Tracey Smith  
Joseph Spooner

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027

**PRATTVILLE-ALMANOR FIRE PROTECTION DISTRICT**

James Pope  
Kenneth A. Wilson, Jr.

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**QUINCY FIRE PROTECTION DISTRICT**

John Mansell  
Andy Ryback  
Michael C. Taborski

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027

**CLIO PUBLIC UTILITY DISTRICT**

Fletcher Darquea  
Jeremiah Marquette  
Matt Williams

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**JOHNSVILLE PUBLIC UTILITY DISTRICT**

John LaTourrette  
David Alan Piepho

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**AMERICAN VALLEY COMMUNITY SERVICES DISTRICT**

Frank R. Carey

**Term of Office**

12/5/2025 to 12/3/2027

**C ROAD COMMUNITY SERVICES DISTRICT**

Debra L. Thompson  
William Peterson

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027

**GRAEAGLE COMMUNITY SERVICES DISTRICT**

Jane Scott  
Robert Surryhne  
John Vercelli  
Michele E. Skupic

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027

**GRIZZLY RANCH COMMUNITY SERVICES DISTRICT**

Kathryn Roberts  
Peter R. Christoffersen  
Stephen Tange  
Mark Roberts

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027  
12/5/2025 to 12/3/2027  
12/5/2025 to 12/7/2029

**HAMILTON BRANCH COMMUNITY SERVICES DISTRICT**

Sean M. McHugh  
James Lee

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**LONG VALLEY COMMUNITY SERVICES DISTRICT**

Gregory A. Kneisel  
Michael J. McCourt

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

Donald Fregulia  
Todd A. Solomon  
Jeff Glick

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**WEST ALMANOR COMMUNITY SERVICES DISTRICT**

Dick Horn  
Kimberly Mullikin  
Tim Grewis

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**ALMANOR RECREATION AND PARK DISTRICT**

Anne Kassebaum

**Term of Office**

12/5/2025 to 12/7/2029

**CENTRAL PLUMAS RECREATION AND PARK DISTRICT**

Matthew Kitchens  
Laurie Sturley

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**EASTERN PLUMAS RECREATION AND PARK DISTRICT**

Marcia Boswell  
Margaret "Mimi" Garner

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029

**INDIAN VALLEY RECREATION AND PARK DISTRICT**

Janine  
Joan Carter  
Kaley Bentz

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027

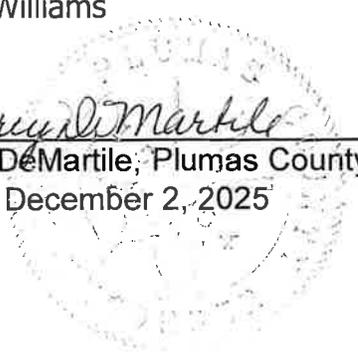
**LAST CHANCE CREEK WATER DISTRICT**

Milton N. Frei  
Darrin Damonte  
Bryan Williams

**Term of Office**

12/5/2025 to 12/7/2029  
12/5/2025 to 12/7/2029  
12/5/2025 to 12/3/2027

  
\_\_\_\_\_  
Marcy DeMartile, Plumas County Clerk-Recorder  
Dated: December 2, 2025



## Consolidated Statewide Special Election November 4, 2025 Plumas County OFFICIAL FINAL

Precincts Reported: 29 of 29 (100.00%)

Voters Cast: 8,478 of 13,693 (61.91%)

### **PUSD TRUSTEE AREA 5 TRUSTEE (Vote for 1)**

Precincts Reported: 6 of 6 (100.00%)

		Total	
Times Cast		1,993 / 2,878	69.25%
Candidate	Party	Total	
Keith Barnett		646	
Matthew De La Montanya		1,044	
Total Votes		1,690	
		Total	
Unresolved Write-In		0	

### **AMERICAN VALLEY CSD DIRECTOR (Vote for 2)**

Precincts Reported: 6 of 6 (100.00%)

		Total	
Times Cast		1,816 / 3,057	59.40%
Candidate	Party	Total	
Bill Martin		989	
Kathy Felker		972	
John Selby		572	
Total Votes		2,533	
		Total	
Unresolved Write-In		0	

### **GOLD MOUNTAIN CSD DIRECTOR (Vote for 3)**

Precincts Reported: 2 of 2 (100,00%)

		Total	
Times Cast		50 / 67	74.63%

Candidate	Party	Total
Patricia Ryan		27
Gordon Bennie		21
Rene St. Pierre		32
Richard Pairish		27
Richard Aiple		19
Total Votes		126

Total	0
-------	---

Unresolved Write-In

### **INDIAN VALLEY CSD 2-YEAR TERM DIRECTOR (Vote for 1)**

Precincts Reported: 4 of 4 (100,00%)

		Total	
Times Cast		717 / 1,277	56.15%

Candidate	Party	Total
Andy A Meyers		530
David Preston		133
Total Votes		663

Total	0
-------	---

Unresolved Write-In

### **INDIAN VALLEY CSD 4-YEAR TERM DIRECTOR (Vote for 3)**

Precincts Reported: 4 of 4 (100,00%)

		Total	
Times Cast		717 / 1,277	56.15%

Candidate	Party	Total
Roger Cherry		395
Joshua Dunnington		331
Susan Doran		247
Daniel Kearns		436
Total Votes		1,409

Total	0
-------	---

Unresolved Write-In

# PROPOSITION 50 (Vote for 1)

Precincts Reported: 29 of 29 (100.00%)

Times Cast		Total	
		8,478 / 13,693	61.91%
Candidate	Party	Total	
Yes		3,212	
No		5,243	
Total Votes		8,455	
		Total	
Unresolved Write-In		0	



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

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:**  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Grants Manager

---

**Recommendation:**

.

**Background and Discussion:**

.

**Action:**

.

**Fiscal Impact:**

.

**Attachments:**

None



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Zachary Gately, Grant Manager  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize supplemental budget transfer of \$120,092 from ARPA Fund (0021) Balance to County Administrative Officer TRF-ARPA Funds (2003048-48021) to cover the budgeted salary and benefits for one grant funded employee; approved by Auditor/Controller. Four/Fifths roll call vote

---

**Recommendation:**

Approve and authorize supplemental budget transfer of \$120,092 from ARPA Fund (0021) Balance to County Administrative Officer TRF-ARPA Funds (2003048-48021) to cover the budgeted salary and benefits for one grant funded employee; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Background and Discussion:**

The budget for the ARPA Grant Manager was not set in the ARPA fund (0021) for FY26 salaries and benefits. This Budget Transfer will ensure that the correct funds are used to pay the grant manager. \$120,092 covers all salaries and benefits for the position for FY26, as approved on December 17, 2024, at a regularly scheduled Board Meeting.

**Action:**

Approve and authorize supplemental budget transfer(s) of \$74,301.73+Zach's Salary from ARPA Fund (0021) Balance to Ag - Equipment (2042554-542600) to cover the budgeted costs that did not have the appropriate transfers made;

**Fiscal Impact:**

(No Negative General Fund Impact, positive general fund impact)

**Attachments:**

1. Minutes 08-06-2024



### **Board of Supervisors**

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

### **MEETING MINUTES**

## **ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON AUGUST 6, 2024**

---

### **STANDING ORDERS**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. The public may participate as follows:

#### **Live Stream of Meeting**

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

#### **ZOOM Participation**

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=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

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

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address

[Public@countyofplumas.com](mailto:Public@countyofplumas.com)

## **CALL TO ORDER**

### **Roll Call.**

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

## **PLEDGE OF ALLEGIANCE**

Richard Foster led the Pledge of Allegiance.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

There are no additions or deletions to the agenda.

The Chair has requested that items J.1, 4.D.1-2 be taken up before item 4.A.

## **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.

There were 0 public comments received electronically prior to the meeting, and 0 during the meeting in person and on zoom.

## **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

M. Demartile (Clerk-Recorder/Registrar of Voters) updates the Board on Elections, marriage licenses.

This is the last week of the filing period. Requests the public "like" the Elections page on Facebook.

Clint Koble comments

W. Vierria (Ag Commissioner) updates the Board on her office is aware of the Mormon Crickets.

G. Ellingson (IT Director) updates the Board on the recent CrowdStrike outage that took place on July 18, 2024, which affected 8.5 million people worldwide, including the county. He thanked his staff for their efforts in restoring employees' computer systems back, which took two days.

Sheriff Johns updated the Board on the Park fire blowing up over night and changes to some of the evacuation numbers in Plumas County, and Tehama County.

## **ACTION AGENDA**

### **1. UPDATES AND REPORTS**

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

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

Patrick Josph updated the Board on Greenville Post Office opening on August 12, 2024. The Ad Hoc

Committee for the DF PG&E settlement fund is meeting on 8/7/2024 at 1pm.  
Tracey Ferguson (Planning Director) updates the Board on Grant workshop meeting at the DFC office in Greenville, at 6:30pm, tomorrow August 7, 2024,

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

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

Clint Koble read a handout to the Board. <https://plumascounty.us/ArchiveCenter/ViewFile/Item/18395>

**C. US FOREST SERVICE**

Report and update.

No Report Provided.

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

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

CAO Lucero updates Board on intensive Client First training workshops being conducted for 1.5–4 hours each. Some employees will be working this Saturday for 4 hours checking 499 records that were inputted into Munis.

**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.

No Report Provided.

**F. FINANCIAL/AUDIT REPORT**

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

No Report Provided.

**2. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

**Motion:** Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

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

**A. PUBLIC HEALTH AGENCY**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Lassen County Public Health Department; effective April 1, 2024; not to exceed \$12,260.00; (No General Fund Impact) (Ryan White Part C) approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Lassen County Public Health Department, effective April 1, 2024, not to exceed \$10,889.00; (No General Fund Impact) (Ryan White Part B) approved as to form by County Counsel.

- 3) Approve and authorize the Chair to sign the annual Certificates of Compliance for the County Veteran's Subvention Program and the Medi-Cal Cost Avoidance Program for FY 24/25 from the Department of Veterans Affairs.
- 4) Approve and authorize Chair to ratify and sign two agreements between Plumas County Public Health Agency and Wenonah Beard, RN for the Ryan White Part B and Part C Programs; effective April 1, 2024; not to exceed Part B \$6,064.00 and Part C \$5,114.00; (No General Fund Impact) Ryan White Part B & Part C; approved as to form by County Counsel.
- 5) Approve and authorize Chair to sign amendment no. 1 to University agreement No. 007082 between Plumas County Public Health Agency and The Regents of the University of California to extend the term of the agreement from September 5, 2024, through September 4, 2025; (No General Fund Impact) (Ryan White Part C) approved as to form by County Counsel.

## **B. PROBATION**

- 1) Approve and authorize Plumas County Probation to pay County of Tehama, a political subdivision of the State of California, a non-contract invoice in the amount of \$1,500.00 for Board and Care of Plumas County Juveniles in June 2024; General Fund Impact, use of budget line item 2040053-530400.
- 2) Approve and authorize Chair to sign an agreement between Plumas County Probation and Redwood Toxicology Laboratory, Inc., a California Corporation; effective July 1, 2024; not to exceed \$70,000.00; General Fund Impact up to \$7,600.00 as approved in recommended FY24/25 budget (2040052-524803 & 524804) approved as to form by County Counsel.
- 3) Approve and authorize Chair to sign an agreement between Plumas County Probation and Sapience Practice, a Limited Liability Company; effective July 1, 2024; not to exceed \$10,000.00; No General Fund Impact, services will be paid out of JJCPA, a State Juvenile Grant (2040252-521900) approved as to form by County Counsel.

## **C. SHERIFF'S OFFICE**

- 1) Approve and authorize Chair to sign the first amendment to the Shelter Services Agreement between Plumas County Animal Shelter and The Regents of the University of California; (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 Sheriff's Office and J&C Enterprises to provide striping and lettering at the new correctional facility; effective July 1, 2024; not to exceed \$9,999.00; (No General Fund Impact) Grant Funded (20141 / 521900) approved as to form by County Counsel.

- 3) Approve and authorize Chair to ratify and sign an agreement between Plumas County Sheriff's Office and Mark A. Clementi, Ph.D., to provide and administer pre-employment testing to job applicants to the Sheriff's Office; effective May 1, 2024; not to exceed \$9,999.00; (General Fund Impact) as approved in FY23/24 and FY24/25 recommended budgets (70330 / 521107); approved as to form by County Counsel.

**D. PUBLIC WORKS/ROAD DEPARTMENT**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Works and Cunningham Auto Group dba Susanville Ford CDJR for repairs made to Public Works heavy equipment fleet; not to exceed \$20,000.00; No General Fund Impact; approved as to form by County Counsel.

**E. CLERK OF THE BOARD**

- 1) Approve the Meeting Minutes for all meetings held in July 2024, as submitted.

**F. COUNTY COUNSEL**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County and Linda Judge, Public Defender for LPS/Probate Conservatorships; effective July 1, 2024; not to exceed \$2,000.00 per month or \$24,000.00 per year; (General Fund Impact) as approved in (FY24/25) recommended budget (20320 / 525900); approved as to form by County Counsel.

**G. BEHAVIORAL HEALTH**

- 1) Approve and authorize Chair to ratify and sign an agreement between Plumas County Behavioral Health and Roundhouse Council, a community-based non-profit organization providing language and cultural activities and education and resource support to Native American youth, families, and elderly in Plumas County effective July 1, 2024; not to exceed \$95,000.00; (No General Fund Impact) Mental Health Services Act Funding, approved as to form by County Counsel.
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Behavioral Health and Plumas Unified School District to work in partnership to address the needs of students and their families by providing school-based mental health prevention and early intervention services. Effective July 1, 2024; not to exceed \$251,932.00; (No General Fund Impact) Mental Health Service Act Funds provide for this program; approved as to form by County Counsel.

- 3) Approve and authorize Chair to sign an agreement between Plumas County Behavioral Health and Butte County Department of Behavioral Health to allow out of county clients to enroll in a licensed Driving Under the Influence Program, and for Plumas County to implement a contract with the DUI Program Provider that the County is currently utilizing. Effective date of execution. (No General Fund Impact) MOU is non-financial; approved as to form by County Counsel.
- 4) Approve and authorize Chair to ratify and sign an agreement between Plumas County Behavioral Health and Butte County Department of Behavioral Health for hospital-based psychiatric inpatient services. Effective July 1, 2024 ; not to exceed \$50,000.00; (No General Fund Impact) Federal and State funding; approved as to form by County Counsel.

### **3. SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

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

#### **A. ADJOURN AS THE BOARD OF SUPERVISORS**

#### **B. CONVENE AS WALKER RANCH COMMUNITY SERVICES DISTRICT GOVERNING BOARD**

- 1) Consider Approval of a Supplemental Budget Request to Increase Special Department Expense (524400), Professional Services Expense (521900), and Utilities Expense (527800) Using Projected Fund Balance as of June 30, 2024 by a total of \$50,500.00. Attached is a completed "Budget Transfer" form signed by the Department's fiscal officer and the County Auditor. Discussion and possible action. **(Four/Fifths Vote)**

**Motion:** Consider Approval of a Supplemental Budget Request to Increase Special Department Expense (524400), Professional Services Expense (521900), and Utilities Expense (527800) Using Projected Fund Balance as of June 30, 2024 by a total of \$50,500.00. Attached is a completed "Budget Transfer" form signed by the Department's fiscal officer and the County Auditor. Discussion and possible action. **(Four/Fifths Vote), Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

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

**Rob Thorman presents.**

#### **C. ADJOURN AS WALKER RANCH COMMUNITY SERVICES DISTRICT GOVERNING BOARD**

#### **D. RECONVENE AS THE BOARD OF SUPERVISORS**

### **4. DEPARTMENTAL MATTERS**

**A. AGRICULTURE WEIGHTS & MEASURES - Willo Vieira**

- 1) Approve budget amendment to the ARPA Broadband budget to allocate \$75,000 to the Office of the Agricultural Commissioner / Sealer of Weights and Measures for the fixed asset purchase of Crane and Modified Body; no General Fund impact; discussion and possible action. **Roll Call Vote**

**Motion:** Approve budget amendment to the ARPA Broadband budget to allocate \$75,000 to the Office of the Agricultural Commissioner / Sealer of Weights and Measures for the fixed asset purchase of Crane and Modified Body; no General Fund impact; discussion and possible action.

**Roll Call Vote , Action:** Approve, **Moved by** Supervisor - District 1 Ceresola, **Seconded by** Supervisor - District 3 McGowan.

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

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

**Willow Vieira presents**

**Clint Koble comments**

**Travis Goings comments**

**CAO Lucero comments**

- 2) Approve and authorize Chair to sign an agreement between Plumas County Agriculture Weights And Measures and Enoven Truck Body + Equipment for the fixed asset purchase of Crane and Modified Body; total not to exceed \$74,301.73; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize Chair to sign an agreement between Plumas County Agriculture Weights And Measures and Enoven Truck Body + Equipment for the fixed asset purchase of Crane and Modified Body; total not to exceed \$74,301.73; (No General Fund Impact); approved as to form by County Counsel; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

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

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

**Willow Vieira presents**

**B. LIBRARY - Dora Mitchell**

- 1) Approve and authorize supplemental budget transfer(s) of \$143,554.40 from FY23/24 Vehicle 541500 to FY 24/25 Vehicle 541500 to pay final invoice for Bookmobile vehicle purchase; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of \$143,554.40 from FY23/24 Vehicle 541500 to FY 24/25 Vehicle 541500 to pay final invoice for Bookmobile vehicle purchase; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 1 Ceresola, **Seconded by** Supervisor - District 3 McGowan.

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

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

**Dora Mitchell presents**

- 2) Approve and authorize supplemental budget transfer(s) of \$7,668.60 from Vehicle (20670/541500) to Office Supplies (20670/521800) in the amount of \$69.13, Computer (20670/529500) in the amount of \$3,999.47, and Professional Services (20670/521900) in the amount of \$3,600, for the purchase of supplies and services for the bookmobile; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer(s) of \$7,668.60 from Vehicle (20670/541500) to Office Supplies (20670/521800) in the amount of \$69.13, Computer (20670/529500) in the amount of \$3,999.47, and Professional Services (20670/521900) in the amount of \$3,600, for the purchase of supplies and services for the bookmobile; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 1 Ceresola.

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

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

**Dora Mitchell presents**

- 3) Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County and Sierra County to update invoice format; (No General Fund Impact) no cost to Plumas County; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign amendment no. 1 to agreement between Plumas County and Sierra County to update invoice format; (No General Fund Impact) no cost to Plumas County; approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

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

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

**Dora Mitchell presents**

- 4) Approve and authorize Library to recruit and fill one extra-help Greenville Branch Library Aide; (No General Fund Impact) (funds are already budgeted in Other Wages for FY24/25); discussion and possible action.

**Motion:** Approve and authorize Library to recruit and fill one extra-help Greenville Branch Library Aide; (No General Fund Impact) (funds are already budgeted in Other Wages for FY24/25); discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

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

**Dora Mitchell presents**

- 5) Approve and authorize Chair to sign a Lease Agreement between Shepard Kest Porter and Cheri Prior and the Plumas County Library Department for parking the Library Bookmobile at The Spot located at 136 Crescent Street, Greenville, CA on an as needed basis to conduct Library business; approved as to form by County Counsel, and approve the Grand Opening of the Plumas County Library Bookmobile at The Spot in Greenville on August 13, 2024; discussion and possible action.

**Motion:** Approve and authorize Chair to sign a Lease Agreement between Shepard Kest Porter and Cheri Prior and the Plumas County Library Department for parking the Library Bookmobile at The Spot located at 136 Crescent Street, Greenville, CA on an as needed basis to conduct Library business; approved as to form by County Counsel, and approve the Grand Opening of the Plumas County Library Bookmobile at The Spot in Greenville on August 13, 2024; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

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

**Dora Mitchell presents**

**Clint Koble comments**

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

- 1) **11:00 AM - PUBLIC HEARING:** Introduce and waive first reading of an **ORDINANCE** of the County of Plumas, State of California AMENDING ARTICLE 7, CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE regarding various Plumas County Speed Zones; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

Rob Thorman, Acting Public Works Director, is present and addressed the Board with an overview of the matter before them.

The Chair opens the public hearing. There being no further comment, the hearing is closed.

**Motion: 11:00 AM - PUBLIC HEARING:** Introduce and waive first reading of an **ORDINANCE** of the County of Plumas, State of California AMENDING ARTICLE 7, CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE regarding various Plumas County Speed Zones; approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action: Approve, Moved by None, Seconded by None.**

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

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

**Rob Thorman presents**

The title of the Ordinance is read and continued to August 13, 2024 for adoption.

**D. SHERIFF'S OFFICE - Todd Johns**

- 1) Adopt **RESOLUTION** of the Board of Supervisors of the County of Plumas calling for the placement of a 3/4% Special Tax Measure on the ballot of the November 5, 2024, election to adopt a transactions and use tax, and requesting that it be consolidated with the Statewide General Election to be held on November 5, 2024; approved as to form by County Counsel; discussion and possible action. **Roll Call Vote.**

**Motion:** Adopt **RESOLUTION No. 24-8937** of the Board of Supervisors of the County of Plumas calling for the placement of a 3/4% Special Tax Measure on the ballot of the November 5, 2024, election to adopt a transactions and use tax, and requesting that it be consolidated with the Statewide General Election to be held on November 5, 2024; approved as to form by County Counsel; discussion and possible action. **Roll Call Vote., Action: Approve, Moved by Supervisor - District 5 Engel, Seconded by Supervisor - District 2 Goss.**

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

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

**Marcy DeMartile comments**

**Supervisor Goss comments**

- 2) Approve and authorize the Federal Annual Equitable Sharing Agreement and Certification report to the U.S. Department of Justice and U.S. Department of the Treasury for the asset forfeiture fund and authorize prepare to submit electronically; discussion and possible action.

**Motion:** Approve and authorize the Federal Annual Equitable Sharing Agreement and Certification report to the U.S. Department of Justice and U.S. Department of the Treasury for the asset forfeiture fund and authorize prepare to submit electronically; discussion and possible action., **Action: Approve, Moved by Supervisor - District 5 Engel, Seconded by Supervisor - District 2 Goss.**

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

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

**Sheriff Johns presented.**

**E. HUMAN RESOURCES** - Debra Lucero

- 1) Adopt **RESOLUTION** suspending the Annual Salary Adjustment for the Board of Supervisors for the 2024-2025 Fiscal Year; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt [RESOLUTION No. 24-8938](#) suspending the Annual Salary Adjustment for the Board of Supervisors for the 2024-2025 Fiscal Year; approved as to form by County Counsel; discussion and possible action. **Roll call vote, Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 3 McGowan.

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

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

- 2) Approve and authorize Human Resources Department to recruit and fill, funded and allocated, one (1.0) FTE Human Resources Payroll Specialist I/II due to retirement effective November 1, 2024; (General Fund Impact) as approved in FY24/25 recommended budget; discussion and possible action.

**Motion:** Approve and authorize Human Resources Department to recruit and fill, funded and allocated, one (1.0) FTE Human Resources Payroll Specialist I/II due to retirement effective November 1, 2024; (General Fund Impact) as approved in FY24/25 recommended budget; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

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

**CAO Lucero presents**

**F. TREASURER-TAX COLLECTOR** - Julie White

- 1) Approve and Authorize the Sierra Valley Groundwater Management District to withdraw District funds from the County Treasury Pool, approximately \$251,000.00 and approve a mutually acceptable date of withdrawal of August 6, 2024; (No General Fund Impact) discussion and possible action.

**Motion:** Approve and Authorize the Sierra Valley Groundwater Management District to withdraw District funds from the County Treasury Pool, approximately \$251,000.00 and approve a mutually acceptable date of withdrawal of August 6, 2024; (No General Fund Impact) discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

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

**Julie White presents**

**Supervisor McGowan comments**

**G. SOLID WASTE** - Rob Thorman

- 1) Consider Approval of a Supplemental Budget Request to increase Professional Services Expense (521900), Administration Expense (527900), and Transfer Out Expense (580000) using projected savings in a fixed asset account (548211) by a total of \$56,000.00. Discussion and possible action. (**Four/Fifths Vote**)

**Motion:** Consider Approval of a Supplemental Budget Request to increase Professional Services Expense (521900), Administration Expense (527900), and Transfer Out Expense (580000) using projected savings in a fixed asset account (548211) by a total of \$56,000.00. Discussion and possible action. **(Four/Fifths Vote), Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 2 Goss.

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

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

**Rob Thorman presents**

#### H. SOCIAL SERVICES - Debbie Wingate

- 1) Approve and authorize Office of Public Guardian to recruit and fill, funded and allocated, vacant .50 FTE Deputy Public Guardian; (General Fund Impact) as approved in FY 24/25 recommended budget; discussion and possible action.

**Motion:** Approve and authorize Office of Public Guardian to recruit and fill, funded and allocated, vacant .50 FTE Deputy Public Guardian; (General Fund Impact) as approved in FY 24/25 recommended budget; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

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

**Debbie Wingate presents**

#### I. PLANNING - Tracey Ferguson

- 1) Review and adopt Community Development Block Grant (CDBG) 2021 Dixie Fire Recovery For-Profit Business Economic Development Grant Guidelines; discussion and possible action.

**Motion:** Review and adopt Community Development Block Grant (CDBG) 2021 Dixie Fire Recovery For-Profit Business Economic Development Grant Guidelines; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

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

**Tracey Ferguson presents**

#### J. COUNTY COUNSEL - Josh Brechtel

- 1) Approve and authorize Chair to sign a Lease agreement between The County of Plumas and The Plumas County Museum Association for the Lease of Lawry House located at 60 Bradley Street, Quincy, CA; effective August 6, 2024, and shall expire on August 5, 2044; approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign a Lease agreement between The County of Plumas and The Plumas County Museum Association for the Lease of Lawry House located at 60 Bradley Street, Quincy, CA; effective August 6, 2024, and shall expire on August 5, 2044; approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 3 McGowan.

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

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

**Josh Brechtel presents**

**Chair Hagwood comments**

## 5. COUNTY ADMINISTRATIVE OFFICE - DEBRA LUCERO

### A. County Administrative Officer's Report

CAO Lucero read bullet points of her report to the Board.

- B. Approve and authorize supplemental budget transfers for a total of \$428,000 from fund balance of fund 0026 LATCF (one-time funds) to CAO Professional Services (2003052-521900) to cover allocated but, un-budgeted CLA costs; \$49,312.15 is for FY23 and 378,687.85 is for FY24; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfers for a total of \$428,000 from fund balance of fund 0026 LATCF (one-time funds) to CAO Professional Services (2003052-521900) to cover allocated but, un-budgeted CLA costs; \$49,312.15 is for FY23 and 378,687.85 is for FY24; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 1 Ceresola.

**Vote:** Motion Passed by split vote (**summary:** Yes = 4 No = 1).

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

**No:** Supervisor - District 5 Engel.

**CAO Lucero presents**

- C. Approve and authorize Chair to sign an agreement between Plumas County CAO Administration and Clifton Larson & Allen LLC; effective August 6, 2024; not to exceed \$150,000; (General Fund Impact) as approved in (FY24/25) recommended budget (2003052 / 521900); approved as to form by County Counsel; discussion and possible action.

**Motion:** Approve and authorize Chair to sign an agreement between Plumas County CAO Administration and Clifton Larson & Allen LLC; effective August 6, 2024; not to exceed \$150,000; (General Fund Impact) as approved in (FY24/25) recommended budget (2003052 / 521900); approved as to form by County Counsel; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss.

**Vote:** Motion Passed by split vote (**summary:** Yes = 4 No = 1).

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

**No:** Supervisor - District 5 Engel.

**CAO Lucero presents**

**Martee Nieman comments**

- D. Approve and authorize supplemental budget transfer of \$277,787.00 from Fund Balance to 2003052/521900 CAO Professional Services to correct the non-transfer of Fund Balance to CAO Professional Services on February 20, 2024, when the Board appropriated the OPENGOV contract; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote**

**Motion:** Approve and authorize supplemental budget transfer of \$277,787.00 from Fund Balance to 2003052/521900 CAO Professional Services to correct the non-transfer of Fund Balance to CAO Professional Services on February 20, 2024, when the Board appropriated the OPENGOV contract; approved by Auditor/Controller; discussion and possible action. **Four/Fifths roll call vote, Action:** Approve, **Moved by** Supervisor - District 3 McGowan, **Seconded by** Supervisor - District 2 Goss. **Vote:** Motion Passed by split vote (**summary:** Yes = 4 No = 1). **Yes:** Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 McGowan, Supervisor - District 4 Hagwood. **No:** Supervisor - District 5 Engel.  
**CAO Lucero presents**

## 6. BOARD OF SUPERVISORS

- A. Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on September 10, 2024; discussion and possible action.

**Motion:** Review, pursuant to Health and Safety code section 101080, **RESOLUTION No. 21-8609** ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on September 10, 2024; discussion and possible action., **Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

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

### B. APPOINTMENTS

- 1) Appoint Courtney Schrammel and Melissa Smith for membership to a two-year term on the First 5 Plumas County Children & Families Commission; discussion and possible action.

**Motion:** Appoint Courtney Schrammel and Melissa Smith for membership to a two-year term on the First 5 Plumas County Children & Families Commission; discussion and possible action. , **Action:** Approve, **Moved by** Supervisor - District 2 Goss, **Seconded by** Supervisor - District 5 Engel.

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

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

### C. CORRESPONDENCE

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

Reported by Supervisor Hagwood regarding matters related to County Government and including attending the Transportation Committee meeting.

Reported by Supervisor Goss regarding matters related to County Government and including attending the County Employee picnic, and the Transportation Committee, and NorCal EMS meetings.

**7. CLOSED SESSION**

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

- A. Personnel: Public employee appointment or employment - Public Works Director
- B. Personnel: Public Employee Performance Evaluation - Planning Director
- C. Personnel: Public Employee Performance Evaluation - Risk Manager/OES (Board Only)
- D. Personnel: Public Employee Employment - Interim County Counsel
- E. Personnel: Public Employee Employment - Deputy County Counsel
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(2) of Government Code Section 54956.9 (1 case)

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

Chair Hagwood reported that the Board has made a conditional offer of employment to Rob Thorman.

**8. ADJOURNMENT**

Adjourned meeting to Tuesday, August 13, 2024, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:**  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Sheriff's Office

---

**Recommendation:**

.

**Background and Discussion:**

.

**Action:**

.

**Fiscal Impact:**

.

**Attachments:**

None



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Sarah Novak, Sheriff's Fiscal Officer  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. Four/Fifths roll call vote

---

**Recommendation:**

Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. **Four/Fifths roll call vote**

**Background and Discussion:**

There is a mandatory Windows 11 upgrade which is required for the implementation of the new communications infrastructure to be installed. Without this upgrade, the current consoles would not be compatible with the new infrastructure that will be installed.

**Action:**

Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. **Four/Fifths roll call vote**

**Fiscal Impact:**

(No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT)

**Attachments:**

1. Bill\_20250826\_0001



PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM

---

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Sarah Novak, Sheriff's Fiscal Officer  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. Four/Fifths roll call vote

---

**Recommendation:**

Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. **Four/Fifths roll call vote**

**Background and Discussion:**

There is a mandatory Windows 11 upgrade which is required for the implementation of the new communications infrastructure to be installed. Without this upgrade, the current consoles would not be compatible with the new infrastructure that will be installed.

**Action:**

Approve and authorize the Sheriff to proceed with a fixed asset purchase of dispatch and radio control room radio control consoles; total not to exceed \$17,000.00; (No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT); discussion and possible action. **Four/Fifths roll call vote**

**Fiscal Impact:**

(No General Fund Impact) 70375 / 5242200 (COMMUNICATIONS / COMMUNICATIONS EQUIPMENT)

**Attachments:**

1. Bill\_20250826\_0001



# Plumas Co. Sheriff's Office

1400 E. Main St  
Quincy, CA 95971  
(530) 283-6397 fax (530) 283-6344

Purchase Order No. PCSO082625

## PURCHASE ORDER

### Vendor

Name Sierra Electronics  
Address 690 E. Glendale Ave, Suite 9B  
City Sparks St NV ZIP 89431  
Phone 775-359-1121

### Ship To

Name Plumas Co. Sheriff's Office  
Address 1400 E. Main St  
City Quincy St CA ZIP 95971  
Phone (530) 283-6375 fax (530) 283-6344

Qty	Units	Description	Unit Price	TOTAL
4		Mini PC, hardened OS for Console Position	\$2,595.00	\$10,380.00
2		Standard Server, hardened OS for Back end components Windows OS, TPM 2.0 1 RU, SSD. Rack mount Cabinet	\$7,675.00	\$15,350.00
1		Hardware repair services provided during the one year warranty period	\$0.00	\$0.00

### Payment Details

Bill to:  
PLUMAS COUNTY SHERIFF'S OFFICE  
1400 E. MAIN STREET  
QUINCY, CA 95971-9402  
  
ATTN: RONI TOWERY

SubTotal	\$25,730.00
Shipping & Handling	\$1,865.42
Taxes	
<b>TOTAL</b>	<b>\$27,595.42</b>

### Contact Information:

Roni Towery - PCSO Fiscal Officer 530-283-6396  
Sarah Novak - PCSO Fiscal Officer 530-283-6373

### Approval

  
Chad Hermann, Undersheriff

Date 8/26/2025  
Order No \_\_\_\_\_  
Sales Rep \_\_\_\_\_  
Ship Via \_\_\_\_\_



# Windows 11 Upgrade SALES QUOTE

690 E. Glendale Ave, Suite 9B, Sparks, NV 89431  
(775) 359-1121 (800) 874-7515

**TO:** Plumas County Sheriff's Office  
Chad Hermann  
Quincy, CA 95971  
530-283-6375

Date: **4/7/2025**  
Sales Rep: Dan Pena  
Terms: Net 30  
Expires: 5/7/2025

**REF# DQM13786**

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
SCOUTPC	Mini PC, hardened OS for Console Position	4	\$2,595.00	\$10,380.00
SCOUTSTDSERVER	Standard Server, hardened OS for Back end components Windows OS, TPM 2.0 1RU, SSD. Rack mount Cabinet	2	\$7,675.00	\$15,350.00
SCOUTCARE HW - WARRANTY	Hardware repair services provided during the one year warranty period	1	\$0.00	\$0.00

<b>Subtotal</b>	\$25,730.00
<b>Sales Tax</b>	\$1,865.42
<b>Total</b>	<b>\$27,595.42</b>

**Notes:**

For questions regarding this quote please contact:

Dan Peña  
Office – 775-359-1121  
Cell -775-846-6904  
Toll Free – 800-874-7515  
[danp@sierraelectronics.com](mailto:danp@sierraelectronics.com)

**Sierra Electronics**  
690 East Glendale Ste.9B  
Sparks, NV 89431





**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

---

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

**FROM:** Roni Towery

**MEETING DATE:** December 9, 2025

**SUBJECT:** Approve and authorize Chair to sign a purchase agreement between Plumas County Sheriff's Office and Winner Chevrolet for the fixed asset purchase of four (4) fully outfitted marked patrol vehicles; total not to exceed \$388,000; (No General Fund Impact) as approved in (FY 25/26) budget; \$194,000 from Sheriff's AB443 (Small and Rural Law Enforcement funds)/Vehicle #70331/541500 and \$194,000 from Sheriff's Supplemental Law Enforcement Services Fund (Citizens' Option for Public Safety - COPS funds)/Vehicle #70356-541500; approved as to form by County Counsel; discussion and possible action. Four/Fifths roll call vote

---

**Recommendation:**

Approve and authorize Chair to sign a purchase agreement between Plumas County Sheriff's Office and Winner Chevrolet for the fixed asset purchase of four (4) fully outfitted marked patrol vehicles; total not to exceed \$388,000; (No General Fund Impact) as approved in (FY 25/26) budget; \$194,000 from Sheriff's AB443 (Small and Rural Law Enforcement funds)/Vehicle #70331/541500 and \$194,000 from Sheriff's Supplemental Law Enforcement Services Fund (Citizens' Option for Public Safety - COPS funds)/Vehicle #70356-541500.

**Background and Discussion:**

The Sheriff's Office must replace several vehicles which are no longer in service due to severe mechanical failures requiring excessive cost of repair and end of life serviceability, as is required on a yearly basis.

**Action:**

Approve and authorize Chair to sign a purchase agreement between Plumas County Sheriff's Office and Winner Chevrolet for the fixed asset purchase of four (4) fully outfitted marked patrol vehicles; total not to exceed \$388,000; (No General Fund Impact) as approved in (FY 25/26) budget; \$194,000 from Sheriff's AB443 (Small and Rural Law Enforcement funds)/Vehicle #70331/541500 and \$194,000 from Sheriff's Supplemental Law Enforcement Services Fund (Citizens' Option for Public Safety - COPS funds)/Vehicle #70356-541500.

**Fiscal Impact:**

No General Fund Impact - Sheriff's AB443 (Small and Rural Law Enforcement funds) and Sheriff's Supplemental Law Enforcement Services Fund (Citizens' Option for Public Safety - COPS funds)

**Attachments:**

1. Winner Chevrolet MPA final
2. Quote
3. Contract User Instructions - Vans SUVs - Supplement 37

**MASTER PURCHASE AGREEMENT  
COUNTY OF PLUMAS**

**Date:** 08/12/2025

**Vendor:** Winner Chevrolet  
7220 Fawn Way  
Sacramento CA 95823  
Tel: (916) 509-8577

**County:** County of Plumas  
Department of the Sheriff's Office  
1400 E. Main St  
Quincy, California 95971  
Tel: (530) 282-6375

**Description:** Purchase of four (4) Chevrolet Tahoe PPV fully upfitted patrol vehicles, identified in the quote attached to MPA as Exhibit A.

**Cost:** The total compensation payable under this agreement, inclusive of all expenses, shall not exceed Three hundred eighty-eight thousand \_\_\_\_\_ Dollars (\$388,000)

**Term:** Agreement shall commence on 09/01/2025 \_\_\_\_\_ and shall terminate on 09/01/2026 \_\_\_\_\_ unless the Contract is terminated earlier.

I understand and agree to the terms set forth above and those contained in the GSA State Contract # 1-22-23-23D which is incorporated herein by this reference.

**VENDOR:**

By:   
Name: Aidan Barnhart  
Title: Fleet Sales Representative  
Date signed: 9/3/2025

**COUNTY:**

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

By: \_\_\_\_\_  
Kevin Goss  
Chair of the Board of Supervisors  
Date signed:

**ATTEST:**

By: \_\_\_\_\_  
Allen Hiskey  
Clerk of the Board of Supervisors  
Date Signed:

Approved as to form:

  
Joshua Brechtel, Attorney  
County Counsel's Office

# Winner Chevrolet

7220 Fawn Way,  
 Sacramento, CA 95823  
 (916) 509-8577 - Desk  
 (530) 906-1582 - Cell

TO: **PLUMAS COUNTY**  
 1400 E Main St  
 Quincy, CA 95971  
 John Dalton  
 (530) 375-7051  
 daltonjohns@countyofplumas.com

**DATE** July 28, 2025  
**Quotation #** 10118A  
**FAN #** 858864

Prepared by: Aidan Barnhart

**Comments or special instructions:** Vehicle build and options are in additional pages.  
**State Contract # 1-22-23-23D**

Description	AMOUNT
CLIN 3 Tahoe	\$ 55,000.00
Options (Refer to Window Sticker)	\$ 2,376.00
Upgrade to 2026 model year PPV	\$ -
Lehr Upfit (refer to quote 54528)	\$ 26,376.98
Upfit handling surcharge	\$ 1,623.02
Kerr level 3+ ballistics both front doors	\$ 4,250.00
<b>**** Please review, sign, and return a copy of the quote and ****</b> <b>**** specs with the PO or the vehicle will not be ordered. ****</b> <b>****Shipping charge added for deliveries beyond Sacramento. No charge for will call.****</b>	
<b>Subtotal:</b>	\$ 89,626.00
<b>DOC Fee:</b>	\$ 85.00
<b>Taxable Subtotal:</b>	\$ 89,711.00
<b>Tax Rate(Subject to change):</b> 7.250%	\$ 6,504.05
<b>Tire Fee:</b>	\$ 8.75
<b>Fuel:</b>	\$ -
<b>Delivery Charge (Quincy):</b>	\$ 500.00
<b>Total:</b>	\$ <b>96,723.80</b>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>CA Tire Fee: \$1.75 / Per Tire</b> </div>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>QTY      4</b> </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Grand Total      \$ 386,895.19</b> </div>

If you have any questions concerning this quotation, contact Aidan Barnhart at (916) 509-8577 or email at ABarnhart@knightelkgrove.com

**THANK YOU FOR YOUR BUSINESS!!**



Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605-2811

State of California  
**STATEWIDE CONTRACT**  
**USER INSTRUCTIONS**  
MANDATORY

**\*Supplement 37\***

**\*(Incorporates Supplements 1 – 37)\***

ISSUE AND EFFECTIVE DATE: **\*09/30/2025\***  
CONTRACT NUMBER: 1-22-23-23 B through I  
DESCRIPTION: Fleet Vehicles – Vans & SUVs  
CONTRACTOR(S): Ocean Honda (1-22-23-23B)  
Freeway Toyota (1-22-23-23C)  
Winner Chevrolet (1-22-23-23D)  
Knight Sacramento CD Inc DBA Elk  
Grove Auto Group (1-22-23-23E)  
Downtown Ford (1-22-23-23F)  
Watsonville Fleet Group (1-22-23-23G)  
US Fleet Source (1-22-23-23H)  
CA Car Group (1-22-23-23I)  
CONTRACT TERM: 05/01/2022 through 04/30/2027 C - I  
05/01/2022 through 04/30/2026 B  
STATE CONTRACT ADMINISTRATOR: Frank Martin  
279-946-8035  
[Frank.Martin@dgs.ca.gov](mailto:Frank.Martin@dgs.ca.gov)

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

[Non-IT General Provisions \(rev 11/19/2021\)](#)

Cal eProcure link: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, ***\*Supplement 37\****

**All changes to most recent Supplement are in *bold red italic*. Additions are enclosed in asterisks; deletions are enclosed in brackets.**

**SUMMARY OF CHANGES**

<b>Supplement Number</b>	<b>Description/Articles</b>	<b>Supplement Date</b>
<b>*37</b>	<ul style="list-style-type: none"> <li>➤ <b><i>Attachment A – Contract Pricing: pricing and availability have been updated.</i></b></li> <li>➤ <b><i>Attachment D – Vehicle Specifications: vehicle specifications and options have been updated.</i></b></li> </ul>	<b><i>9/30/2025*</i></b>
36	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 35 has been replaced with Attachment A – Contract Pricing – Supplement 36.</li> <li>➤ Article 6 – Contract Items language has been updated.</li> </ul>	9/03/2025
35	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 34 has been replaced with Attachment A – Contract Pricing – Supplement 35.</li> </ul>	07/25/2025
34	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 33 has been replaced with Attachment A – Contract Pricing – Supplement 34.</li> </ul>	07/07/2025
33	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 32 has been replaced with Attachment A – Contract Pricing – Supplement 33.</li> </ul>	07/01/2025
32	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 30 has been replaced with Attachment A – Contract Pricing – Supplement 32.</li> </ul>	06/06/2025
31	<ul style="list-style-type: none"> <li>➤ Cover Page: Extension of Contracts C through I.</li> <li>➤ Article 31: Added language.</li> </ul>	04/16/2025

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

30	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 29 has been replaced with Attachment A – Contract Pricing – Supplement 30.</li> <li>➤ Cover Page and Articles 8 &amp; 26: updated language.</li> </ul>	03/18/2025
29	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 28 has been replaced with Attachment A – Contract Pricing – Supplement 29.</li> <li>➤ Contact Information for Elk Grove Auto and Winner Chevrolet has been updated.</li> </ul>	02/11/2025
28	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 27 has been replaced with Attachment A – Contract Pricing – Supplement 28.</li> </ul>	12/12/2024
27	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 26 has been replaced with Attachment A – Contract Pricing – Supplement 27.</li> </ul>	11/01/2024
26	<ul style="list-style-type: none"> <li>➤ Article 34: updated language.</li> <li>➤ Attachment A – Contract Pricing – Supplement 24 has been replaced with Attachment A – Contract Pricing – Supplement 26.</li> <li>➤ Attachment D – Vehicle Specifications Supplement 23: was replaced with Attachment D – Vehicle Specifications Supplement 26.</li> </ul>	09/06/2024
25	<ul style="list-style-type: none"> <li>➤ Added Section 30 – Vetted Forms/Certifications.</li> </ul>	7/22/2024
24	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 22 has been replaced with Attachment A – Contract Pricing – Supplement 24.</li> </ul>	07/05/2024

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

23	<ul style="list-style-type: none"> <li>➤ Cover Page: Extension of Contracts 23-23B, 23-23C, 23-23D, 23-23E, 23-23F, 23-23H, and 23-23I.</li> <li>➤ Articles 8, 12, 22, and 33: updated language.</li> <li>➤ Attachment D – Vehicle Specifications Supplement 1: was replaced with Attachment D – Vehicle Specifications Supplement 23.</li> </ul>	06/11/2024
22	<ul style="list-style-type: none"> <li>➤ Termination of Contract 1-22-23-23A.</li> <li>➤ Cover Page and Articles 1, 8, 12, 22, 25, 26, and 33: updated language.</li> <li>➤ Attachment A – Contract Pricing – Supplement 21: replaced with Attachment A – Contract Pricing – Supplement 22.</li> </ul>	04/19/2024
21	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 20 has been replaced with Attachment A – Contract Pricing – Supplement 21.</li> </ul>	04/05/2024
20	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 19 has been replaced with Attachment A – Contract Pricing – Supplement 20.</li> </ul>	02/29/2024
19	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 18 has been replaced with Attachment A – Contract Pricing – Supplement 19.</li> </ul>	01/12/2024
18	<ul style="list-style-type: none"> <li>➤ *Attachment A – Contract Pricing – Supplement 17 has been replaced with Attachment A – Contract Pricing – Supplement 18 due to price correction for previous supplement.</li> </ul>	01/04/2024
17	<ul style="list-style-type: none"> <li>➤ Attachment A – Contract Pricing – Supplement 15 has been replaced with Attachment A – Contract Pricing – Supplement 17.</li> </ul>	12/22/2023
16	<ul style="list-style-type: none"> <li>➤ Lithia Nissan contact information updated.</li> <li>➤ Downtown Ford contact information updated.</li> </ul>	12/12/2023

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

15	➤ Attachment A – Contract Pricing – Supplement 14 has been replaced with Attachment A – Contract Pricing – Supplement 15	11/17/2023
14	➤ Attachment A – Contract Pricing – Supplement 13 has been replaced with Attachment A – Contract Pricing – Supplement 14	11/15/2023
13	➤ Attachment A – Contract Pricing – Supplement 12 has been replaced with Attachment A – Contract Pricing – Supplement 13	10/31/2023
12	➤ Attachment A – Contract Pricing – Supplement 11 has been replaced with Attachment A – Contract Pricing – Supplement 12	09/21/2023
11	➤ Attachment A – Contract Pricing – Supplement 10 has been replaced with Attachment A – Contract Pricing – Supplement 11	8/31/2023
10	➤ Attachment A – Contract Pricing – Supplement 8 has been replaced with Attachment A – Contract Pricing – Supplement 10.	8/24/2023
9	➤ Update State Contract Administrator information.	08/04/2023
8	➤ Attachment A – Contract Pricing – Supplement 7 has been replaced with Attachment A – Contract Pricing – Supplement 8	07/28/2023
7	➤ Attachment A – Contract Pricing – Supplement 6 has been replaced with Attachment A – Contract Pricing – Supplement 7 ➤ Downtown Ford’s email address has been updated	06/16/2023
6	➤ Attachment A – Contract Pricing – Supplement 5 has been replaced with Attachment A – Contract Pricing – Supplement 6	01/23/2023

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

5	➤ Attachment A – Contract Pricing – Supplement 4 has been replaced with Attachment A – Contract Pricing – Supplement 5	12/06/2022
4	➤ Attachment A – Contract Pricing – Supplement 3 has been replaced with Attachment A – Contract Pricing – Supplement 4	11/04/2022
3	➤ Attachment A – Contract Pricing – Supplement 2 has been replaced with Attachment A – Contract Pricing – Supplement 3 ➤ Contact Information for Downtown Ford has been updated	09/19/2022
2	➤ Attachment A – Contract Pricing – Supplement 1 has been replaced with Attachment A – Contract Pricing – Supplement 2	08/16/2022
1	➤ Attachment A – Contract Pricing has been replaced with Attachment A – Contract Pricing – Supplement 1 ➤ Attachment D – Vehicle Specifications has been added ➤ Article 25 – Payments, language has been modified	05/26/2022
N/A	Original Contract Posted	05/01/2022

**All other terms and conditions remain the same.**

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

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## 1. SCOPE

The State's contracts provide Fleet Vehicles - Vans & SUVs at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-22-23-23 B – I. The contractors shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of Fleet Vehicles - Vans & SUVs to the State.

The contract term is for three (3) years with an option to extend the contract for two (2) additional one (1) year periods or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

## 2. CONTRACT USAGE/RULES

### A. State Departments

- The use of this contract is mandatory for State of California departments. State Departments may purchase any vehicle that is awarded to each line item. This contract does not include ranking.
- State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and SCM-F as applicable.
- Prior to placing orders against this contract, State departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at [pams@dgs.ca.gov](mailto:pams@dgs.ca.gov).
- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

### B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined as "any city, county, city and county, district or other governmental body or corporation", per Public Contract Code Chapter 2, Section 10298 (b), empowered to expend public funds for the acquisition of products; this includes the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges. While the State makes this contract available to local governmental agencies, each local

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governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

- Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do State agencies and have no authority to amend, modify or change any condition of the contract.
  - A DGS issued billing code is not required for local governmental agencies to place orders against this contract.
- C. Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

### **3. DGS ADMINISTRATIVE FEES**

#### **A. State Departments**

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](https://www.dgs.ca.gov/OFS/Price-Book) (<https://www.dgs.ca.gov/OFS/Price-Book>) (go to Price Book Download and click on Purchasing under Procurement Division).

#### **B. Local Governmental Agencies**

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25% of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the agency’s purchase price, nor invoiced or charged to the purchasing entity. All prices quoted to local governmental agency customers shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

### **4. SB/DVBE OFF-RAMP PROVISION**

There is no SB/DVBE off ramp associated with this contract.

### **5. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE**

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

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## 6. CONTRACT ITEMS

Contract vehicles and pricing are listed on Attachment A, Contract Pricing. All prices listed shall be fixed as the maximum cost for the contract period unless a price increase is granted.

Each line item description on Attachment A, Contract Pricing, provides a description of the minimum requirements that each vehicle in that line item has met or exceeded.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs Gross Vehicle Weight Rating (GVWR). Maintenance Plan pricing is listed on Attachment A, Contract Pricing. The purchase of the Maintenance Plan is optional. See Article 29, Maintenance Plan for more detailed information.

### California Air Resources Board (CARB)-Aligned Vehicles

State departments are required to purchase designated vehicle categories from Original Equipment Manufacturers (OEM) that recognize California's authority to set vehicle emissions standards under section 209 of the Clean Air Act and have aligned with CARB in their commitment to reducing their fleets' emissions (CARB-aligned).

CARB-aligned vehicles are identified on Attachment A, Contract Pricing. For a complete list of CARB-aligned vehicles and vehicle categories subject to this policy, visit the DGS, Office of Fleet and Asset Management website at: Vehicle Manufacturer Purchasing Restrictions.

### Price Increases

Price increases may be requested with each model year change and will be posted on a quarterly basis.

Quarterly Increases shall be processed on the following calendar days:

- July 1st
- October 1st
- January 1st
- April 1st

Contractors are requested to price protect the contracted price for the duration between the price increase request and the time the increase is processed. If the Contractor is unable to honor the price protection, the Contractor's vehicle(s) will be unavailable for ordering until the price increases have been evaluated and approved.

### Multiple Award

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Some line items may have multiple vehicles awarded with different make and models available. State Departments may choose any vehicle identified in the subject line item. There is no vehicle ranking associated with this contract.

Sales Tax

The sales tax rate applied should be based on the rate of the "Bill To" address listed on the Purchase Order.

Options

All factory options shall be available and priced at Contractor cost plus up to 10% for an addition or Contractor cost minus up to 10% for a deletion in accordance with the manufacturer's current model year price list. Types of equipment changes which might be made include, but are not limited, to the following:

- Add trailer tow package
- Add Bluetooth
- Add parking sensors
- Delete pick up box (bed)

In no case shall options be included or deleted in such a manner as to cause the vehicle to conflict with any other line item on any other vehicle contract.

The Contractor shall provide ordering agencies a copy of the current model year factory price sheet with requested options, within ten calendar days of request.

Third-party upfitting (e.g utility body) may be requested by ordering agencies, however, this service is non-mandatory. When applicable, third-party upfits shall be subject to the same pricing provisions as factory options.

Note: Vehicles with added or deleted options MUST continue to meet the appropriate minimum specification.

Tire Fee

Purchase orders MUST include the State mandated \$1.75 per tire fee.

Document Processing Charge

In accordance with the California Vehicle Code Section 4456.5, a Contractor may charge the ordering agency a document processing charge for the preparation and processing of documents, disclosures, titling, registration, and information security obligations imposed by state and federal law. The document processing charge shall not exceed \$85 per vehicle purchased.

A Contractor may charge the ordering agency an electronic filing fee, which does not exceed the actual amount the Contractor is charged by a first-line service provider. The electronic filing fee shall not exceed \$30 per vehicle purchased.

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**7. SPECIFICATIONS**

All products must conform to the attached State of California Bid Specification Number 2310-4181 dated 08/16/2021 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per SAM Section 3620.1 (exceptions are listed in the same manual section).

**8. CUSTOMER SERVICE**

The Contractor shall provide office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 a.m. - 5:00 p.m., PT.

The customer service unit shall be staffed with individuals that:

- Are trained in the requirements of this contract
- Have the authority to take administrative action to correct problems that may occur

The Contractor’s customer service unit shall respond to all customer inquiries within two (2) business days of initial contact.

Dealer	Contract #	Contact	Phone	Email
Ocean Honda	1-22-23-23B	Pat Ireland	(559) 707-5735	<a href="mailto:patireland1962@yahoo.com">patireland1962@yahoo.com</a>
Freeway Toyota of Hanford	1-22-23-23C	Pat Ireland	(559) 707-5735	<a href="mailto:patireland1962@yahoo.com">patireland1962@yahoo.com</a>
Winner Chevrolet	1-22-23-23D	Jerry Powers	(916) 426-5752	<a href="mailto:jpowers@knightelkgrove.com">jpowers@knightelkgrove.com</a>
Elk Grove Auto Group	1-22-23-23E	Jerry Powers	(916) 426-5752	<a href="mailto:jpowers@knightelkgrove.com">jpowers@knightelkgrove.com</a>
Downtown Ford Sales	1-22-23-23F	Sandra Scott	(916) 252-6260	<a href="mailto:sandrascott@fordsacramento.com">sandrascott@fordsacramento.com</a>
Watsonville Fleet Group	1-22-23-23G	Yesenia Covarrubias	(626) 457-5590	<a href="mailto:yesenia@watsonvillefleetgroup.com">yesenia@watsonvillefleetgroup.com</a>
US Fleet Source	1-22-23-23H	Lisa Molino	(626) 344-4285	<a href="mailto:Info@usfleetsource.com">Info@usfleetsource.com</a>

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Dealer	Contract #	Contact	Phone	Email
CA Car Group	1-22-23-23I	Richard M. Slade	(925) 560-4465	<a href="mailto:RichardMS@cacargroup.com">RichardMS@cacargroup.com</a>

**Note:** Ordering agencies are encouraged to have one point of contact for inquiries, quotes, and orders whenever possible. Multiple calls and emails from various requestors for the same information can slow customer service response times.

**9. PRODUCT SUBSTITUTIONS**

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS Contract Administrator (CA).

**10. PURCHASE EXECUTION**

A. State Departments

1) Std. 65 Purchase Documents

State departments not transacting in FISCAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the Office of State Publishing web site: <https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx> (select Standard Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price
- Office of Fleet and Asset Management (OFAM) Approval Stamp (State departments only)

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2) FI\$CAL Purchase Documents

State departments transacting in FI\$CAL will follow the FI\$CAL procurement and contracting procedures.

3) Blanket Orders

The use of blanket orders against this statewide contract is not allowed.

B. Local Governmental Agencies

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only).

**11. MINIMUM ORDER**

The minimum order shall be one (1) vehicle.

**12. ORDERING PROCEDURE**

A. Ordering Methods:

Ordering agencies are to submit appropriate purchase documents directly to the contractor(s) via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The contractor's Order Placement Information is as follows:

<b>ORDER PLACEMENT INFORMATION</b>			
Contract # 1-22-23- 23B	U.S. Mail: Ocean Honda 3801 Soquel Dr Soquel, CA 95073 Attn: Pat Ireland	Facsimile: (559) 961- 4601	Email: <a href="mailto:patireland1962@yahoo.com">patireland1962@yahoo.com</a>
Contract # 1-22-23- 23C	U.S. Mail: Freeway Toyota 1835 Glendale Avenue Hanford, CA 93230 Attn: Pat Ireland	Facsimile: (559) 961- 4601	Email: <a href="mailto:patireland1962@yahoo.com">patireland1962@yahoo.com</a>

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Contract # 1-22-23- 23D	U.S. Mail: Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Jerry Powers	Facsimile: (916) 421- 0149	Email: <a href="mailto:jpowers@knightelkgrove.com">jpowers@knightelkgrove.com</a>
Contract # 1-22-23- 23E	U.S. Mail: Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Jerry Powers	Facsimile: (916) 421- 0149	Email: <a href="mailto:jpowers@knightelkgrove.com">jpowers@knightelkgrove.com</a>
Contract # 1-22-23- 23F	U.S. Mail: Downtown Ford Sales 525 N 16 <sup>th</sup> St Sacramento, CA 95811 Attn: Sandra Scott	Facsimile: N/A	Email: <a href="mailto:sandrascott@fordsacramento.com">sandrascott@fordsacramento.com</a>
Contract # 1-22-23- 23G	U.S. Mail: Watsonville Fleet Group 1601 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	Facsimile: (626) 457- 5593	Email: <a href="mailto:yesenia@watsonvillefleetgroup.com">yesenia@watsonvillefleetgroup.com</a>
Contract # 1-22-23- 23H	U.S. Mail: US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	Facsimile: (626) 228- 3077	Email: <a href="mailto:info@usfleetsource.com">info@usfleetsource.com</a>
Contract # 1-22-23-23I	U.S. Mail: CA Car Group 4200 John Monego Ct Dublin, CA 94568 Attn: Richard M. Slade	Facsimile: N/A	Email: <a href="mailto:RichardMS@cacargroup.com">RichardMS@cacargroup.com</a>

When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

**13. ORDER ACCEPTANCE**

The Contractor shall accept orders from any State department or local governmental agency. The Contractor shall not accept purchase documents for this contract that:

- Are incomplete;

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- Are submitted without OFAM approval stamp
- Contain non-contract items; or
- Contain non-contract terms and conditions.

The Contractor must not refuse to accept orders from any State department or local governmental agency for any other reason without written authorization from the CA.

#### **14. ORDER ACKNOWLEDGMENT**

The Contractor will provide the ordering agencies with an order receipt acknowledgment via e-mail/facsimile within ten (10) calendar days after receipt of an order. The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Description of Goods
- Vehicle Model Year
- Total Cost
- Date order is placed with manufacturer
- Anticipated Delivery Date
- Delayed Production Notification (if applicable)
- Discontinued Vehicle Notification (if applicable)

Contractor shall notify the ordering agency of any delays in production or delays in orders being accepted by the manufacturer for any period of time. Contractor shall provide estimated production start date and delivery date.

#### **15. DELAYED PRODUCTION REMEDY**

Upon receipt of order acknowledgment identifying a delay in production or orders not being accepted by the manufacturer, the ordering agencies shall have the following options:

- Request back order; or
- Cancel the item from the order with no penalty

#### **16. DISCONTINUED VEHICLE REMEDY**

Upon receipt of order acknowledgment identifying discontinued items, the ordering agencies shall have the following options:

- Amend purchase document to reflect DGS approved replacement vehicle; or
- Cancel the item from the order

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS CA.

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## 17. DELIVERY PROCEDURES

### Pre-Delivery Checklist

Prior to delivery, each vehicle shall be completely inspected, serviced, and detailed by the delivering Contractor and/or the manufacturer's pre-delivery service center. A copy of the pre-delivery checklist shall be completed for each vehicle, signed by a representative of the organization performing the inspection/service, and delivered with the vehicle.

### Delivery:

Delivery shall be within one hundred and fifty (150) days after receipt of order unless there is a delay in production/order acceptance from the manufacturer when changing from one model year to the next. Contractor shall notify the ordering agency of such delay per Article 14, Order Acknowledgement.

Orders requiring customized work by a 3<sup>rd</sup> party supplier may exceed the delivery period requirement. Contractor shall notify ordering agency of extended delivery period per Article 14, Order Acknowledgement.

Caravan or drive-away method of delivery from the factory to a Contractor is not acceptable unless agreed upon by the ordering agency.

Drop ship deliveries shall not be made without prior State inspection. All vehicles shall be delivered with no less than five (5) gallons of fuel in the tank.

Unless pre-arranged between the Contractor and the ordering agency, vehicles delivered with more than 50 miles on the odometer may be charged fifty (50) cents per mile in excess of 50 miles. This charge may be reflected on the invoice as a deduction from the order price. Vehicles with more than five hundred (500) miles on the odometer may not be accepted.

\*\*Cab and Chassis trucks may require driving from an out-of-state factory and may exceed the five hundred (500) mile or less expectation. The Contractor shall notify the ordering Department at the time of purchase order execution.

When feasible, Contractor is requested to make deliveries in metropolitan areas during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM PST.

### Documents

The following documents shall be delivered to the receiving agency with the vehicle:

- Completed and signed pre-delivery service checklist, including the order number and Vehicle Identification Number (VIN)
- "Line Set Tickets" or "Window (Monroney) Sticker" showing all options installed
- One (1) copy of the warranty, including applicable certificates, cards, etc.
- One (1) copy of the owner's manual.

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## **18. INSPECTION AND ACCEPTANCE**

Vehicles ordered for State use will be inspected by a State inspector at the Contractor's place of business or as otherwise agreed to by the Contractor and ordering agency.

Inspection will commence within five (5) working days of notification that a vehicle is ready for inspection. Inspection will include:

- Specification Compliance
- Workmanship
- Appearance
- Proper Operation of all Equipment and Systems
- Presence of all Applicable Documents

In the event deficiencies are detected, the vehicle will be rejected and the Contractor will be required to make the necessary repairs, adjustments or replacements. Payment and/or the commencement of a discount period (if applicable) will not begin until the defects are corrected and the vehicle is re-inspected and accepted.

Completion of inspection or acceptance by the State inspector shall in no way release the Contractor from satisfying the requirements of the contract, specifications, and warranty. Deviations from the specified requirements that are detected by the inspection shall be corrected by the Contractor in an expeditious manner at no expense to the ordering agency.

Inspection by local agencies will be at the Contractor's place of business or as otherwise agreed to by the Contractor and local agency.

## **19. EMERGENCY/EXPEDITED ORDERS**

Not Applicable.

## **20. FREE ON BOARD (F.O.B.) DESTINATION**

Contractors shall deliver vehicles to State or local agencies located in Sacramento County at no additional cost for delivery. If the Purchase Order indicates delivery outside Sacramento County, the Contractor and agency may negotiate delivery costs. If delivery is subject to an additional delivery charge, it shall be shown as a separate item on the purchase order and invoice.

State departments requesting delivery outside of Sacramento County must contact the Transportation Management Unit for freight rate comparisons to confirm appropriate pricing if the Contractor is delivering the vehicle.

Responsibility and liability for loss or damage for all orders shall remain with the Contractor until final inspection and acceptance, when all responsibility shall pass to the ordering agency, except the responsibility for latent defects, fraud, and the warranty obligations.

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**21. SHIPPED ORDERS**

All shipments shall be in accordance with the General Provisions, Article 12 entitled "Packing and Shipment".

**22. CONTRACT ADMINISTRATION**

The State and the Contractors have assigned Contract Administrators as the single points of contact for problem resolution and related contract issues.

<b>State Contact Information</b>	DGS/PD Contract Administrator
<b>Contact Name:</b>	Frank Martin
<b>Telephone:</b>	(279) 946-8035
<b>Facsimile:</b>	NA
<b>Email:</b>	<a href="mailto:Frank.Martin@dgs.ca.gov">Frank.Martin@dgs.ca.gov</a>
<b>Address:</b>	DGS/Procurement Division Attn: Frank Martin 707 Third Street, 2 <sup>nd</sup> Floor, MS 201 West Sacramento, CA 95605

<b>Dealer Contact Information</b>	<b>Ocean Honda</b> Contract # 1-22-23-23B	<b>Freeway Toyota of Hanford</b> Contract # 1-18-23-23C
<b>Contact Name:</b>	Pat Ireland	Pat Ireland
<b>Telephone:</b>	(559) 707-5735	(559) 707-5735
<b>Facsimile:</b>	(559) 961-4601	(559) 961-4601
<b>Email:</b>	<a href="mailto:patireland1962@yahoo.com">patireland1962@yahoo.com</a>	<a href="mailto:patireland1962@yahoo.com">patireland1962@yahoo.com</a>
<b>Address:</b>	Ocean Honda 3801 Soquel Dr Soquel, CA 95073	Freeway Toyota 1835 Glendale Avenue Hanford, CA 93230

<b>Dealer Contact Information</b>	<b>Winner Chevrolet</b> Contract # 1-18-23-23D	<b>Elk Grove Auto Group</b> Contract # 1-22-23-23E
<b>Contact Name:</b>	Jerry Powers	Jerry Powers
<b>Telephone:</b>	(916) 426-5752	(916) 426-5752
<b>Facsimile:</b>	(916) 421-0149	(916) 421-0149
<b>Email:</b>	<a href="mailto:jpowers@knightelkgrove.com">jpowers@knightelkgrove.com</a>	<a href="mailto:jpowers@knightelkgrove.com">jpowers@knightelkgrove.com</a>
<b>Address:</b>	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757	Elk Grove Auto Group 8575 Laguna Grove Dr Elk Grove, CA 95757

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<b>Dealer Contact Information</b>	<b>Downtown Ford Sales</b> Contract # 1-22-23-23F	<b>Watsonville Fleet Group</b> Contract # 1-22-23-23G
<b>Contact Name:</b>	Sandra Scott	Yesenia Covarrubias
<b>Telephone:</b>	(916) 252-6260	(626) 457-5590
<b>Facsimile:</b>	N/A	(626) 457-5593
<b>Email:</b>	<a href="mailto:sandrascott@fordsacramento.com">sandrascott@fordsacramento.com</a>	<a href="mailto:yesenia@watsonvillefleetgroup.com">yesenia@watsonvillefleetgroup.com</a>
<b>Address:</b>	Downtown Ford Sales 525 N 16 <sup>th</sup> St Sacramento, CA 95811	Watsonville Fleet Group 1601 W. Main Street Alhambra, CA 91801

<b>Dealer Contact Information</b>	<b>US Fleet Source</b> Contract # 1-22-23-23H	<b>CA Car Group</b> Contract # 1-22-23-23I
<b>Contact Name:</b>	Lisa Molino	Richard M. Slade
<b>Telephone:</b>	(626) 344-4285	(925) 560-4465
<b>Facsimile:</b>	(626) 416-3064	N/A
<b>Email:</b>	<a href="mailto:info@usfleetsource.com">info@usfleetsource.com</a>	<a href="mailto:RichardMS@cacargroup.com">RichardMS@cacargroup.com</a>
<b>Address:</b>	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	CA Car Group 4200 John Monego Ct Dublin, CA 94568

**23. RESTOCKING FEES**

The Contractor may impose a restocking fee to the ordering agency on orders cancelled after the order has been placed with the manufacturer: The Contractor shall notify the ordering agency of the order placement per Article 14, Order Acknowledgment.

Re-stocking fees can be no greater than ten percent (10%) of the value of the vehicle being restocked.

**24. INVOICING**

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor’s name, address and telephone number
- Leveraged Procurement Number (Contract Number)
- Agency Order Number (Purchase Order Number)
- Item and commodity code number

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- Quantity purchased
- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

## **25. PAYMENT**

### **A. Terms**

Payment terms for contracts 1-22-23-23 B – G include a \$500 per vehicle discount for payment made within twenty (20) days. Contracts 1-22-23-23 H & I offer no discount. The cash discount time is defined by the State as beginning only after the vehicle has been inspected, delivered, and accepted by the receiving agency, or from the date a correct invoice is received in the office specified on the Purchase Order, whichever is later.

Payment is deemed to be made, for the purpose of earning the discount, one (1) working day after the date on the State warrant or check. Typically, acceptance will be accomplished within twenty (20) business hours after a vehicle is delivered.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

### **B. CAL-Card Use**

Use of the CAL-Card for payment of invoices is not allowed under this statewide contract.

### **C. Payee Data Record**

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments may contact the Contractor for copies of the Payee Data Record.

### **D. State Financial Marketplace**

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Contractor will invoice the State and the State will approve the invoice and the selected

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

Lender/Lessor for all product listed on the State's procurement document will pay the Contractor on behalf of the State.

**26. CALIFORNIA SELLER'S PERMIT**

The California seller permit number for the Contractor is listed below. State departments can verify that permits are currently valid at the following website: [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3 and SCM-F.

<b>Contractor Name</b>	<b>Seller Permit #</b>
Ocean Honda	101-652579
Freeway Toyota	102-659756
Winner Chevrolet	100-208309
Knight Sacramento CD Inc DBA Elk Grove Auto Group	253121056
Downtown Ford Sales	28600344
Watsonville Fleet Group	245364864 101-135239
US Fleet Source	103-097044
CA Car Group	100-214737

**27. WARRANTY**

The manufacturer's standard new vehicle warranty shall apply to all vehicles purchased from these contracts. All warranties shall be factory authorized. The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The Warranty term for the vehicles offered under these contracts shall meet the following (as applicable):

- Bumper to bumper warranty shall cover not less than 3 years/36,000 miles, no charge for parts and labor.
- Power train warranty for light duty vehicles weighing 8500 lbs. GVWR or less shall cover not less than 5 years/100,000 miles, no charge for parts and labor.
- Power train warranty for vehicles over 8500 lbs. GVWR shall cover not less than 5 years/60,000 miles, no charge for parts and labor.

The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/contractor in lieu of the manufacturer's prescribed procedures which may form a part of the warranty.

All emission-related components shall be warranted in compliance with California Air Resources Board and Federal requirements. Contractor cannot offer independent insurance or statements indicating self insurance. If an additional extended warranty is

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

purchased, a warranty certificate, warranty card, or a statement indicating the extended warranty has been recorded with the manufacturer shall be furnished with each vehicle delivered.

Normal wear items such as tires, belts, hoses, headlamps, light bulbs, brake linings, brake discs/drums, etc. are excluded from warranty coverage. All other items not subject to normal wear or gross operator neglect and abuse, such as window, seat, or wiper motors, chassis electrical switches (door, trunk lid), paint, hinges, locks, etc., shall be covered.

The State reserves the right to use re-refined lubrication oils, where available, in lieu of virgin equivalent oils. The re-refined oils used by the State will meet all API and SAE standards and specifications as set forth by the vehicle manufacturer. The use of said oils shall in no way void or degrade the original manufacturer's standard warranty.

The State reserves the right to use recycled content antifreeze/coolant, where available, in lieu of virgin equivalent antifreeze/coolant when servicing its vehicles. The recycled content antifreeze/coolant used by the State will meet all ATSM standards and specifications as set forth by the vehicle manufacturer.

## **28. REPAIR PARTS**

The manufacture of the awarded vehicle(s) should maintain an adequate stock of all regular and special parts to meet the continuing service and repair parts needs of the State without undue delay.

A special system shall be set up for expediting the procurement of back-order items needed to repair an inoperative vehicle including a system to air freight parts at factory expense when parts are not in stock in California parts depots. Parts must be available within three (3) working days after telephone notification.

Vehicles with new technology emerging into the industry (e.g., fuel cell vehicles) may require more than (3) working days for the availability of certain parts. Contractor must notify the State Contract Administrator and ordering agency when this occurs and provide the estimated date of availability.

## **29. MAINTENANCE PLAN**

A maintenance plan is available for light duty vehicles under 8500 lbs. GVWR. The purchase of a maintenance plan is optional. The maintenance plan covers all regularly scheduled service for a minimum of five (5) years/75,000 miles. The maintenance shall include at a minimum all manufacturer recommended services such as, but not limited to:

- Oil changes;
- Filter changes;
- Fluid changes;
- Lubrications;

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

- Tire rotations;
- Equipment and safety inspections

The Maintenance Plan is not required to cover wear items such as brake pads/shoes, wiper blades, etc.

Purchase of the Maintenance Plan is non-mandatory for State departments.

The Maintenance Plan is not applicable to vehicles over 8,500 lbs. GVWR.

### **30. VETTED FORMS/CERTIFICATIONS**

The DGS-PD, as the awarding department, has assessed the Contractor and subcontractor forms, certifications, and compliance to performing a commercially useful function (CUF) during the solicitation evaluation process. Consequently, when executing purchase documents pursuant to this contract, it is not necessary for State departments operating under statewide contract purchasing authority to conduct a CUF evaluation or request the completion of the following required certifications and forms:

- GenAI Disclosure & Factsheet (STD 1000)
- Bidder Declaration Form (GSPD 05-105)
- DVBE Declaration Form (DGS-PD 843)
- Darfur Contracting Act Form
- California Civil Rights Certification Form
- Iran Contracting Act Certification
- Russian Sanctions Agreement
- Federal Debarment

State departments should make a notation of this within their procurement file.

### **31. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) PROCUREMENT PROCEDURES**

GenAI contract provisions (rev. 2/20/2025) have been incorporated into the contract. Contractor does not intend to utilize GenAI as a deliverable. If GenAI is disclosed by the Contractor, state departments must follow the required GenAI purchase procedures outlined in SCM Vol.2, Chapter 23, Generative Artificial Intelligence.

### **32. RECYCLED CONTENT**

State departments are required to report purchases in many product categories. The Postconsumer-Content Certification Form (CIWMB 74) for the Contractor(s) is attached (Attachment C).

### **33. SB/DVBE PARTICIPATION**

There is no Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) participation for this contract.

**Contract (Mandatory) 1-22-23-23 B-I**  
Contract User Instructions, **\*Supplement 37\***

**34. STATE AND LOCAL GOVERNMENT EMPLOYEE PRICING**

In the interest of expanding the California marketplace for Zero Emission Vehicles (ZEV), some Contractors have offered a discount to any interested State of California or local government employee when purchasing a ZEV for personal use. A list of participating Dealers and vehicles can be found at: <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-of-California-Green-Fleet-Employee-Pricing-Program>

**35. ATTACHMENTS**

- Attachment A – Contract Pricing, **\*Supplement 37\***
- Attachment B – Specification 2310-4181, revised 08/16/2021
- Attachment C – Postconsumer Content Certification Workbook
- Attachment D – Vehicle Specifications, **\*Supplement 37\***



**PLUMAS COUNTY  
PLANNING DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:**  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Planning

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**Recommendation:**

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**Background and Discussion:**

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**Action:**

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**Fiscal Impact:**

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**Attachments:**

None



**PLUMAS COUNTY  
PLANNING DEPARTMENT  
MEMORANDUM**

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

**FROM:** Tracey Ferguson, Director of Planning

**MEETING DATE:** December 9, 2025

**SUBJECT:** Adopt RESOLUTION of the Plumas County Board of Supervisors Formally Adopting "Demtatoko Trail" as the Replacement Name for "Sq\_ Carpet Lane" Pursuant to Assembly Bill 2022 and Directing the Planning Department to Modify the Recorded Map by Certificate of Correction; General Fund Impact; approved as to form by County Counsel; discussion and possible action. Roll call vote

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**Recommendation:**

Adopt RESOLUTION of the Plumas County Board of Supervisors Formally Adopting "Demtatoko Trail" as the Replacement Name for "SQ\_ Carpet Lane" Pursuant to Assembly Bill 2022 and Directing the Planning Department to Modify the Recorded Map by Certificate of Correction.

**Background and Discussion:**

Assembly Bill 2022 (Ramos), Stats. 2022, ch. 479 finds and declares the term "squaw" is a racist and derogatory term that has historically been used as an offensive ethnic, racial, and sexist slur, particularly for indigenous women; and over 100 geographic features and place names in the State of California contain the term "squaw" and no geographic feature or place name in the State of California should have a name that includes racial and sexual slurs and stereotypes targeting Native Americans, which perpetuate prejudice, disparage racial minorities, and contribute to the current crisis of missing and murdered indigenous people; and the geographical features or place names in the State of California that contain the word "squaw" are deemed to be offensive and insulting.

Pursuant to California Government Code Sec. 8899.93(b), beginning January 1, 2025, the use of the word "squaw" is prohibited for geographic features and place names within the State of California.

On February 7, 2024, the California Advisory Committee on Geographic Names (CACGN) and California Natural Resources Agency (CNRA) requested each public agency in the State of California, including Plumas County, with "sq\_" names on features and places, in partnership with their local community and California Native American tribes, to identify appropriate replacement name(s), and CACGN identified one "sq\_" feature in Plumas County, which is a road named called "Sq\_ Carpet Lane" located in northeastern Plumas County off Plumas National Forest Road 28N01 near Antelope Lake. "Sq\_ Carpet Lane" is shown on the Parcel Map for Hugh G. and Gladys M. McCulloch (8 PM 41).

Since summer of 2024, Plumas County worked collaboratively to consult and engage with Native American Tribes, other Tribal members, and interested parties to recommend a respectful replacement name to the Board of Supervisors.

On October 15, 2024, the Board of Supervisors held a properly noticed public hearing to consider all the recommendations, and the Board approved "Demtatoko Lane" as the replacement name for "Sq\_ Carpet Lane" under Assembly Bill 2022.

On October 21, 2024, the Planning Director Ferguson emailed CACGN the Board of Supervisors recommended replacement name of "Demtatoko Lane" in addition to the Assembly Bill 2022 Name Proposal Checklist.

On December 9, 2024, Plumas County received email confirmation that CACGN had completed its review and approved replacement names for ID #24-459 (Sq\_ Carpet Lane ) following public hearings on November 14, 2024 and December 6, 2024, and the approved names are as follows: "Lokom Kodo Lane," "Demtatoko Lane," "Mahala Mat Lane," and "Yatomato Lane." Further, the documentation from CACGN, stated it "strongly recommends" that the County of Plumas adopt "Lokom Kodo" or "Yatomato," the names recommended by the Mooretown Rancheria of Maidu Indians, as a tribal government.

On March 4, 2025, the Board of Supervisors made a motion directing staff to contact Mooretown Rancheria, Maidu Summit Consortium, and Greenville Rancheria to further discuss clarification on a recommended replacement name.

On March 6, 2025, Mr. Merino and Director Ferguson spoke, and Mr. Merino communicated that he reached out to Matthew Hatcher, Tribal Historic Preservation Officer at Mooretown Rancheria of Maidu Indians. Mr. Merino informed Mr. Hatcher regarding the confusion of the road's location by Mooretown Rancheria and that the road is not located within Genesee Valley.

On March 20, 2025, Director Ferguson received a letter from Mooretown Rancheria of Maidu Indians, stating the Mooretown Rancheria of Maidu Indians of California would at this time defer to Mr. Harvey Merino and the Maidu Summit Consortium with the recommendation to rename "Sq\_ Carpet Lane" as "Demtatoko Bo." The Rancheria explained that its earlier suggestions during the December 6, 2025 meeting were offered in error due to confusion with another name-change consultation near Forbestown. Mooretown requested that the state accept the Mountain Maidu recommendation and adopt "Demtatoko." Mooretown Rancheria expressed appreciation for the opportunity to comment and confirmed it has no further input.

The resulting recommended replacement name is "Demtatoko Bo" with "Bo" being the Maidu name for "Trail." However, in the context of official road names and address standards, "Bo" is not recognized as an official road type in the County's system, 911 system, or US Postal Service. Therefore, "Trail" is chosen as the suffix to approximate the English translation of "Bo," resulting in the name, "Demtatoko Trail."

On April 1, 2025, Planning Director Ferguson was back before the Board of Supervisors to review the whole of the record, and the Board of Supervisors made a unanimous motion (AYES Goss, Hall, Ceresola, McGowan, Engel) to formally adopt "Demtatoko Trail" as the respectful replacement name for "Sq\_ Carpet Lane" in compliance with the requirements of Assembly Bill 2022.

Further, Assembly Bill 2022 directs all responsible public agencies to submit a resolution or other official communication from their governing body confirming that the replacement name has been formally adopted.

Additionally, the County is responsible for processing a modification of the recorded parcel map (8 PM 41) by preparing and filing a Certificate of Correction to change the road name from "Sq\_ Carpet Lane" to "Demtatoko Trail."

The resolution before the Board of Supervisors attached to this staff report is to close out the process with Plumas County and Assembly Bill 2022.

**Action:**

Adopt RESOLUTION of the Plumas County Board of Supervisors Formally Adopting "Demtatoko Trail" as the Replacement Name for "SQ\_ Carpet Lane" Pursuant to Assembly Bill 2022 and Directing the Planning Department to Modify the Recorded Map by Certificate of Correction.

**Fiscal Impact:**

General Fund Impact - Planning Department FY 25/26 - Planning Director labor hours, and loss of \$962 in application fees due to the County being the applicant and initiating the Modification of Recorded Map by Certificate of Correction application.

**Attachments:**

1. BOS Resolution 2025-\_\_\_SQ Carpet Lane\_12.9.25
2. Parcel Map 8 PM 41

**RESOLUTION NO. 2025-\_\_\_\_\_**

**RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS  
FORMALLY ADOPTING “DEMTATOKO TRAIL” AS THE  
REPLACEMENT NAME FOR “SQ\_ CARPET LANE” PURSUANT TO  
ASSEMBLY BILL 2022 AND DIRECTING THE PLANNING  
DEPARTMENT TO MODIFY THE RECORDED MAP BY CERTIFICATE  
OF CORRECTION**

**WHEREAS**, Assembly Bill 2022 (Ramos), Stats. 2022, ch. 479 finds and declares the term “squaw” is a racist and derogatory term that has historically been used as an offensive ethnic, racial, and sexist slur, particularly for indigenous women; and over 100 geographic features and place names in the State of California contain the term “squaw” and no geographic feature or place name in the State of California should have a name that includes racial and sexual slurs and stereotypes targeting Native Americans, which perpetuate prejudice, disparage racial minorities, and contribute to the current crisis of missing and murdered indigenous people; and the geographical features or place names in the State of California that contain the word “squaw” are deemed to be offensive and insulting; and

**WHEREAS**, pursuant to California Government Code Sec. 8899.93(b), beginning January 1, 2025, the use of the word “squaw” is prohibited for geographic features and place names within the State of California; and

**WHEREAS**, on February 7, 2024, the California Advisory Committee on Geographic Names (CACGN) and California Natural Resources Agency (CNRA) requested each public agency in the State of California with “sq\_” names on features and places, in partnership with their local community and California Native American tribes, to identify appropriate replacement name(s); and

**WHEREAS**, CACGN identified one “sq\_” feature in Plumas County, which is a road named called “Sq\_ Carpet Lane” (State Object ID #24-459) (Latitude 40.19493 / Longitude -120.50197) with a length of approximately 1,200 feet located in northeastern Plumas County off Plumas National Forest Road 28N01; and

**WHEREAS**, the associated assessor parcel numbers of property with addresses along “Sq\_ Carpet Lane” include APN 007-130-005-000 (246 Sq\_ Carpet Lane), which is a 5.02-acre parcel and APN 007-130-022-000 (133 Sq\_ Carpet Lane), which is a 10.29-acre parcel; and

**WHEREAS**, “Sq\_ Carpet Lane” is shown on the Parcel Map for Hugh G. and Gladys M. McCulloch (8 PM 41); and

**WHEREAS**, “sq\_ carpet” [scientific name: *Ceanothus prostratus*; common names: Pinemat or Prostrate Ceanothus (Mahala Mat)] is an evergreen plant native to the Pacific Northwest, extending into northern California and Nevada and is identified as a flat, mat-forming ground cover that grows about 6 inches tall and up to 8 feet wide. It typically occurs on open slopes and under

Douglas Fir, Jeffrey pine, or Ponderosa pine at elevations up to 7,000 feet, producing small clusters of deep blue or purple flowers; and

**WHEREAS**, Plumas County worked collaboratively to consult and engage with Native American Tribes, other Tribal members, and interested parties to recommend a respectful replacement name to the Board of Supervisors; and

**WHEREAS**, on July 26, 2024, and again on August 26, 2024, the Plumas County Planning Department sent letters, in addition to follow up emails and phone calls in the months of July, August, September, and October, to Honorable Tribal Leaders, including Tribal Chairpersons and Cultural Resource leads, requesting Tribal consultation from the Tribes identified by the Native American Heritage Commission as being in the geographic region of “Sq\_ Carpet Lane” specific to Tribal ancestral lands; and

**WHEREAS**, the following Tribes, identified by the Native American Heritage Commission and consulted during the process, included Estom Yumeka Maidu Tribe of the Enterprise Rancheria, Greenville Rancheria of Maidu Indians, Susanville Indian Rancheria, Mooretown Rancheria of Maidu Indians, Washoe Tribe of Nevada and California, and Tsi Akim Maidu; and

**WHEREAS**, Plumas County also consulted with other Tribal members and interested parties between the months of July 2024 and October 2024; and

**WHEREAS**, the following describes the resulting recommendations for replacement names of “Sq\_ Carpet Lane” from the County’s Tribal consultation and engagement process:

1. Mooretown Rancheria of Maidu Indians held a Tribal Council meeting on October 1, 2024, and recommended “Elderberry Lane” or the Tosidum Maidu name of “Lokom Kodo Lane,”
2. Tribal members Harla Lee and Danny Manning met with the Plumas County Planning Director on September 10, 2024, and recommended the Tosidum Maidu name of the “sq\_ carpet plant” that being “Demtatoko Lane,” (*pronounced Dem - tah - to - ko*) and
3. Tribal member Liz Bolin emailed the Plumas County Planning Department on August 27, 2024, and recommended the plant’s new, accepted English names of either “Pinemat” or “Mahala Mat,” and otherwise stated the traditional Maidu placename for that area should be used; and

**WHEREAS**, on October 15, 2024, the Board of Supervisors held a properly noticed public hearing to consider all the recommendations. The Board approved a replacement name for “Sq\_ Carpet Lane” under Assembly Bill 2022; and

**WHEREAS**, in discussion, the Board of Supervisors gave equal weight to all replacement names provided and reviewed the recommendations based on the criteria set forth in Assembly Bill 2022, which requires public agencies to prioritize the following:

1. Names that honor the original, traditional, or current name used by tribes to refer to the geographic feature or place,
2. Names incorporating the local indigenous language(s), and
3. Names that preserve the original intent of the geographic name as a historical record of the cultural landscape (using general descriptors and generic terms such as river, creek, mountain, or an appropriate term from the indigenous language of the area), considering the historical, cultural, or ethnic significance of the original name; and

**WHEREAS**, among the three recommended names, only “Demtatoko” satisfies all requirements under Assembly Bill 2022. This name directly translates the term for the “sq\_ carpet” plant associated with the location, uses the local indigenous Tosidum Maidu language, and preserves the original meaning and cultural significance of the geographic name; and

**WHEREAS**, the Mooretown Rancheria Maidu Tribal Council recommendation of “Lokom Kodo” does not meet two of the three criteria, as it does not honor the original “sq\_ carpet” plant. Rather, it uses the elderberry plant instead, and the translation is not Mountain Maidu dialect, but rather a Valley Maidu dialect. The names suggested by Liz Bolin recommending the “sq\_ carpet” plant’s new accepted English names of either Pinemat or Mahala Mat also do not meet the same two Assembly Bill 2022 criteria; and

**WHEREAS**, on October 15, 2024, after consideration of comments by the Board of Supervisors, the public, the County Administrative Officer, and Interim County Counsel, the Board of Supervisors took unanimous action and recommended the replacement name of “Demtatoko Lane;” and

**WHEREAS**, on October 21, 2024, the Planning Director Ferguson emailed CACGN the Board of Supervisors recommended replacement name of “Demtatoko Lane” in addition to the Assembly Bill 2022 Name Proposal Checklist; and

**WHEREAS**, on December 9, 2024, Plumas County received email confirmation that CACGN had completed its review and approved replacement names for ID #24-459 (Sq\_ Carpet Lane ) following public hearings on November 14, 2024 and December 6, 2024. The approved names are as follows: “Lokom Kodo Lane,” “Demtatoko Lane,” “Mahala Mat Lane,” and “Yatomato Lane;” and

**WHEREAS**, further in the documentation from CACGN, it “strongly recommends” that the County of Plumas adopt “Lokom Kodo” or “Yatomato,” the names recommended by the Mooretown Rancheria of Maidu Indians, as a tribal government; and

**WHEREAS**, on March 4, 2025, Planning Director Ferguson was before the Board of Supervisors to review “Lokom Kodo” (elderberry) and “Yatomato” (place name of the Genesee Valley) as CACGN-approved replacement names and communicated to the Board of Supervisors that she contacted Harvey Merino, Maidu Summit Consortium Cultural Resources Coordinator, for more information on the Mountain Maidu language and translation of “Yatomato,” and he stated that

“Yatomato” would not be accurate or appropriate for the replacement name, as the road is not located within Genesee Valley; and

**WHEREAS**, on March 4, 2025, the Board of Supervisors made a motion directing staff to contact Mooretown Rancheria, Maidu Summit Consortium, and Greenville Rancheria to further discuss clarification on a recommended replacement name; and

**WHEREAS**, on March 6, 2025, Mr. Merino and Director Ferguson spoke, and Mr. Merino communicated that he reached out to Matthew Hatcher, Tribal Historic Preservation Officer at Mooretown Rancheria of Maidu Indians. Mr. Merino informed Mr. Hatcher regarding the confusion of the road’s location by Mooretown Rancheria and that the road is not located within Genesee Valley; and

**WHEREAS**, on March 19, 2025, Director Ferguson, emailed Mr. Hatcher to communicate her understanding that Mr. Hatcher and Mr. Merino spoke about the recommended replacement name for “Sq\_ Carpet Lane” and that Mooretown Rancheria does not take issue with “Demtatoko” being the new name rather than “Yatomato” or “Lokom Kodo” which are the replacement names Mooretown Rancheria of Maidu Indians recommended and are the CACGN-approved and preferred replacement names; and

**WHEREAS**, on March 20, 2025, Director Ferguson received a letter from Mooretown Rancheria of Maidu Indians, stating the Mooretown Rancheria of Maidu Indians of California would at this time defer to Mr. Harvey Merino and the Maidu Summit Consortium with the recommendation to rename “Sq\_ Carpet Lane” as “Demtatoko Bo.” The Rancheria explained that its earlier suggestions during the December 6 meeting were offered in error due to confusion with another name-change consultation near Forbestown. Mooretown requested that the state accept the Mountain Maidu recommendation and adopt “Demtatoko.” The Rancheria expressed appreciation for the opportunity to comment and confirmed it has no further input; and

**WHEREAS**, the resulting recommended replacement name is “Demtatoko Bo” with “Bo” being the Maidu name for “Trail.” However, in the context of official road names and address standards, “Bo” is not recognized as an official road type in the County’s system, 911 system, or US Postal Service. Therefore, “Trail” is chosen as the suffix to approximate the English translation of “Bo,” resulting in the name, “Demtatoko Trail”; and

**WHEREAS**, on April 1, 2025, Planning Director Ferguson was back before the Board of Supervisors to review the whole of the record; and

**WHEREAS**, all responsible public agencies must submit a resolution or other official communication from their governing body confirming that the replacement name has been formally adopted;

[CONTINUED ON NEXT PAGE]

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

On April 1, 2025, the Board of Supervisors made a unanimous motion (AYES Goss, Hall, Ceresola, McGowan, Engel) to formally adopt “Demtatoko Trail” as the respectful replacement name for “Sq\_ Carpet Lane” in compliance with the requirements of Assembly Bill 2022.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Plumas County Board of Supervisors directs the Planning Department to process a modification of the recorded map by preparing and filing a Certificate of Correction to change the road name from “Sq\_ Carpet Lane” to “Demtatoko Trail” on the Parcel Map for Hugh G. and Gladys M. McCulloch (8 PM 41).

Said Resolution shall be effective as of the 9<sup>th</sup> day of December, 2025.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a meeting held on the 9<sup>th</sup> day of December, 2025 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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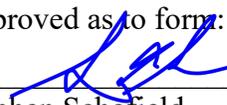
Kevin Goss  
Chair, Board of Supervisors

ATTEST:

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Allen Hiskey,  
Clerk of the Board of Supervisors

Approved as to form:

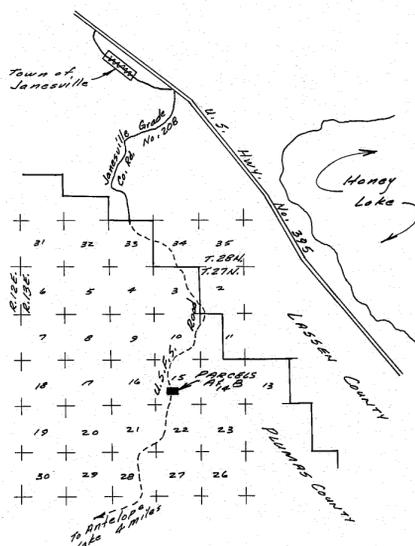


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Stephen Schofield  
Deputy County Counsel

**PRIVATE ROAD STATEMENT:**

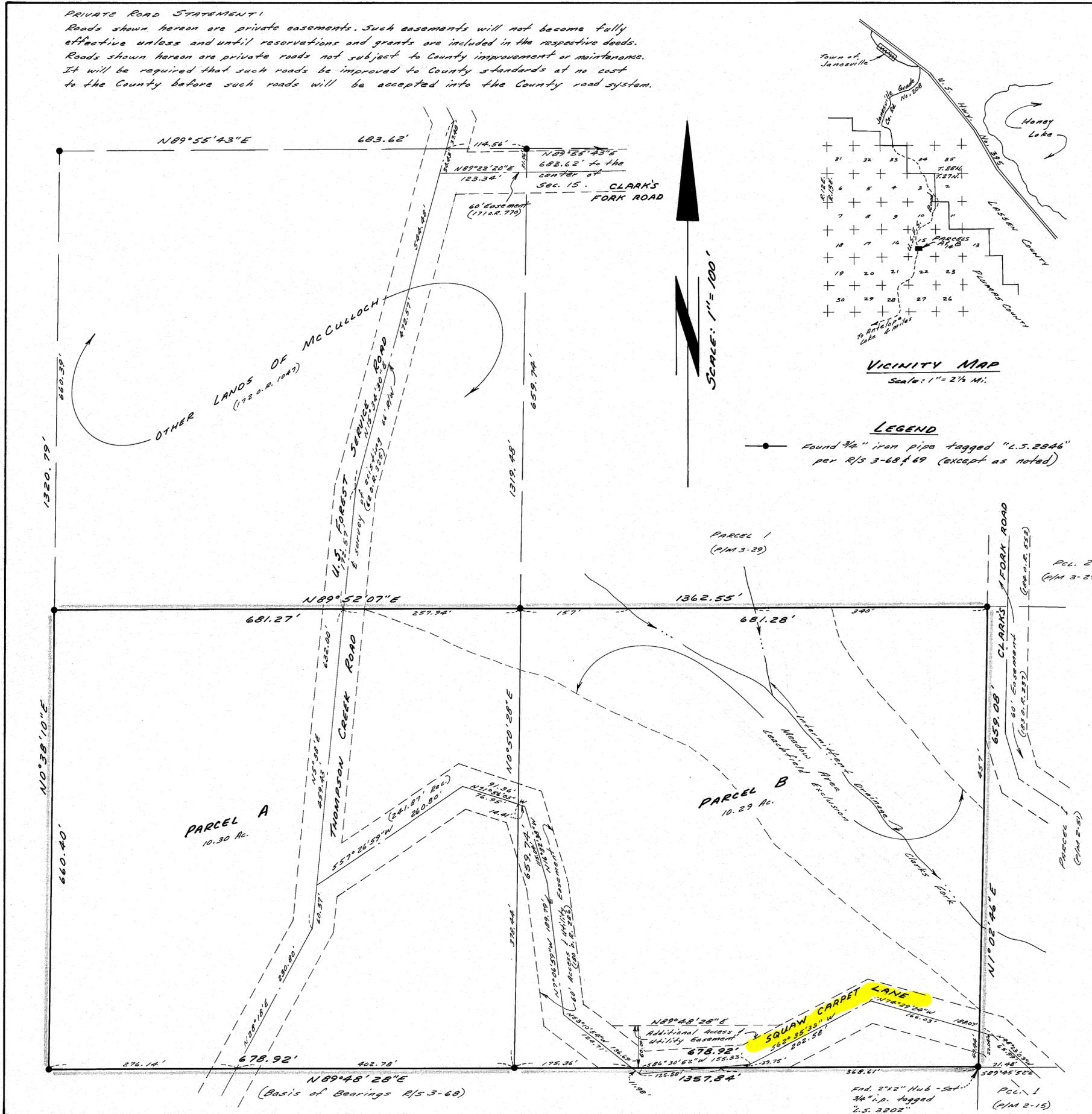
Roads shown hereon are private easements. Such easements will not become fully effective unless and until reservations and grants are included in the respective deeds. Roads shown hereon are private roads not subject to County improvement or maintenance. It will be required that such roads be improved to County standards at no cost to the County before such roads will be accepted into the County road system.



**VICINITY MAP**  
Scale: 1" = 2 1/2 MI.

**LEGEND**

● Found 3/4" iron pipe tagged "L.S. 2846" per R/S 3-68 & 69 (except as noted)



**SURVEYOR'S CERTIFICATE:**

This map was prepared under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act & local ordinance at the request of Hugh G. McCulloch on 10/6/79. I hereby state that the parcel map procedures of the local agency have been complied with and that this parcel map conforms to the approved tentative map and the conditions of approval thereof which were required to be fulfilled prior to the filing of the parcel map.

Paul E. Simpson No. 3202  
Paul E. Simpson, Licensed Land Surveyor No. 3202.

**COUNTY SURVEYOR'S CERTIFICATE:**

This map conforms with the requirements of the Subdivision Map Act and local ordinance.

Dated: Oct. 9, 1981

Lawrence J. Brock  
Lawrence J. Brock, R.C.E. 13528, Plumas County Surveyor

**TAX COLLECTOR'S CERTIFICATE:**

I, Tax Collector of the County of Plumas, State of California, do hereby certify that there are no tax liens against the parcels, as shown hereon, for unpaid county, municipal or local taxes or special assessments collected as taxes, except taxes or assessments which are a lien but not yet payable, are estimated to be in the amount of \$154.00.

Barbara J. Coker Dated: 10/9/81  
Barbara J. Coker, County Tax Collector

**OWNERSHIP STATEMENT:**

A letter of ownership is on file with the County Engineer. The letter was signed by Hugh G. & Gladys M. McCulloch, and stated that they consent to the preparation and recording of this map, and that they are the only persons whose consent is required to pass title to said land. The letter was dated 11/28/79. 358 OR 343

**RECORDER'S CERTIFICATE:**

Filed this 9th day October, 1981 at 1:00, P.M., in Book 8 of Parcel Maps at page 41 at the request of the County Engineer.

Fee: \$ 5.00 File No. 3485  
Ila Diggs, Plumas County Recorder  
by: Frances Nicol  
Deputy

**NOTES:**

1. Access to Parcels A & B is solely by a road subject to the jurisdiction of the United States Dept. of Agriculture.
2. Leach Exclusion Areas include areas within 50' of water courses, within 50' of property lines, within access easements, within 100' of existing springs, and for all slopes of 30% or greater, and within 100' of wells.

**PARCEL MAP FOR**  
**HUGH G. AND GLADYS M. McCULLOCH**  
THE 5/2, N.E. 1/4, S.W. 1/4, SEC. 15, T. 28N., R. 13E., M. D. B. & M.  
PLUMAS COUNTY, CALIFORNIA

SCALE: 1" = 100'

PAUL E. SIMPSON, & ASSOC., ENGINEERING-PLANNING-SURVEYING  
L.S. 3202, 45 50. ROAD ST., SUSANVILLE, CALIFORNIA  
Sheet 1 of 1



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:**  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Public Health Agency

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**Recommendation:**

.

**Background and Discussion:**

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**Action:**

.

**Fiscal Impact:**

.

**Attachments:**

None



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

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

**FROM:** Nicole Reinert, Director of Public Health

**MEETING DATE:** December 9, 2025

**SUBJECT:** Approve and authorize supplemental budget transfer(s) of \$115,850.00 from (State Child and Family Commission 7015, 70562, 44169) to (Other wages 7015, 70562, 51020 |Retirement 7015, 70562, 51080 |Education Mat/Incentives 7015, 70562, 52330 |Media/Promotional 7015, 70562, 52340 |Travel-Routine 7015, 70562, 52740 |Computer/Hardware 7015, 70560, 54950 |Professional Services 7015, 70560 52190); 70562 has received a grant that was not in the original budget; approved by Auditor/Controller. Four/Fifths roll call vote

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**Recommendation:**

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve the attached supplemental budget of \$115,850.00

**Background and Discussion:**

Partnership HealthPlan of California is a non-profit community-based healthcare organization that contracts with the State of California to provide Medi-Cal services in twenty-four counties in Northern California, under a County Organized Health System Model. Whereas, First 5 Plumas County Children & Families Commission and Partnership HealthPlan of California have a Partnership CalAIM IPP Directed Funding Agreement. Due to funding awarded after the original budget was prepared, and the funding is for use in this fiscal we ask the Board of Supervisors to approve the attached supplemental budget form that has been approved by the County Auditor.

**Action:**

Approve and authorize supplemental budget transfer(s) of \$115,850.00 from (State Child and Family Commission 7015, 70562, 44169) to (Other wages 7015, 70562, 51020 |Retirement 7015, 70562, 51080 |Education Mat/Incentives 7015, 70562, 52330 |Media/Promotional 7015, 70562, 52340 |Travel-Routine 7015, 70562, 52740 |Computer/Hardware 7015, 70560, 54950 |Professional Services 7015, 70560 52190); 70562 has received a grant that was not in the original budget; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Fiscal Impact:**

(No General Fund Impact) (First Five)

**Attachments:**

1. First 5 Plumas County CalAIM IPP Grant - Ready for Signature 10.24.25 (003)
2. First 5 Commission Meeting Agenda
3. Supplemental Budget Transfer 70562



**PARTNERSHIP CALAIM IPP DIRECTED FUNDING AGREEMENT  
BETWEEN  
FIRST 5 PLUMAS COUNTY CHILDREN & FAMILIES COMMISSION  
AND  
PARTNERSHIP HEALTHPLAN OF CALIFORNIA**

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This Agreement (“Agreement”) is made and entered into by Partnership HealthPlan of California (“Partnership”), a public entity contracted with the Department of Health Care Services (“DHCS”), and First 5 Plumas County Children & Families Commission, (“Provider”), also hereunder known as (“Party”, “Parties”). This Agreement is effective the last date of signature and will expire on December 31, 2026.

**RECITALS/BACKGROUND**

Partnership is a non-profit community-based healthcare organization that contracts with the State of California to provide Medi-Cal services in twenty-four counties in Northern California, under a County Organized Health System model.

**WHEREAS**, Section 14184.207 of the Welfare and Institutions Code directed the Department of Health Care Services (“DHCS”) to make incentive payments to qualifying managed care plans (MCP) that meet milestones and metrics associated with the implementation of components of CalAIM, including the Enhanced Care Management (ECM) and Community Supports (ILOS) programs, with the goals of building appropriate and sustainable capacity, driving MCP investment in necessary delivery system infrastructure, bridging current silos across physical and behavioral health care service delivery, reducing health disparities and promoting health equity, achieving improvements in quality performance and incentivizing MCP take-up of Community Supports (ILOS); and,

**WHEREAS**, effective January 1, 2022, DHCS will implement the CalAIM Incentive Payment Program (IPP), consistent with federal regulations; and,

**WHEREAS**, the Provider’s CalAIM capacity building request has been approved by Partnership for the Partnership CalAIM IPP Directed Funding according to the terms of this Agreement; and,

**WHEREAS**, Partnership is responsible for oversight and administration of payments to the Provider consistent with the terms of the DHCS CalAIM Incentive Payment Program (IPP), any terms imposed as a condition of federal approval of the DHCS CalAIM IPP, and any DHCS guidance related to the DHCS CalAIM IPP.

**WHEREAS**, Partnership strongly supports the goal of better integrated care and has recommended Provider as one of the participants.,

**FURTHERMORE**, this Agreement identifies each party’s responsibilities and obligations for the allocation of the funds to support a project that will aim to improve the health and care for Medi-Cal members enrolled with Partnership.

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants herein stated, it is agreed by and between the Parties hereto as follows:

## **1. PROVIDER'S OBLIGATIONS**

- A. Provider agrees that the services provided pursuant to this Agreement are provided for the benefit of Partnership members and communities. Provider agrees to work with Partnership staff in order to facilitate the evaluation of the effectiveness of this program and to provide information upon request.
- B. Provider agrees to provide the services and documentation outlined in Attachment A, Deliverables and Payment Schedule.

### **C. Use of Funding**

- i. The Provider shall expend awarded funds for the purposes of carrying out activities and achieving deliverables as set forth in this Agreement and approved by Partnership. The Provider must use the funds allocated under this Agreement to, at minimum, increase and/or enhance CalAIM services in the Provider's community.
- ii. The Provider shall document to Partnership, in a form and manner determined by Partnership, that activities have been carried out and deliverables have been achieved in accordance with the terms of this Agreement.
- iii. To the extent the Provider does not or is unable to carry out the activities and achieve the deliverables outlined in Attachment A, the Provider shall promptly notify Partnership in writing and return any funds that the Provider may have received related to those activities or deliverables within thirty (30) days of (1) the Provider determining that is has not or cannot carry out the deliverables outlined in this Agreement, including Attachment A, or (2) the termination of this Agreement, whichever occurs first.
- iv. If funds are used for capital investments, those investments must be held for a minimum of two (2) years.

### **D. CalAIM Capacity Building and Infrastructure Development Reporting**

- i. The Provider will implement the CalAIM capacity building and infrastructure development investments set forth by this Agreement.
- ii. The Provider will report to Partnership on the progress of the project's workforce capacity building and infrastructure development on a schedule and in a format and process as mutually agreed upon by Partnership and Provider and detailed in Attachment A.

## **2. HEALTHPLAN'S OBLIGATION**

- A. Partnership agrees to provide fiscal support by means of directed funding to First 5 Plumas County Children & Families Commission ("Provider") for the purpose specified in Attachment A.

- B. **Monitoring Project Deliverables.** Partnership may collect and evaluate all information related to implementation of the Provider's project(s) for the purposes of ensuring progress toward the Provider's goals and objectives, reporting to DHCS and other objectives as set forth in the Partnership CalAIM Grant application.
- C. **Reporting to DHCS.** Partnership will report to DHCS on the project status and quality metrics as specified in the terms of the Partnership CalAIM Grant application, the terms of federal approval for the DHCS CalAIM IPP, and any applicable DHCS-issued guidance.

### 3. **PAYMENT**

- A. Partnership will provide payments according to the schedule and payments listed in Attachment A, Deliverables and Payment Schedule. In no event shall payments exceed the total award of **\$149,300** for the term of this Agreement. If the terms and conditions set forth in Attachment A are not met, including timely progress reporting, Partnership reserves the right to withhold any further payments, to recoup funds, and the right to move to terminate this Agreement.

### 4. **TERM AND TERMINATION**

- A. The effective date of this Agreement is the last date of signature and will remain in force until December 31, 2026.
- B. This Agreement, and its attachments, constitutes the entire agreement between the Parties and except as otherwise specified in this Agreement may be amended only by both Parties' agreement in writing, and executed by a duly authorized person of each Party.
- C. The terms of this Agreement are contingent upon the availability of sufficient state and federal Medicaid funding, and all necessary federal approvals to be obtained by DHCS. Should sufficient funds not be allocated, or federal financial participation be unavailable, services may be modified accordingly, or this Agreement can be terminated by any party after giving 30-days advance written notice. Partnership may terminate this Agreement with 30-days advance written notice to the Provider and DHCS due to the Provider's failure to meet terms of a corrective action plan as set forth in Section 6 (Corrective Action).
- D. Either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party. In the event of the failure of either party to meet the specified obligations, the agreement may be terminated within thirty (30) days' notice of the failure, if the obligation is still not met at that time.
- E. Provider in Good Standing:
  - a. Eligibility for Partnership Program: Eligible Providers must have a Partnership ECM or Community Supports (ILOS) contract executed by both Parties within 60 days of the execution of this Agreement. If an ECM or Community Supports (ILOS) contract is not executed within the 60-day requirement, Partnership reserves the right to recoup any payment and move to

terminate this Agreement. The Provider must remain contracted through the entire Agreement Term to be eligible for payment.

Eligible Provider's must be in Good Standing continuously from the beginning of the effective date of the Agreement to the month the payment is to be disbursed.

Definition of Good Standing: Partnership has the sole authority to determine if a Provider is in Good Standing based on the criteria set forth below.

1. Provider is open for services for Partnership members
2. Provider is financially solvent (not in bankruptcy proceedings)
3. Provider is not under financial or administrative sanctions, exclusion or disbarment from the State of California, including the Department of Health Care Services (DHCS) or the federal government including the Centers for Medicare & Medicaid Services (CMS). If a Provider appeals a sanction and prevails, Partnership will consider a request to change the Provider status to good standing.
4. Provider is not pursuing any litigation or arbitration against Partnership.
5. Provider has not issued or threatened to issue a contract termination notice, and any contract renewal negotiations are not prolonged.
6. Provider has demonstrated the intent to work with Partnership on addressing community and member issues.
7. Provider is adhering to the terms of their contract (including following Partnership policies, quality, encounter data completeness, and billing timeliness requirements).
8. Provider is not under investigation for fraud, embezzlement or overbilling.
9. Provider is not conducting other activities adverse to the business interests of Partnership.

## **5. SCOPE**

- A. The Provider is responsible for the implementation of and compliance with the activities and deliverables as set forth in this Agreement, including reporting to Partnership on the achievement of deliverables and objectives consistent with the terms of this Agreement. The Provider shall promptly notify Partnership of any material change in information submitted in support of the activities and deliverables, including changes in organizational leadership, business operations, and financial standing. Partnership is responsible for overseeing the project(s), including monitoring and verifying deliverable achievement and administering payments consistent with the terms of the project(s) or the Partnership CalAIM Grant application, any terms imposed as a condition of federal approval of the DHCS CalAIM IPP, and any subsequent DHCS guidance related to the DHCS CalAIM IPP.

## **6. CORRECTIVE ACTION**

- A. In recognition of the need for activity and deliverable flexibility, Partnership may utilize a corrective action plan, or other mutually agreed upon or DHCS-required mechanism, for modifying the terms to facilitate the Provider's compliance with the terms or to adjust activities, deliverables, and related payments, as necessary. Such modifications are subject to DHCS review and approval. Provider noncompliance with modified terms may result in termination of

this Agreement consistent with Section 4 (Term and Termination). In the event of project termination, the Provider shall return funds as directed by Partnership.

## 7. **OTHER PROVISIONS**

- A. **Monitoring**. Partnership and Provider will meet on a mutually agreed upon frequency, or upon request to monitor the performance of Parties' responsibilities related to this Agreement as described in Attachment A, Deliverables and Payment Schedule.
- B. **Disputes**. In the event that any dispute, claim, or controversy of any kind or nature relating to this Agreement arises between the Parties, the Parties agree to meet and make a good faith effort to resolve the dispute. Any unresolved dispute or controversy arising under or in connection with this Agreement, or the breach thereof, or the commercial or economic relationship of the Parties hereto shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award will be rendered by the arbitrator, and may be entered in any court having jurisdiction thereof. The arbitration will be governed by the U.S. Arbitration Act 9 U.S.C. 33 1-16, to the exclusion of any provisions of state law inconsistent therewith or which would produce a different result. The arbitration is to take place in Solano County and by a single arbitrator knowledgeable in health care administration. This provision shall survive the termination of this Agreement.
- C. **Non-Discrimination**. Provider and its subcontractors shall not unlawfully discriminate or harass against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40) marital status, and use of family care leave and any other characteristics covered under State and federal law. Provider and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.
- D. **Compliance with Law**. Provider agrees to comply with all federal, State and local licensing standards, all applicable accrediting standards, and any other standards or criteria established federally, by the State, or locally, to assure quality of service. Provider agrees to comply with all applicable State and Federal laws and regulations during the term of this Agreement.
- E. **Audit**. Partnership reserves the right to audit data submissions prior to payment. Upon request, Provider agrees to provide copies of the supporting documentation based on the obligations of this Agreement.
- F. **Liability**. Provider indemnifies and holds harmless Partnership and its commissioners, officers, employees and agents from and against all allegations, claims and liabilities that result from any act or omission by Provider related to the services funded under this Agreement.
- G. **Arbitration**. If the Parties are unable to informally resolve any dispute arising out of or relating to this Agreement, either Party may submit the dispute for resolution exclusively through confidential, binding arbitration, instead of through trial by court or jury, in Sacramento, California, in accordance with the expedited commercial dispute rules and procedures then in effect of the Judicial Arbitration and Mediation Services ("JAMS"); provided, however, that this

Agreement shall control in instances where it conflicts with JAMS’s rules and procedures. The arbitration shall be conducted on an expedited basis by a single arbitrator. In making decisions about discovery and case management, it is the Parties’ express agreement and intent that the arbitrator at all times promote efficiency without denying either Party the ability to present relevant evidence. The Parties shall share the costs of arbitration equally, and each Party shall bear its own attorneys’ fees and costs. With the exception of any dispute that under applicable laws may not be settled through arbitration, arbitration under this Section 7.G is the exclusive method to resolve a dispute between the Parties arising out of or relating to this Agreement that is not resolved through the informal meet-and-confer process.

H. **Counterparts.** This Agreement may be executed by electronic signatures, each of which shall be deemed an original, but all of which, together, shall authorize one Agreement.

**IN WITNESS WHEREOF**, the Parties have, by their duly authorized representatives, executed this Agreement, to be effective the date written above:

**PARTNERSHIP HEALTHPLAN OF CALIFORNIA**

**FIRST 5 PLUMAS COUNTY CHILDREN & FAMILIES COMMISSION**

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

By: Pamela Becwar

Name: Sonja Bjork

Name: Pamela Becwar

Title: CEO

Title: Executive Director

Address: 4665 Business Center Dr

Address: 270 County Hospital Rd., Suite 206

Fairfield, CA 94534

Quincy CA 95971

Email: sbjork@partnershiphp.org

Email: first5plumas@gmail.com

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

Date: 10/24/2025

## ATTACHMENT A

### DELIVERABLES AND PAYMENT SCHEDULE

Disbursement and Amount	Scheduled Date	Deliverables
Initial Payment: 50% of total approved funds \$149,300	Within 30 days of Executed Grant Agreement	Within 30 days of Executed Grant Agreement
Second Payment: 25% of total approved funds	March 1, 2026	Completion of <ul style="list-style-type: none"><li>Establishing a CHW referral system. Successfully hire, train and onboard new CHW staff.</li></ul>
Final Payment: 25% of total approved funds	December 31, 2026	Completion of <ul style="list-style-type: none"><li>Successfully bill CHW services for 5 Partnership members</li></ul>



October 27, 2025  
 9:30 a.m.-11:30 a.m.  
[Teams Meeting Link](#)  
 Public Health Conference Room  
 270 Hospital Road, Quincy, CA 95971

**DRAFT MEETING AGENDA**

1. **ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Acting Chairperson
2. **APPROVAL OF MINUTES: October 6, 2025** (5 Minutes) **ACTION**
3. **FISCAL ITEMS** (10 Minutes)
  - a. The Commission will take action to approve updated supplemental Budget 2025-26 **ACTION**
4. **PUBLIC HEARING**  
 Commission will take action on the following items: (30 Minutes)
  - a. Plumas County Children & Families Commission Financial Statements Report  
 FY 2024-2025 (and Management Letter) **ACTION**
  - b. Annual Report FY 2024-2025 to First 5 California (AR 1, AR 2, AR 3) **ACTION**
5. **PUBLIC COMMENT**
6. **PROGRAM DEVELOPMENT** (45 Minutes)
  - a. The Commission will take action to accept the Year End Evaluation Report FY 2024-2025,  
 presented by Pamela Becwar, Executive Director **ACTION**
  - b. The Commission will take action to accept the First 5 Plumas Strategic Plan 2025-2030 **ACTION**
  - c. The Executive Director employee evaluation will be done in November. Commission should  
 establish a personnel committee. **DISCUSSION**
7. **REPORTS** (15 Minutes)
  - a. Executive Director's Report **DISCUSSION**
  - b. Commissioner's Reports-Commissioners may report on local, regional, or state issues  
 that impact children ages 0-5 and their families.
8. **PUBLIC COMMENT**
9. **NEXT MEETING DATES**  
 Public Health Conference Room, 207 County Hospital Rd, Quincy, first Mondays, 9:30 a.m. to 11:30 a.m.  
 ♦February 2, 2026, ♦March 2, 2026, ♦April 6, 2026, ♦May 4, 2026, ♦June 1, 2026
10. **ADJOURNMENT**



Commission Meeting:  
October 27, 2025  
Agenda Item: III. a

**DATE:** October 27, 2025  
**TO:** First 5 Plumas Commissioners  
**FROM:** Pamela Becwar  
**RE:** Commission will take action on the updated budget, 2025-26

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**RECOMMENDATION:**

Take ACTION to approve the updated budget for 2025-26.

Please see the Commissioner approved budget on the next page – ***the proposed budget update is contingent on the pending grant agreement with Partnership Healthcare Plan for \$149,300.*** The First 5 Commission approved the additional contracts necessary to execute this grant (see October 6, 2025, meeting minutes). The grant period will end December 31, 2026.

First 5 Plumas's goal is to create an early childhood and caregiver health community pathway that aligns our Help Me Grow Plumas, a local electronic referral system, and expand services for all new parents in Plumas County. This will be done by identifying a care management system that allows us to more effectively align programs, supports, and services, with community needs. Additionally, our goal is to increase workforce capacity and grow local community health workers to work with local partner sites and meet rural, remote families where they are.

Grant expenditures for 25-26 included \$41,000 in personnel costs; \$24,650 in direct costs including clinical supplies, technology, and data management system; and \$50,200 for anticipated contracts to bring on additional workforce and enhance Help Me Grow Plumas.

Thank you.

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**Date of Commission Meeting, Approved Budget: June 2, 2025**

**First 5 Plumas Deptment code 70562 Supplemental Update: Proposed October 27, 2025**

Code	Account Title	Contract	Budget	Quarter 1 Proposed Update	Admin	Program	Evaluation
52189	PROFESSIONAL SERVICES	SPCFA Funded Programs	66,636			66,636	
52190	PROFESSIONAL SERVICES	PCCFC24-26SN (Audit)	6,600		6,600		
52190	PROFESSIONAL SERVICES	PCCFC24-26PRS Impact	116,234			116,234	
52191	PROFESSIONAL SERVICES	California Children and Families Foundation		37,200			
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000		3,000			
52191	PROFESSIONAL SERVICES	Dollywood Imagination Library	4,000			4,000	
52190	PROFESSIONAL SERVICES	PCCFC25-26 Consultant	10,000	10,000		10,000	
		<b>Subtotal Contracts</b>	<b>203,470</b>		<b>6,600</b>	<b>196,870</b>	<b>0</b>
51020	OTHER WAGES	Wages-Emp. #3	40,000	10,000		40,000	
51020	OTHER WAGES	Wages-Emp. #2	40,000	25,000		40,000	
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500		13,680	60,705	11,115
51080	RETIREMENT	Benefit	12,000	6000	1,920	8,520	1,560
		<b>Total wages</b>	<b>177,500</b>		<b>15,600</b>	<b>149,225</b>	<b>12,675</b>
51070	UNEMPLOYMENT INSURANCE	Unemployment	200		200		
51081	OPEB LIABILITY						
51100	FICA/MEDICARE OASDI	FICA	10,000		10,000		
51110	COMPENSATION INSURANCE	Comp Insurance	1,500		1,500		
52020	COMMUNICATIONS	Communication: Software/subscriptions	3,000		3,000		
52050	INSURANCE	Insurance	12,384		12,384		
52160	MEMBERSHIPS	Memberships	6,500		6,500		
52180	OFFICE EXPENSE	Office Supplies	2,500		2,500		
52190	PROFESSIONAL SERVICES	Professional Services	203,470		6,600	196,870	0
52330	EDUCATIONAL NAT/INCENTIVE	Parent Incentives	3,000	12000		3,000	
52340	MEDIA/PROMOTIONAL ITEMS		2,000	5000	2,000		
52370	PUBLICATIONS-LEGAL NOTICE						
52525	SPEC. DEPT. OUTREACH ACT.	Special Dept. Outreach	15,000			15,000	
52740	TRAVEL ROUTINE	Travel-Routine	2,500	2650		2,500	
52750	TRAVEL-SPECIAL	Travel -Special	2,000		2,000		
52775	IN-COUNTY HOSTING EVENTS		8,000			8,000	
52840	CONTINGENCIES						
520419	COVID PPE & CLEANING COST						
525119	LIABILITY SELF-FUND INSURANCE	Liability Self-Fund Insurance	1,500		1,500		
54950	COMPUTER HARDWARE			5,000			
58001	TRANSFER-OUT1						
		<b>Subtotal Services &amp; Supplies</b>	<b>273,554</b>	115,850	<b>48,184</b>	<b>225,370</b>	
525000	OVERHEAD	Overhead Expenses	20,000				
		<b>Total Wages</b>	<b>177,500</b>		<b>15,600</b>	<b>109,225</b>	<b>12,675</b>
		<b>Total Budget</b>	<b>471,054</b>		<b>63,784</b>	<b>334,595</b>	<b>12,675</b>

**COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Public Health Dept. No: 70562 Date 11/6/2025

The reason for this request is (check one):

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

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
7015	70562	44169	State Child and Family Comm	115,850.00
Total (must equal transfer to total)				115,850.00

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
7015	70562	51020	Other wages	35,000.00
7015	70562	51080	Retirement	6,000.00
7015	70562	52330	Education Mat/Incentives	12,000.00
7015	70562	52340	Media/Promotional	5,000.00
7015	70562	52740	Travel-Routine	2,650.00
7015	70560	54950	Computer/Hardware	5,000.00
7015	70560	52190	Professional Services	50,200.00
Total (must equal transfer to total)				115,850.00

**RECEIVED**

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

NOV 06 2025  
PLUMAS COUNTY  
AUDITOR-CONTROLLER

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

A) 70562 has received a grant that was not in the original budget

B) Timing and amount determined by grantor

C) Grant fund are for use in this fiscal year

D) Grant awarded after original budget prepared.

Approved by Department Signing Authority: DeZera Jones

Approved/ Recommended  Disapproved/ Not recommended

Auditor/Controller Signature: Martee Neme

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

**INSTRUCTIONS:**

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

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

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

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

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



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Nicole Reinert, Director of Public Health  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Public Health Agency to recruit and fill, funded and allocated, a vacant 0.625 FTE permanent driver for Chester for Senior Services; (General Fund Impact) as approved in the FY25/26 adopted budget.

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**Recommendation:**

Approve and authorize Public Health Agency to recruit and fill, funded and allocated, a vacant 0.625 FTE permanent driver for Chester for Senior Services; (General Fund Impact) as approved in the FY25/26 adopted budget.

**Background and Discussion:**

The Department is requesting to fill the vacancy of one (1) permanent driver position for Senior Services in Chester due to a vacancy effective November 1, 2025. The appropriate Critical Staffing Questionnaires and Departmental Organizational Chart are attached.

**Action:**

Approve and authorize Public Health Agency to recruit and fill, funded and allocated, a vacant 1 FTE permanent driver for Chester for Senior Services; (General Fund Impact) as approved in the FY25/26 adopted budget.

**Fiscal Impact:**

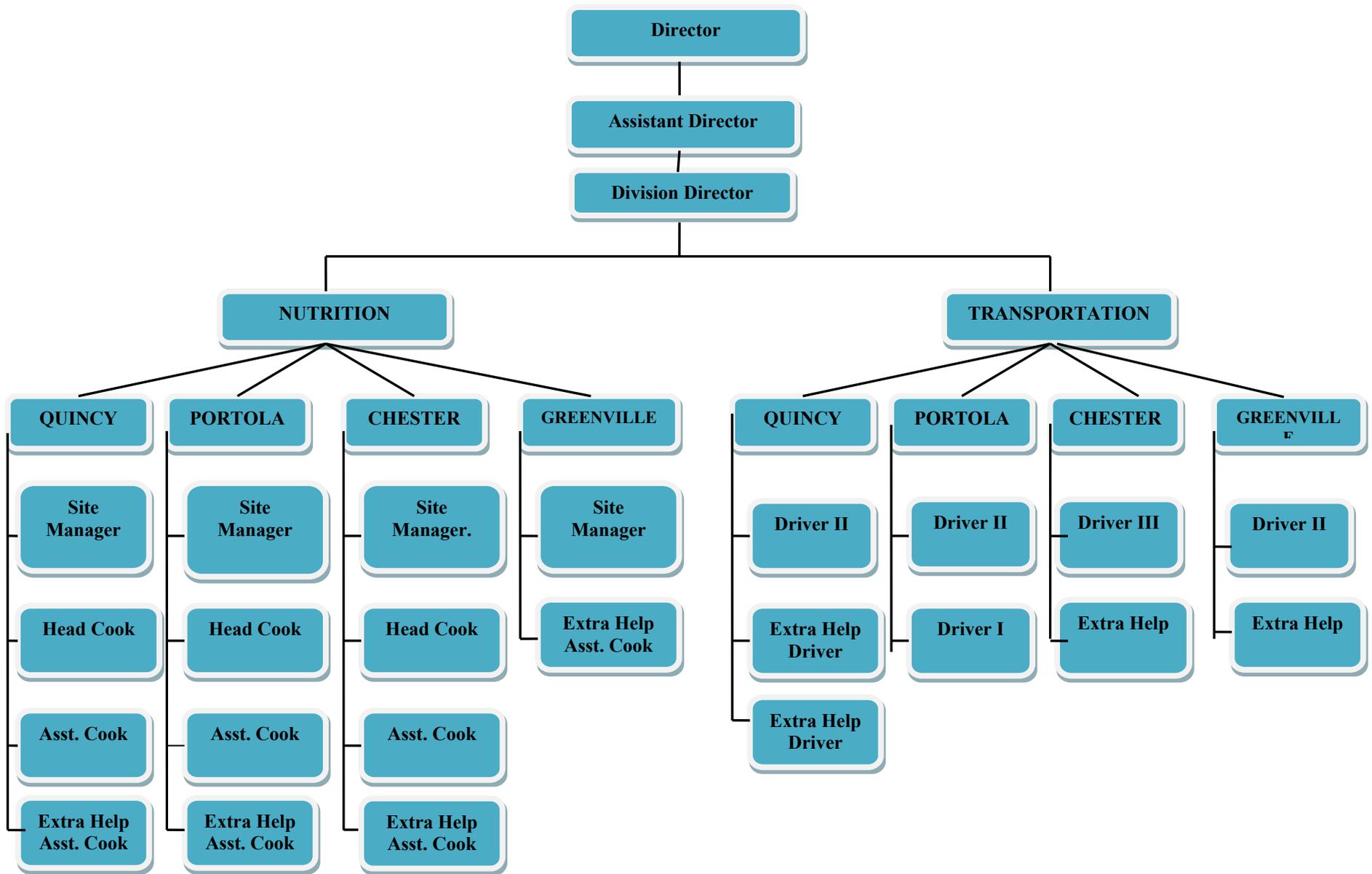
(General Fund Impact) as approved in the FY25/26 adopted budget.

**Attachments:**

1. 6-Senior Nutrition & Transportation Services Division
2. Critical Staffing Request Driver
3. Driver I
4. Driver II
5. Driver III

**PLUMAS COUNTY PUBLIC HEALTH AGENCY  
SENIOR NUTRITION & TRANSPORTATION DIVISION**

6



QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Driver / Public Health Agency**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**This position is critical to provide transportation for seniors who require help in going from one location to another.**
- Why is it critical that this position be filled at this time?  
**The Driver assists passengers while boarding and unloading; load wheel chair clients and is aware of passengers comfort. Proper reporting, including numbers served by location and type of service is essential to maintain AAA funding and contracts, which are based on utilization. Any reductions to Senior Services impact older members of our communities far more than they would other county departments**
- How long has the position been vacant?  
**November 7, 2025**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 25/26 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. However, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?      All functions of the Senior Transportation Services in Chester
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?      **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding.      What impact will this reduction plan have to other County departments?      **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?      **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions?      **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?      **No change in General Fund support since this is already a budgeted position**
- Does the department have a reserve?      If yes, provide the activity of the department's reserve account for the last three years?

FY 18/19 = \$0

FY19/20 = \$0

FY20/21 = \$0

## DRIVER I, II & III

### DEFINITION

Under the direct supervision of the Senior Services Division Director or designee be responsible for the safe operation of the buses in the Senior Transportation division of the Plumas County Public Health Agency in accordance with County Policy and all other applicable state and federal guideline. Complies with all traffic regulations. Completes all reports required. All positions are part-time.

### DISTINGUISHING CHARACTERISTICS

Drives bus to transport seniors to and from the Nutrition Site, Doctor appointments and shopping at specified times. Assist passengers while boarding and unloading; load wheel chair clients; be aware of passenger's comfort. Daily safety inspection of bus for gas, oil, tires before departing for duty.

Driver II: Be able to drive any of the buses and any route in the county.

Driver III: Have had special training. Able to help train new drivers in wheel chair tie downs and other duties.

### REPORTS TO

Division Director of Senior Services or designee.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None

### EXAMPLES OF DUTIES

- Maintain complex records, logs and ability to accurately follow regulations and guidelines.
- Receive scheduling and directions from Site Manager.
- Deliver homebound meals.
- Ability to interact with Seniors in a professional and friendly manner.
- Ability to communicate (verbally) and clearly with a variety of individuals.

## Drivers I, II & III – 2

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb, bend, stoop, twist, crouch and kneel to secure wheelchairs and conduct vehicle inspections; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication. Be able to push wheel chair clients. Get in and out of bus to deliver meals. Lift up to 50 pounds.

### **DESIRABLE QUALIFICATIONS**

- Shall possess the physical ability to perform all duties of the position.
- Ability to read, write and communicate effectively.
- Display proficiency in the operation of the buses and the safety of the passengers.
- Ability to pass a Pre-Employment drug screen and criminal background check in accordance with all applicable laws regarding the nature of employment.
- Observe safety as a priority while performing all duties.

**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:

Must have a high school diploma or equivalent. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. CPR required and First Aid preferred.

### **Special Requirements:**

Must have Class B California Driver's License with passenger endorsement; a good driving record and be insurable under the County's Insurance Policy. (The valid Class B California Drivers License must be maintained throughout employment.)

Drivers need to be able to load, tie down chairs, and unload wheel chair clients. Pick up large containers of packaged meals and deliver meals to homebound clients.

Must participate in random drug testing.

Subject to work all county holidays except New Years, Labor Day, Memorial Day, July 4, Thanksgiving and Christmas, as specified by the Area on Aging.

## DRIVER I, II & III

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Division Director of Senior Services or designee.

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### REPORTS TO

Division Director of Senior Services or designee.

### CLASSIFICATIONS DIRECTLY SUPERVISED

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**PLUMAS COUNTY  
SOLID WASTE  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Rob Thorman, Director of Public Works  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Solid Waste

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**Recommendation:**

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**Background and Discussion:**

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**Action:**

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**Fiscal Impact:**

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**Attachments:**

None



**PLUMAS COUNTY  
SOLID WASTE  
MEMORANDUM**

**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Rob Thorman, Director of Public Works  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** TIME CERTAIN PUBLIC HEARING – 11:00 AM introduce proposed solid waste rates and services for Solid Waste Franchise Area 1 – discussion and movement of issue to second hearing for direction.

**Recommendation:**

N/A

**Background and Discussion:**

**PREFACE:**

The Purpose of this agenda request is to enable the Board of Supervisors to:

1. Receive a report regarding options and associated rates for solid waste services in the areas formerly served by the AVSCD.
2. Enable commentary by the franchise contractor, Feather River Disposal
3. Open a Public hearing and enable commentary by the general public and other government officials, if any.
4. Move the matter to the Board Meeting of December 16 for additional public hearing on final direction.

**BACKGROUND**

On September 11, 2025, The American Valley Community Services District (AVCSD) board of directors voted not to pursue an extension to their contract with Waste Management for solid waste and recycling collection services. Following this decision, Public Works staff worked with Waste Management to handle the transition of service for the customers formerly served by the AVCSD.

Because the AVCSD customers historically received curbside recycling service, WM staff developed two rate proposals for customers formerly served by the AVCSD, one including curbside recycling for all customers within the current boundaries of the AVCSD and another option without curbside recycling. The options presented are as such:

**Option 1: No Recycling:**

Under this option, customers formerly served by the AVCSD in downtown Quincy will have their rates raised to be equivalent to all other current FRD customers starting on January 1, 2026. All FRD customers, including those recently incorporated will then be subject to the annual RRI rate change beginning on July 1, 2026. This amount is estimated to be 5% based on the average of past year's increases.

**Option 2: Adding Recycling in Quincy:**

Under this option, all FRD customers will be subject to a 5.83% rate increase beginning on January 1, 2026. This rate increase is proposed in place of the RRI and will be in effect until July 1, 2027. The customers formerly served by the AVCSD will have their rates raised to be equivalent to the other FRD customers but their service will now include recycling. Typically, an RRI rate increase is implemented every July 1<sup>st</sup>, but under this option, it is proposed to not increase until July 2027.

These options are demonstrated below for customers using the 64 gallon can. These numbers are for demonstration purposes only. Other sizes can be found on the following page.

<b>OPTION 1: Monthly Rates W/O Recycling, Former Downtown Quincy Customer, 64 Gal Can</b>			<b>OPTION 1: Monthly Rates W/O Recycling, Current Customers, 64 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (31% increase)	July 1, 2026 Rate (5% increase*)	Current Rate	Jan 1, 2026 Rate (No Increase)	July 1, 2026 Rate (5% increase*)
\$31.49	\$41.27	\$43.33	\$41.27	\$41.27	\$43.33
<b>OPTION 2: Monthly Rates WITH Recycling, Former Downtown Quincy, 64 Gal Can</b>			<b>OPTION 2: Monthly Rates WITH Recycling, Current Customers, 64 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (38.7% increase)	July 1, 2026 Rate (No increase)	Current Rate	Jan 1, 2026 Rate (5.83% increase**)	July 1, 2026 Rate (No increase)
\$31.49	\$43.68	\$43.68	\$41.27	\$43.68	\$43.68
<b>*ESTIMATE CALCULATED FROM THE AVERAGE RRI INCREASE OVER THE COURSE OF THE CURRENT CONTRACT (ONLY FOR DEMONSTRATION PURPOSES)</b>					
<b>** PROPOSED INCREASE DETERMINED BY WM TO EXPAND CURBSIDE RECYCLING TO EAST QUINCY. THESE RATES WILL REMAIN UNCHANGED FOR 18 MONTHS</b>					

**Note: Rates applies to all customers in Franchise Area 1. Recycling is only included for customers within the AVCSD boundaries.**

<b>OPTION 1: Monthly Rates W/O Recycling, Downtown Quincy Customer, 35 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (40% increase)	July 1, 2026 Rate (5% increase*)
\$21.67	\$30.35	\$31.87

<b>OPTION 1: Monthly Rates W/O Recycling, Current Customers, 35 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (No Increase)	July 1, 2026 Rate (5% increase*)
\$30.35	\$30.35	\$31.87

<b>OPTION 2: Monthly Rates WITH Recycling, Former Downtown Quincy, 35 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (48.22% increase)	July 1, 2026 Rate (No increase)
\$21.67	\$32.12	\$32.12

<b>OPTION 2: Monthly Rates WITH Recycling, Current Customers, 35 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (5.83% increase**)	July 1, 2026 Rate (No increase)
\$30.35	\$32.12	\$32.12

<b>OPTION 1: Monthly Rates W/O Recycling, Downtown Quincy Customer, 96 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (16.17% decrease)	July 1, 2026 Rate (5% increase*)
\$63.81	\$53.49	\$56.16

<b>OPTION 1: Monthly Rates W/O Recycling, Current Customers, 96 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (No Increase)	July 1, 2026 Rate (5% increase*)
\$53.49	\$53.49	\$56.16

<b>OPTION 2: Monthly Rates WITH Recycling, Former Downtown Quincy, 96 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (11.28% decrease)	July 1, 2026 Rate (No increase)
\$63.81	\$56.61	\$56.61

<b>OPTION 2: Monthly Rates WITH Recycling, Current Customers, 96 Gal Can</b>		
Current Rate	Jan 1, 2026 Rate (5.83% increase**)	July 1, 2026 Rate (No increase)
\$53.49	\$56.61	\$56.61

\*ESTIMATE CALCULATED FROM THE AVERAGE RRI INCREASE OVER THE COURSE OF THE CURRENT CONTRACT (ONLY FOR DEMONSTRATION PURPOSES)

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**Note: Rates applies to all customers in Franchise Area 1. Recycling is only included for customers within the AVCSD boundaries.**

**Action:**

**TIME CERTAIN PUBLIC HEARING – 11:00 AM** introduce proposed solid waste rates and services for Solid Waste Franchise Area 1 – discussion and movement of issue to second hearing for direction.

**Fiscal Impact:**

No General Fund impact. Solid Waste.

**Attachments:**

1. AVSCD Transition Agenda Request

**PLUMAS COUNTY  
DEPARTMENT OF PUBLIC WORKS  
SOLID WASTE DIVISION**

**1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268**  
*Sean Graham, Solid Waste Manager - Robert Thorman, P.E., Director of Public Works*

**AGENDA REQUEST**

for the December 9, 2025 Meeting of the Board of Supervisors

Date: **December 1, 2025**

To: Honorable Board of Supervisors

From: Robert Thorman, Director of Public Works

Subject: **TIME CERTAIN PUBLIC HEARING – 11:00 AM** introduce proposed solid waste rates and services for Solid Waste Franchise Area 1 – discussion and movement of issue to second hearing for direction.

**PREFACE:**

The Purpose of this agenda request is to enable the Board of Supervisors to:

1. Receive a report regarding options and associated rates for solid waste services in the areas formerly served by the AVSCD.
2. Enable commentary by the franchise contractor, Feather River Disposal
3. Open a Public hearing and enable commentary by the general public and other government officials, if any.
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** PROPOSED INCREASE DETERMINED BY WM TO EXPAND CURBSIDE RECYCLING TO EAST QUINCY. THESE RATES WILL REMAIN UNCHANGED FOR 18 MONTHS					

*Note: Rates apply to all customers in Franchise Area 1. Recycling is only included for customers within the AVCSD boundaries.*

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*Note: Rates apply to all customers in Franchise Area 1. Recycling is only included for customers within the AVCS D boundaries.*



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Joshua Mizrahi, Human Resources Director  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1 FTE County Administrative Officer; (General Fund Impact) as approved in FY25/26 adopted budget.

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**Recommendation:**

Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1 FTE County Administrative Officer; (General Fund Impact) as approved in FY25/26 adopted budget.

**Background and Discussion:**

**Action:**

Approve and authorize Human Resources to recruit and fill, funded and allocated, vacant 1 FTE County Administrative Officer; (General Fund Impact) as approved in FY25/26 adopted budget.

**Fiscal Impact:**

General Fund Impact, as approved in the FY 25/26 adopted budget.

**Attachments:**

1. County Administrative Officer 12-1-25

## **COUNTY ADMINISTRATIVE OFFICER**

### **DEFINITION**

The Plumas County Administrative Office was established by Plumas County Code of Ordinances, Title 2, Chapter 4, Article 6, for the purpose of providing effective centralized administration for the government of Plumas County. Under policy direction, the County Administrative Officer (CAO) plans, organizes, and provides administrative direction and oversight for all County functions and activities; provides policy guidance and program evaluation to the Board of Supervisors and management staff; encourages and facilitates provision of services to County residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

The CAO receives administrative and general policy direction from the Board of Supervisors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The primary function of the CAO is to oversee the preparation, adoption, and administration of the county budget. This position works closely with the elected offices of auditor-controller, treasurer, tax collector and assessor to coordinate the efforts of those finance-related offices in the preparation and administration of the county budget. The CAO provides the Board of Supervisors with objective analyses of issues. Through the coordination of departmental activities, the CAO works to resolve differences among departments and ensure the county government operates harmoniously. The position shall also be vested with the authority and titles of County Budgetary Officer, and County Purchasing Agent.

### **DISTINGUISHING CHARACTERISTICS**

This is the single highest-level administrator appointed by, reporting to, and serving at the pleasure of the Board of Supervisors. This class has full responsibility to the Board of Supervisors for the administration of all County services and activities. This is the top management position in the County administrative structure, demanding a high level of skill, knowledge and ability in all aspects of administration. The County Administrative Office is accountable for accomplishing the County's administrative goals and objectives within policy guidelines.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

The County Administrative Officer receives policy direction from the Board of Supervisors. He/she provides direct supervision and evaluation of administrative personnel and other support staff as needed; assists BOS with supervision of Department Heads, with the exception of Elected Department Heads and County Counsel.

## COUNTY ADMINISTRATIVE OFFICER - 2

### SCOPE OF AUTHORITY/EXAMPLES OF DUTIES

- County's Budget Officer Duties:
  - In concert with the County Auditor, prepares and recommends an annual County budget and exercises continuous budgetary control.
  - Issues budget preparation instructions.
  - Directs the budget preparation activities of the County's Offices and Departments
  - Takes all steps reasonably necessary to exercise budgetary control.
  - Approves budget adjustments.
  - Makes periodic budget status reports to the Board.
  - Reviews all requests for appropriation transfers and makes recommendations to the Board.
  - Supervises expenditures of all elective and appointive offices, departments, and institutions.
  - May recommend to the Board the establishment of a budgetary allotment system and such other expenditure controls which he or she believes to be necessary or desirable.
- Purchasing Agent Functions:
  - Maintains responsibility for the purchasing program for the County.
  - Supervises expenditures of all elective and appointive offices, departments, and institutions.
  - Coordinates purchasing of fixed assets and vehicles as authorized by the Board.
  - Approves contract on behalf of the Board, up to the Board authorized amount.
  - Approves exemptions to the Purchasing Policy.
- Administrative Functions:
  - Assists the Board with supervision and administration of all county offices, departments and entities over which the Board has responsibility and control through its power of appointment.
  - Coordinates the work of all elected and appointed county offices, departments, and institutions that are the responsibility of the Board.
  - Provides recommendations to the Board to improve efficiency and economy in the administration of County affairs.
  - Attends Board meetings and may participate in the discussion of any matter but shall have no vote.
  - Represents the Board in the County's intergovernmental relationship in accordance with Board policies and instructions. As directed, represents the Board in dealing with individual or groups concerned with County affairs.
  - Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Supervisors and the County; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
  - Provides policy guidance and interpretation to staff; may serve as the hearing officer for grievances and discipline hearings; assists in the selection of department heads to the Board.

*Last Revised: 12/2025*

## COUNTY ADMINISTRATIVE OFFICER - 3

- Ensures that the Board is kept informed of County functions, activities, and financial status, and of policy, social, and economic issues affecting County activities.
- Monitors changes in laws, regulations, and technology that may affect County operations; implements policy and procedural changes as required.
- Coordinates the planning for the design and construction of physical facilities and the assignment of space required for County services, with the Facilities Director.
- Prepares, and keeps current, a capital improvement plan, including recommended methods for financing for adoption by the Board.
- Oversees and guides the ongoing development, revision, implementation and evaluation of the County strategic plan
- Supervision and Personnel Duties:
  - Works closely with the Human Resource Director to make recommendations to the Board for new positions, allocations of staffing and organizational structure for departments, and authorize emergency transfers or assignment of personnel.
  - Assists the Board with performance evaluations of appointed department heads.
  - Works with Human Resources Director and Auditor to coordinate the labor relations program for the county
  - Acts as a department head for the County Administrative Office; supervises, assigns, and reviews the work of administrative staff; hires and discharges administrative office personnel.
  - In the absence or vacancy of a department head, CAO may be appointed by the Board of Supervisors to serve in the interim
- Authority, but not responsibility, for the duties assigned to the CAO may be delegated. Delegation will be in writing with limitations and copied to the Board.
- When an absence from the County is for more than thirty days, or, for disciplinary or investigative reasons, the Board will appoint an acting County Administrator which may or may not be an appointed department head.

### TYPICAL PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

### TYPICAL WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*Last Revised: 12/2025*

## **COUNTY ADMINISTRATIVE OFFICER - 4**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from the computer system.

### **KNOWLEDGE AND ABILITY**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles, practices, and procedures of public administration in a county government setting.
- Functions, services, and funding sources of a county government.
- Functions, authority, responsibilities, and limitations of an elected Board of Supervisors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and procedures of County government budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to County government administration.
- Current social, political, and economic trends affecting County government and service provision.
- Modern office practices, methods, computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

#### **Ability to:**

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the County.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Supervisors.

*Last Revised: 12/2025*

## COUNTY ADMINISTRATIVE OFFICER - 5

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Assist in the administrative activities of County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors.
- Direct the analysis and evaluation of annual budget requests of all County departments.
- Direct the preparation of the budget recommendations to the Board of Supervisors.
- Direct the continuous review of County expenditures through the fiscal year, develop fiscal and organizational plans for the Board of Supervisors.
- Attend meetings of the Board of Supervisors and make recommendations on administrative and budgetary matters.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the County in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations, and the media.
- Serve effectively as the administrative agent of the Board of Supervisors.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform complex mathematical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **QUALIFICATIONS**

#### **Minimum Qualifications:**

Minimum education and experience needed for this position:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, political science, public policy, finance, or a related field and five (5) years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an

*Last Revised: 12/2025*

## COUNTY ADMINISTRATIVE OFFICER - 6

organization. An equivalent to a master's degree in public or business administration is highly desired.

**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.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.



**PLUMAS COUNTY  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Joshua Mizrahi, Human Resources Director  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Adopt **RESOLUTION** to adopt Plumas County Pay Schedule; (General Fund Impact) as approved in (FY25/26) adopted budget; approved as to form by County Counsel; discussion and possible action. Roll call vote

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**Recommendation:**

Adopt **RESOLUTION** to adopt Plumas County Pay Schedule; (General Fund Impact) as approved in (FY25/26) adopted 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.

**Action:**

Adopt **RESOLUTION** to adopt Plumas County Pay Schedule; (General Fund Impact) as approved in (FY25/26) adopted budget; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Fiscal Impact:**

General Fund Impact

**Attachments:**

1. Resolution Pay Schedule FINAL 12-09-2025
2. Pay Schedule 12-09-2025 Exhibit A

**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**, the 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**, this Pay Schedule reflects the new job classification wage range for the Sheriff Patrol Commander approved by the Board of Supervisors on November 18, 2025, per Resolution 2025-9084. The updated wage is effective September 1, 2025, and has General Fund impact, and

**WHEREAS**, Human Resources is requesting the adoption of the revised Pay Schedule for Fiscal Year 2025/2026.

**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 9<sup>th</sup> day of December 2025 by the following vote:

- AYES:
- NOES:
- ABSENT:

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

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

APPROVED AS TO FORM:  
  
Sara James  
Deputy County Counsel

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
and adopted by the Board as of 12/09/2025 per Resolution Number 2025-XXXX

**CONFIDENTIAL EMPLOYEE UNIT**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
ACCOUNTANT	\$23.29	\$24.45	\$25.69	\$26.97	\$28.33	\$29.76	\$31.25	\$32.81	\$34.46	\$36.19	\$38.00	\$39.90
ACCOUNTANT AUDITOR 1	\$26.32	\$27.64	\$29.03	\$30.49	\$32.02	\$33.62	\$35.30	\$37.08	\$38.92	\$40.89	\$42.93	\$45.08
ACCOUNTANT AUDITOR 2	\$29.01	\$30.46	\$32.00	\$33.59	\$35.28	\$37.06	\$38.90	\$40.84	\$42.91	\$45.05	\$47.30	\$49.67
ASSISTANT AUDITOR/CONTROLLER	\$33.56	\$35.23	\$37.00	\$38.86	\$40.81	\$42.88	\$45.01	\$47.27	\$49.63	\$52.12	\$54.73	\$57.47
ASST RISK MGR/OCC SAFETY & HEALTH SPEC	\$31.41	\$32.98	\$34.62	\$36.36	\$38.19	\$40.10	\$42.11	\$44.23	\$46.42	\$48.75	\$51.19	\$53.75
CHIEF DEPUTY AUDITOR	\$32.01	\$33.61	\$35.29	\$37.07	\$38.91	\$40.88	\$42.93	\$45.07	\$47.34	\$49.72	\$52.21	\$54.82
CLERK OF THE BOARD	\$30.83	\$32.38	\$34.00	\$35.70	\$37.48	\$39.36	\$41.33	\$43.40	\$45.56	\$47.85	\$50.24	\$52.75
DEPUTY COUNTY COUNSEL 1	\$42.06	\$44.17	\$46.39	\$48.72	\$51.15	\$53.70	\$56.40	\$59.21	\$62.17	\$65.29	\$68.55	\$71.98
DEPUTY COUNTY COUNSEL 2	\$46.89	\$49.24	\$51.70	\$54.29	\$57.00	\$59.85	\$62.84	\$65.99	\$69.29	\$72.74	\$76.38	\$80.20
DEPUTY COUNTY COUNSEL 3	\$52.75	\$55.39	\$58.16	\$61.06	\$64.12	\$67.32	\$70.70	\$74.23	\$77.94	\$81.83	\$85.92	\$90.22
FISCAL SUPPORT COORDINATOR	\$21.93	\$23.05	\$24.19	\$25.41	\$26.70	\$28.03	\$29.44	\$30.93	\$32.48	\$34.10	\$35.81	\$37.60
HELP DESK SPECIALIST	\$24.00	\$25.21	\$26.48	\$27.81	\$29.21	\$30.67	\$32.21	\$33.83	\$35.52	\$37.30	\$39.17	\$41.13
HR PAYROLL SPECIALIST 1	\$25.39	\$26.66	\$28.02	\$29.41	\$30.90	\$32.45	\$34.06	\$35.78	\$37.58	\$39.47	\$41.44	\$43.51
HR PAYROLL SPECIALIST 2	\$28.00	\$29.40	\$30.89	\$32.44	\$34.05	\$35.77	\$37.57	\$39.46	\$41.43	\$43.52	\$45.70	\$47.99
HUMAN RESOURCES ANALYST 1	\$26.31	\$27.63	\$29.02	\$30.48	\$32.01	\$33.61	\$35.29	\$37.07	\$38.91	\$40.88	\$42.92	\$45.07
HUMAN RESOURCES ANALYST 2	\$29.01	\$30.46	\$32.00	\$33.59	\$35.28	\$37.06	\$38.90	\$40.84	\$42.91	\$45.05	\$47.30	\$49.67
HUMAN RESOURCES TECHNICIAN 1	\$20.39	\$21.42	\$22.50	\$23.62	\$24.81	\$26.04	\$27.35	\$28.73	\$30.16	\$31.67	\$33.25	\$34.91
HUMAN RESOURCES TECHNICIAN 2	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.92	\$36.67	\$38.51
HUMAN RESOURCES TECHNICIAN 3	\$23.86	\$25.05	\$26.30	\$27.62	\$29.01	\$30.46	\$32.00	\$33.59	\$35.28	\$37.06	\$38.91	\$40.86
LEAD FISCAL & TECH SERV ASST	\$19.45	\$20.43	\$21.45	\$22.53	\$23.67	\$24.85	\$26.09	\$27.40	\$28.78	\$30.23	\$31.74	\$33.33
MANAGEMENT ANALYST 1	\$26.31	\$27.63	\$29.02	\$30.48	\$32.01	\$33.61	\$35.29	\$37.07	\$38.91	\$40.88	\$42.92	\$45.07
MANAGEMENT ANALYST 2	\$29.01	\$30.46	\$32.00	\$33.59	\$35.28	\$37.06	\$38.90	\$40.84	\$42.91	\$45.05	\$47.30	\$49.67
NETWORK/EDR ADMINISTRATOR	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.20	\$43.26	\$45.42	\$47.69	\$50.07	\$52.57	\$55.20
OFFICE OF EMERGENCY SERVICES-OES MGR.	\$32.07	\$33.67	\$35.35	\$37.13	\$39.00	\$40.95	\$43.00	\$45.14	\$47.41	\$49.79	\$52.28	\$54.89
PARALEGAL 1	\$25.39	\$26.66	\$28.02	\$29.41	\$30.90	\$32.45	\$34.06	\$35.78	\$37.58	\$39.47	\$41.44	\$43.51
PARALEGAL 2	\$28.00	\$29.40	\$30.89	\$32.44	\$34.05	\$35.77	\$37.57	\$39.46	\$41.43	\$43.52	\$45.70	\$47.99
PARALEGAL 3	\$32.09	\$33.70	\$35.39	\$37.17	\$39.04	\$41.00	\$43.05	\$45.22	\$47.48	\$49.86	\$52.35	\$54.97
PAYROLL SPECIALIST 1	\$25.39	\$26.66	\$28.02	\$29.41	\$30.90	\$32.45	\$34.06	\$35.78	\$37.58	\$39.47	\$41.44	\$43.51
PAYROLL SPECIALIST 2	\$28.00	\$29.40	\$30.89	\$32.44	\$34.05	\$35.77	\$37.57	\$39.46	\$41.43	\$43.52	\$45.70	\$47.99
SAAS SYSTEMS ADMINISTRATOR	\$34.73	\$36.47	\$38.29	\$40.22	\$42.23	\$44.34	\$46.56	\$48.90	\$51.34	\$53.90	\$56.60	\$59.43
SYSTEMS ANALYST 1	\$30.49	\$32.02	\$33.62	\$35.30	\$37.08	\$38.92	\$40.89	\$42.96	\$45.09	\$47.37	\$49.74	\$52.23
SYSTEMS ANALYST 2	\$33.56	\$35.23	\$37.00	\$38.86	\$40.81	\$42.88	\$45.01	\$47.27	\$49.63	\$52.12	\$54.73	\$57.47

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
and adopted by the Board as of 12/09/2025 per Resolution Number 2025-XXXX

**CONTRACT EMPLOYEES**

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

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**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	\$58.00	\$60.90	\$63.95	\$67.14	\$70.50	\$74.02	\$77.73	\$81.61	\$85.69	\$89.98

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
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**ELECTED OFFICIALS**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68	\$52.16	\$54.77	\$57.51	\$60.38
AUDITOR/CONTROLLER	\$48.84	\$0.00	\$0.00	\$0.00	\$0.00	\$51.29	\$53.85	\$56.55	\$59.37	\$62.36
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
BOARD OF SUPERVISORS-NON PERS-CPI 2025	\$33.73	\$0.00	\$0.00	\$0.00	\$0.00	\$35.41	\$37.18	\$39.04	\$40.99	\$43.04
BOARD OF SUPERVISORS-PERSABLE-CPI 2025	\$31.53	\$0.00	\$0.00	\$0.00	\$0.00	\$33.11	\$34.76	\$36.50	\$38.32	\$40.24
CLERK-RECORDER **	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68	\$52.16	\$54.77	\$57.51	\$60.38
DISTRICT ATTORNEY	\$86.84	\$0.00	\$0.00	\$0.00	\$0.00	\$91.18	\$95.74	\$100.52	\$105.54	\$110.84
SHERIFF/CORONER	\$60.23	\$0.00	\$0.00	\$0.00	\$0.00	\$63.25	\$66.41	\$69.73	\$73.20	\$76.87
TREASURER/TAX COLLECTOR **	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68	\$52.16	\$54.77	\$57.51	\$60.38

**\*\* Stipends adopted by Ordinance #07-1059 on 09/02/2007, revised as of 06/29/2025 per Ordinance #22-1142 adopted 03/01/2022**

CLERK-RECORDER	\$4.38	\$0.00	\$0.00	\$0.00	\$0.00	\$4.60	\$4.83	\$5.07	\$5.33	\$5.59
TREASURER/TAX COLLECTOR	\$5.30	\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$5.85	\$6.14	\$6.45	\$6.77

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
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**OE3 PUBLIC WORKS**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
ASSISTANT ENGINEER	\$35.13	\$36.89	\$38.73	\$40.68	\$42.72	\$44.87	\$47.11	\$49.49	\$51.95	\$54.56	\$57.30	\$60.17
ASSOCIATE ENGINEER	\$35.74	\$37.51	\$39.40	\$41.38	\$43.45	\$45.63	\$47.92	\$50.34	\$52.84	\$55.51	\$58.28	\$61.19
ENGINEERING AIDE	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.59	\$33.17	\$34.83
ENGINEERING TECHNICIAN 1	\$24.68	\$25.93	\$27.25	\$28.60	\$30.04	\$31.55	\$33.14	\$34.79	\$36.54	\$38.38	\$40.30	\$42.32
ENGINEERING TECHNICIAN 2	\$26.69	\$28.01	\$29.44	\$30.92	\$32.46	\$34.09	\$35.81	\$37.60	\$39.48	\$41.48	\$43.56	\$45.74
EQUIPMENT SERVICE WORKER	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.59	\$33.17	\$34.83
FISCAL/TECHNICAL SERVICES ASSISTANT 1	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.59	\$33.17	\$34.83
FISCAL/TECHNICAL SERVICES ASSISTANT 2	\$21.38	\$22.45	\$23.57	\$24.75	\$25.98	\$27.30	\$28.67	\$30.12	\$31.60	\$33.19	\$34.85	\$36.59
FISCAL/TECHNICAL SERVICES ASSISTANT 3	\$23.57	\$24.75	\$25.98	\$27.30	\$28.67	\$30.12	\$31.60	\$33.19	\$34.85	\$36.60	\$38.43	\$40.35
LEAD POWER EQUIPMENT MECHANIC	\$27.74	\$29.15	\$30.62	\$32.15	\$33.78	\$35.45	\$37.25	\$39.13	\$41.09	\$43.15	\$45.31	\$47.58
MANAGEMENT ANALYST 1	\$26.74	\$28.06	\$29.49	\$30.95	\$32.51	\$34.13	\$35.86	\$37.64	\$39.53	\$41.51	\$43.59	\$45.77
MANAGEMENT ANALYST 2	\$29.73	\$31.22	\$32.78	\$34.42	\$36.14	\$37.97	\$39.88	\$41.87	\$43.96	\$46.16	\$48.47	\$50.90
MECHANIC/SHOP TECHNICIAN	\$25.15	\$26.41	\$27.73	\$29.14	\$30.60	\$32.13	\$33.77	\$35.44	\$37.22	\$39.09	\$41.04	\$43.10
POWER EQUIPMENT MECHANIC 1	\$23.27	\$24.43	\$25.66	\$26.95	\$28.30	\$29.73	\$31.23	\$32.79	\$34.44	\$36.16	\$37.97	\$39.86
POWER EQUIPMENT MECHANIC 2	\$25.15	\$26.41	\$27.73	\$29.14	\$30.60	\$32.13	\$33.77	\$35.44	\$37.22	\$39.09	\$41.04	\$43.10
PRINCIPAL TRANSPORTATION PLANNER	\$41.37	\$43.44	\$45.62	\$47.91	\$50.33	\$52.83	\$55.50	\$58.27	\$61.19	\$64.25	\$67.45	\$70.83
PUBLIC WORKS MAINTENANCE LEADWORKER	\$24.75	\$25.98	\$27.30	\$28.67	\$30.12	\$31.60	\$33.19	\$34.85	\$36.60	\$38.41	\$40.34	\$42.36
PUBLIC WORKS MAINTENANCE WORKER 1	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.59	\$33.17	\$34.83
PUBLIC WORKS MAINTENANCE WORKER 2	\$21.38	\$22.45	\$23.57	\$24.75	\$25.98	\$27.30	\$28.67	\$30.12	\$31.60	\$33.19	\$34.85	\$36.59
PUBLIC WORKS MAINTENANCE WORKER 3	\$23.57	\$24.75	\$25.98	\$27.30	\$28.67	\$30.12	\$31.60	\$33.19	\$34.85	\$36.60	\$38.43	\$40.35
PUBLIC WORKS SENIOR ENV. PLANNER	\$35.74	\$37.51	\$39.40	\$41.38	\$43.45	\$45.63	\$47.92	\$50.34	\$52.84	\$55.51	\$58.28	\$61.19
SENIOR ENGINEERING TECHNICIAN	\$29.40	\$30.87	\$32.44	\$34.06	\$35.76	\$37.54	\$39.45	\$41.42	\$43.49	\$45.66	\$47.95	\$50.35
SOLID WASTE PROGRAM MANAGER	\$32.43	\$34.05	\$35.75	\$37.53	\$39.41	\$41.38	\$43.45	\$45.63	\$47.92	\$50.33	\$52.83	\$55.48
TRANSPORTATION PLANNER	\$35.13	\$36.89	\$38.73	\$40.68	\$42.72	\$44.87	\$47.11	\$49.49	\$51.95	\$54.56	\$57.30	\$60.17
WELDER	\$24.42	\$25.65	\$26.93	\$28.28	\$29.72	\$31.22	\$32.77	\$34.43	\$36.15	\$37.98	\$39.88	\$41.88

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
and adopted by the Board as of 12/09/2025 per Resolution Number 2025-XXXX

**OE3 PUBLIC WORKS MID-MGMT**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
ASSISTANT DIRECTOR OF PUBLIC WORKS	\$43.43	\$45.61	\$47.89	\$50.31	\$52.82	\$55.48	\$58.26	\$61.18	\$64.22	\$67.45	\$70.83	\$74.37
DEPUTY DIRECTOR OF PUBLIC WORKS	\$43.43	\$45.61	\$47.89	\$50.31	\$52.82	\$55.48	\$58.26	\$61.18	\$64.22	\$67.45	\$70.83	\$74.37
EQUIPMENT MAINTENANCE SUPERVISOR	\$32.43	\$34.05	\$35.75	\$37.53	\$39.41	\$41.38	\$43.45	\$45.63	\$47.92	\$50.33	\$52.83	\$55.48
PUBLIC WORKS ADMIN SERVICES OFFICER	\$42.33	\$44.44	\$46.66	\$49.01	\$51.47	\$54.04	\$56.75	\$59.60	\$62.60	\$65.74	\$69.03	\$72.48
PW FISCAL OFFICER/ADMIN SERVICES MANAGER	\$37.31	\$39.19	\$41.16	\$43.22	\$45.40	\$47.67	\$50.07	\$52.57	\$55.20	\$57.97	\$60.87	\$63.92
PW ROAD MAINTENANCE SUPERVISOR	\$28.66	\$30.10	\$31.59	\$33.20	\$34.87	\$36.61	\$38.46	\$40.38	\$42.42	\$44.53	\$46.75	\$49.10

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
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**OE3 GENERAL**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
4-H REPRESENTATIVE	\$20.59	\$21.62	\$22.69	\$23.85	\$25.04	\$26.30	\$27.63	\$29.01	\$30.47	\$31.99	\$33.59	\$35.27
ACCOUNTANT	\$21.65	\$22.75	\$23.89	\$25.08	\$26.36	\$27.68	\$29.07	\$30.53	\$32.05	\$33.66	\$35.34	\$37.11
ACCOUNTING TECHNICIAN	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36
ADMINISTRATIVE ASSISTANT 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
ADMINISTRATIVE ASSISTANT 2	\$19.93	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.50	\$34.12
AG & STANDARDS INSPECTOR 1	\$24.27	\$25.48	\$26.76	\$28.11	\$29.51	\$30.99	\$32.54	\$34.19	\$35.89	\$37.70	\$39.59	\$41.56
AG & STANDARDS INSPECTOR 2	\$28.22	\$29.65	\$31.12	\$32.67	\$34.32	\$36.04	\$37.85	\$39.75	\$41.75	\$43.84	\$46.03	\$48.33
AG & STANDARDS INSPECTOR 3	\$31.13	\$32.69	\$34.34	\$36.06	\$37.86	\$39.77	\$41.76	\$43.86	\$46.05	\$48.36	\$50.78	\$53.32
AG & STANDARDS TECHNICIAN 1	\$18.74	\$19.69	\$20.68	\$21.73	\$22.83	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.60	\$32.13
AG & STANDARDS TECHNICIAN 2	\$20.57	\$21.59	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97	\$33.57	\$35.25
AG & STANDARDS TECHNICIAN 3	\$22.35	\$23.47	\$24.66	\$25.89	\$27.20	\$28.57	\$30.00	\$31.50	\$33.08	\$34.75	\$36.49	\$38.31
AG & STANDARDS MANAGEMENT ANALYST 1	\$25.12	\$26.39	\$27.72	\$29.11	\$30.56	\$32.09	\$33.70	\$35.39	\$37.17	\$39.04	\$40.99	\$43.04
AG & STANDARDS MANAGEMENT ANALYST 2	\$27.94	\$29.34	\$30.81	\$32.36	\$33.98	\$35.70	\$37.48	\$39.36	\$41.33	\$43.40	\$45.57	\$47.85
ALCOHOL & DRUG PREV COORD	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
ALCOHOL & DRUG THERAPIST 1	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25	\$45.41
ALCOHOL & DRUG THERAPIST 2	\$29.23	\$30.70	\$32.23	\$33.86	\$35.55	\$37.33	\$39.20	\$41.17	\$43.23	\$45.41	\$47.67	\$50.06
ALTERNATIVE SENTENCING COORD	\$22.83	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.13	\$33.76	\$35.44	\$37.21	\$39.07
ANIMAL CONTROL OFFICER 1	\$21.29	\$22.34	\$23.46	\$24.64	\$25.86	\$27.16	\$28.52	\$29.94	\$31.44	\$33.01	\$34.66	\$36.39
ANIMAL CONTROL OFFICER 2	\$24.64	\$25.86	\$27.16	\$28.52	\$29.94	\$31.44	\$33.01	\$34.66	\$36.39	\$38.23	\$40.14	\$42.15
ANIMAL SHELTER ATTENDANT	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
APPRAISAL ASSISTANT	\$20.68	\$21.73	\$22.83	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.13	\$33.74	\$35.42
APPRAISER 1	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
APPRAISER 2	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37	\$39.24	\$41.21
APPRAISER 3	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25	\$45.41
ASSISTANT COOK	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
ASSISTANT MUSEUM DIRECTOR	\$19.22	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96
ASSISTANT PLANNER	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37	\$39.24
ASSOCIATE PLANNER	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
AUDITOR ACCOUNTING CLERK 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
AUDITOR ACCOUNTING CLERK 2	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31
AUDITOR ACCOUNTING TECH 1	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.53	\$34.16	\$35.87	\$37.66
AUDITOR/APPRaiser 1	\$20.68	\$21.73	\$22.83	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.13	\$33.74	\$35.42
AUDITOR/APPRaiser 2	\$22.36	\$23.50	\$24.67	\$25.91	\$27.20	\$28.58	\$30.00	\$31.50	\$33.09	\$34.75	\$36.49	\$38.31
AUDITOR/APPRaiser 3	\$24.66	\$25.89	\$27.19	\$28.57	\$29.99	\$31.49	\$33.08	\$34.74	\$36.48	\$38.30	\$40.22	\$42.23
BH ADMINISTRATIVE ASSISTANT 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
BH ADMINISTRATIVE ASSISTANT 2	\$19.93	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.50	\$34.12

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
BH CASE MGMT SPECIALIST 1	\$24.37	\$25.61	\$26.87	\$28.23	\$29.65	\$31.13	\$32.69	\$34.34	\$36.06	\$37.87	\$39.76	\$41.75
BH CASE MGMT SPECIALIST 2	\$26.86	\$28.22	\$29.62	\$31.12	\$32.68	\$34.33	\$36.04	\$37.86	\$39.77	\$41.75	\$43.84	\$46.03
BH CASE MGMT SPECIALIST SR	\$29.36	\$30.86	\$32.40	\$34.01	\$35.73	\$37.51	\$39.39	\$41.37	\$43.45	\$45.62	\$47.90	\$50.30
BH CLINICAL RECORDS SPECIALIST	\$21.24	\$22.32	\$23.44	\$24.61	\$25.85	\$27.15	\$28.51	\$29.93	\$31.44	\$33.01	\$34.66	\$36.39
BH QUALITY ASSURANCE COORD	\$32.49	\$34.10	\$35.82	\$37.62	\$39.50	\$41.48	\$43.56	\$45.76	\$48.04	\$50.46	\$52.98	\$55.63
BH SITE COORDINATOR	\$22.55	\$23.69	\$24.87	\$26.13	\$27.42	\$28.81	\$30.26	\$31.76	\$33.37	\$35.04	\$36.79	\$38.63
BH SUBSTANCE USE DISORDER COUNSELOR I	\$28.26	\$29.68	\$31.16	\$32.73	\$34.36	\$36.09	\$37.91	\$39.81	\$41.80	\$43.89	\$46.08	\$48.39
BH SUBSTANCE USE DISORDER COUNSELOR II	\$31.41	\$32.98	\$34.62	\$36.36	\$38.19	\$40.10	\$42.11	\$44.23	\$46.42	\$48.75	\$51.19	\$53.75
BH SUPERVISING SITE COORD	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
BH SUPPORT SERVICES COORD	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61
BH SUPPORTIVE SERVICES TECH 1	\$18.99	\$19.93	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.50
BH SUPPORTIVE SERVICES TECH 2	\$19.93	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.50	\$34.12
BH SYSTEMS ANALYST	\$31.24	\$32.82	\$34.45	\$36.19	\$38.02	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98	\$53.53
BH THERAPIST 1	\$30.39	\$31.91	\$33.51	\$35.20	\$36.95	\$38.81	\$40.76	\$42.80	\$44.95	\$47.21	\$49.57	\$52.05
BH THERAPIST 2	\$33.48	\$35.18	\$36.92	\$38.79	\$40.73	\$42.77	\$44.92	\$47.18	\$49.54	\$52.03	\$54.63	\$57.36
BH THERAPIST SENIOR	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32
BLDG & GRNDS MAINT TECHNICIAN	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97	\$33.57	\$35.25	\$37.01	\$38.86	\$40.80
BLDG & GRNDS MAINT WORKER 1	\$18.66	\$19.59	\$20.57	\$21.59	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97
BLDG & GRNDS MAINT WORKER 2	\$19.59	\$20.57	\$21.59	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97	\$33.57
BLDG & GRNDS MAINT WORKER 3	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97	\$33.57	\$35.25	\$37.01	\$38.86
BOOKMOBILE LIBRARY ASSISTANT	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98
BRANCH LIBRARY ASSISTANT 1	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98
BRANCH LIBRARY ASSISTANT 2	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63
BUILDING INSPECTOR 1	\$23.49	\$24.66	\$25.91	\$27.21	\$28.58	\$30.03	\$31.53	\$33.10	\$34.76	\$36.51	\$38.34	\$40.25
BUILDING INSPECTOR 2	\$27.18	\$28.56	\$29.98	\$31.48	\$33.07	\$34.73	\$36.47	\$38.29	\$40.22	\$42.23	\$44.34	\$46.56
BUILDING PLANCHECK INSPECTOR	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65	\$50.03
BUILDING PLANS EXAMINER 1	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
BUILDING PLANS EXAMINER 2	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
CADASTRAL DRAFTING SPECIALST	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25	\$45.41
CHILD SUPPORT ACCOUNTING SPEC	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37	\$39.24
CHILD SUPPORT ASSISTANT I	\$18.54	\$19.47	\$20.45	\$21.47	\$22.55	\$23.67	\$24.86	\$26.12	\$27.42	\$28.79	\$30.25	\$31.77
CHILD SUPPORT ASSISTANT II	\$20.45	\$21.47	\$22.55	\$23.67	\$24.86	\$26.12	\$27.42	\$28.79	\$30.25	\$31.77	\$33.36	\$35.03
CHILD SUPPORT ASSISTANT III	\$21.42	\$22.50	\$23.63	\$24.80	\$26.06	\$27.37	\$28.74	\$30.18	\$31.69	\$33.28	\$34.94	\$36.69
CHILD SUPPORT LEGAL CLERK I	\$19.20	\$20.15	\$21.16	\$22.21	\$23.33	\$24.50	\$25.72	\$27.01	\$28.36	\$29.77	\$31.26	\$32.82
CHILD SUPPORT LEGAL CLERK II	\$21.10	\$22.14	\$23.28	\$24.43	\$25.66	\$26.94	\$28.30	\$29.71	\$31.20	\$32.76	\$34.40	\$36.12
CHILD SUPPORT LEGAL CLERK III	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36	\$38.18
CHILD SUPPORT SPECIALIST 1	\$21.48	\$22.55	\$23.69	\$24.87	\$26.13	\$27.42	\$28.81	\$30.26	\$31.76	\$33.37	\$35.04	\$36.79
CHILD SUPPORT SPECIALIST 2	\$23.11	\$24.27	\$25.48	\$26.76	\$28.11	\$29.51	\$30.99	\$32.54	\$34.19	\$35.89	\$37.68	\$39.57
CHILD SUPPORT SPECIALIST 3	\$25.06	\$26.30	\$27.62	\$29.00	\$30.46	\$31.98	\$33.58	\$35.26	\$37.02	\$38.87	\$40.81	\$42.85
CODE ENFORCEMENT OFFICER	\$29.50	\$30.98	\$32.53	\$34.16	\$35.88	\$37.69	\$39.57	\$41.55	\$43.62	\$45.82	\$48.11	\$50.52
COLLECTIONS OFFICER 1	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37	\$39.24
COLLECTIONS OFFICER 2	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
COMMUNITY OUTREACH COORDINATOR	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
CUSTODIAN	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
DA INVESTIGATIONS SPECIALIST	\$29.35	\$30.84	\$32.38	\$34.00	\$35.72	\$37.50	\$39.38	\$41.36	\$43.44	\$45.61	\$47.89	\$50.29
DA INVESTIGATIVE ASSISTANT	\$23.52	\$24.70	\$25.93	\$27.23	\$28.60	\$30.05	\$31.55	\$33.14	\$34.79	\$36.53	\$38.36	\$40.27
DEPUTY CHILD SUP ATTORNEY 1	\$31.43	\$33.00	\$34.64	\$36.39	\$38.23	\$40.15	\$42.16	\$44.28	\$46.49	\$48.82	\$51.26	\$53.82
DEPUTY CHILD SUP ATTORNEY 2	\$34.67	\$36.41	\$38.25	\$40.17	\$42.19	\$44.30	\$46.51	\$48.84	\$51.29	\$53.87	\$56.56	\$59.39

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
DEPUTY CLERK-RECORDER 1	\$18.92	\$19.88	\$20.88	\$21.93	\$23.05	\$24.21	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47
DEPUTY CLERK-RECORDER 2	\$21.79	\$22.88	\$24.04	\$25.23	\$26.49	\$27.83	\$29.22	\$30.70	\$32.22	\$33.85	\$35.54	\$37.32
DEPUTY DISTRICT ATTORNEY 1	\$41.02	\$43.08	\$45.23	\$47.49	\$49.86	\$52.35	\$54.97	\$57.72	\$60.61	\$63.64	\$66.82	\$70.16
DEPUTY DISTRICT ATTORNEY 2	\$45.66	\$47.95	\$50.34	\$52.86	\$55.51	\$58.28	\$61.19	\$64.25	\$67.46	\$70.84	\$74.38	\$78.10
DEPUTY DISTRICT ATTORNEY 3	\$50.84	\$53.38	\$56.05	\$58.85	\$61.80	\$64.89	\$68.13	\$71.53	\$75.12	\$78.87	\$82.81	\$86.95
DEPUTY PUB GUARD/CONSERVATOR 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
DEPUTY PUB GUARD/CONSERVATOR 2	\$19.93	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.50	\$34.12
DISTRICT ATTORNEY INVESTIGATOR	\$27.19	\$28.56	\$29.99	\$31.49	\$33.07	\$34.74	\$36.48	\$38.30	\$40.23	\$42.24	\$44.35	\$46.57
DRINKING DRIVER COORDINATOR	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
DRIVER 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
DRIVER 2	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68
DRIVER 3	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31
ELECTIONS COORDINATOR	\$28.78	\$30.24	\$31.74	\$33.35	\$35.02	\$36.78	\$38.64	\$40.58	\$42.61	\$44.76	\$47.00	\$49.35
ELECTIONS SERVICES ASSISTANT 1	\$18.92	\$19.88	\$20.88	\$21.93	\$23.05	\$24.21	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47
ELECTIONS SERVICES ASSISTANT 2	\$21.79	\$22.88	\$24.04	\$25.23	\$26.49	\$27.83	\$29.22	\$30.70	\$32.22	\$33.85	\$35.54	\$37.32
ELECTIONS SPECIALIST	\$25.23	\$26.49	\$27.83	\$29.22	\$30.70	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.15	\$43.21
ELIGIBILITY SPECIALIST 1	\$18.66	\$19.59	\$20.57	\$21.59	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97
ELIGIBILITY SPECIALIST 2	\$20.57	\$21.59	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97	\$33.57	\$35.25
ELIGIBILITY SPECIALIST 3	\$22.68	\$23.82	\$25.02	\$26.28	\$27.60	\$28.98	\$30.44	\$31.97	\$33.57	\$35.25	\$37.01	\$38.86
EMPLOYMENT & TRAINING WORKER 1	\$21.12	\$22.17	\$23.30	\$24.45	\$25.69	\$26.96	\$28.33	\$29.73	\$31.23	\$32.80	\$34.44	\$36.16
EMPLOYMENT & TRAINING WORKER 2	\$23.28	\$24.43	\$25.66	\$26.94	\$28.30	\$29.71	\$31.21	\$32.78	\$34.41	\$36.15	\$37.96	\$39.86
EMPLOYMENT & TRAINING WORKER 3	\$25.65	\$26.93	\$28.29	\$29.70	\$31.20	\$32.77	\$34.40	\$36.14	\$37.94	\$39.84	\$41.83	\$43.92
ENVIRONMENTAL HEALTH AIDE	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61
ENVIRONMENTAL HEALTH SPEC 1	\$28.36	\$29.78	\$31.27	\$32.86	\$34.49	\$36.22	\$38.05	\$39.96	\$41.95	\$44.06	\$46.26	\$48.58
ENVIRONMENTAL HEALTH SPEC 2	\$31.28	\$32.87	\$34.51	\$36.23	\$38.06	\$39.97	\$41.97	\$44.07	\$46.28	\$48.60	\$51.03	\$53.58
ENVIRONMENTAL HEALTH SPEC 3	\$34.42	\$36.16	\$37.96	\$39.88	\$41.87	\$43.97	\$46.19	\$48.50	\$50.93	\$53.47	\$56.14	\$58.95
ENVIRONMENTAL HEALTH TECH 1	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61
ENVIRONMENTAL HEALTH TECH 2	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
EPIDEMIOLOGIST	\$40.81	\$42.86	\$45.00	\$47.25	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.33	\$66.50	\$69.82
EXECUTIVE ASSISTANT-PLANNING	\$19.22	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96
FAIR FISCAL COORDINATOR 1	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
FAIR FISCAL COORDINATOR 2	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
FAMILY VIOLENCE OFFICER	\$21.82	\$22.92	\$24.07	\$25.28	\$26.55	\$27.88	\$29.28	\$30.75	\$32.29	\$33.91	\$35.61	\$37.39
FIELD SERVICES ASSISTANT	\$18.30	\$19.23	\$20.20	\$21.22	\$22.30	\$23.41	\$24.57	\$25.83	\$27.13	\$28.49	\$29.91	\$31.41
FISCAL & TECH SERVICES ASST 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
FISCAL & TECH SERVICES ASST 2	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68
FISCAL & TECH SERVICES ASST 3	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31	\$36.03
GEO INFO SYS (GIS) PLANNER 1	\$25.88	\$27.18	\$28.56	\$29.98	\$31.48	\$33.07	\$34.73	\$36.47	\$38.29	\$40.22	\$42.23	\$44.34
GEO INFO SYS (GIS) PLANNER 2	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.00
HAZ MAT SPECIALIST 1	\$28.36	\$29.78	\$31.27	\$32.86	\$34.49	\$36.22	\$38.05	\$39.96	\$41.95	\$44.06	\$46.26	\$48.58
HAZ MAT SPECIALIST 2	\$31.28	\$32.87	\$34.51	\$36.23	\$38.06	\$39.97	\$41.97	\$44.07	\$46.28	\$48.60	\$51.03	\$53.58
HAZ MAT SPECIALIST 3	\$34.42	\$36.16	\$37.96	\$39.88	\$41.87	\$43.97	\$46.19	\$48.50	\$50.93	\$53.47	\$56.14	\$58.95
HEAD COOK	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31
HEALTH AIDE 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
HEALTH AIDE 2	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
HEALTH EDUCATION COORDINATOR 1	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
HEALTH EDUCATION SPECIALIST	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
HIV SPECIALTY CLINIC THERAPIST	\$29.23	\$30.70	\$32.23	\$33.86	\$35.55	\$37.33	\$39.20	\$41.17	\$43.23	\$45.41	\$47.67	\$50.06
INFORMATION SYSTEMS TECHNICIAN	\$26.07	\$27.37	\$28.74	\$30.18	\$31.69	\$33.29	\$34.96	\$36.71	\$38.54	\$40.48	\$42.50	\$44.63
LEAD DEPUTY CLERK-RECORDER	\$25.23	\$26.49	\$27.83	\$29.22	\$30.70	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.15	\$43.21
LEGAL SECRETARY	\$22.37	\$23.51	\$24.68	\$25.92	\$27.21	\$28.59	\$30.03	\$31.52	\$33.10	\$34.76	\$36.50	\$38.32
LEGAL SECRETARY - SENIOR	\$23.74	\$24.93	\$26.19	\$27.51	\$28.89	\$30.33	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66
LEGAL SECRETARY - TRAINEE	\$20.28	\$21.32	\$22.39	\$23.51	\$24.70	\$25.93	\$27.24	\$28.60	\$30.04	\$31.54	\$33.12	\$34.77
LEGAL SERVICES ASSISTANT 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
LEGAL SERVICES ASSISTANT 2	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31
LIBRARIAN	\$25.11	\$26.38	\$27.71	\$29.10	\$30.56	\$32.09	\$33.70	\$35.40	\$37.17	\$39.04	\$40.99	\$43.04
LIBRARY AIDE	\$18.37	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42
LIBRARY LITERACY CLERK	\$18.37	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42
LIBRARY TECHNICIAN	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36
LICENSED VOCATIONAL NURSE 1-BH	\$24.12	\$25.34	\$26.62	\$27.95	\$29.35	\$30.84	\$32.38	\$34.00	\$35.72	\$37.50	\$39.38	\$41.34
LICENSED VOCATIONAL NURSE 1-PH	\$24.12	\$25.34	\$26.62	\$27.95	\$29.35	\$30.84	\$32.38	\$34.00	\$35.72	\$37.50	\$39.38	\$41.34
LICENSED VOCATIONAL NURSE 2-BH	\$25.33	\$26.61	\$27.94	\$29.34	\$30.82	\$32.37	\$33.99	\$35.71	\$37.49	\$39.37	\$41.34	\$43.41
LICENSED VOCATIONAL NURSE 2-PH	\$25.33	\$26.61	\$27.94	\$29.34	\$30.82	\$32.37	\$33.99	\$35.71	\$37.49	\$39.37	\$41.34	\$43.41
LITERACY PROGRAM ASSISTANT 1	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98
LITERACY PROGRAM ASSISTANT 2	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63
MANAGEMENT ANALYST 1	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
MANAGEMENT ANALYST 2	\$28.09	\$29.49	\$30.97	\$32.52	\$34.14	\$35.87	\$37.68	\$39.56	\$41.54	\$43.60	\$45.78	\$48.07
MENTORING COORDINATOR	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
MUSEUM REGISTRAR	\$18.37	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42
NATURAL RESOURCES ANALYST	\$24.66	\$25.89	\$27.19	\$28.57	\$29.99	\$31.49	\$33.08	\$34.74	\$36.48	\$38.30	\$40.22	\$42.23
NURSE PRACTITIONER	\$55.54	\$58.32	\$61.25	\$64.32	\$67.52	\$70.92	\$74.47	\$78.20	\$82.12	\$86.22	\$90.53	\$95.06
OFFICE ASSISTANT 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
OFFICE ASSISTANT 2	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68
OFFICE ASSISTANT 3	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31	\$36.03
OFFICE AUTOMATION ANALYST	\$26.50	\$27.82	\$29.22	\$30.68	\$32.21	\$33.84	\$35.54	\$37.31	\$39.18	\$41.14	\$43.20	\$45.36
OFFICE AUTOMATION SPECIALIST	\$21.82	\$22.92	\$24.07	\$25.28	\$26.55	\$27.88	\$29.28	\$30.75	\$32.29	\$33.91	\$35.61	\$37.39
PARALEGAL 1	\$19.22	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96
PARALEGAL 2	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61	\$36.34
PARALEGAL 3	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37	\$39.24
PERMIT TECHNICIAN	\$19.68	\$20.67	\$21.71	\$22.83	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.14	\$33.75
PHYSICIAN ASSISTANT	\$55.54	\$58.32	\$61.25	\$64.32	\$67.52	\$70.92	\$74.47	\$78.20	\$82.12	\$86.22	\$90.53	\$95.06
PLANNING TECHNICIAN	\$21.30	\$22.35	\$23.47	\$24.65	\$25.88	\$27.18	\$28.55	\$29.96	\$31.47	\$33.04	\$34.69	\$36.43
PREVENTION AIDE	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
PROG COMPL & TRAINING ANALYST	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.34	\$39.24
PROGRAMMER ANALYST	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25	\$45.41
PROJECT MANAGER	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
PROPERTY TAX ASSESSMENT SPEC 1	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63
PROPERTY TAX ASSESSMENT SPEC 2	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36	\$38.18
PROPERTY TAX ASSESSMENT TECH	\$18.37	\$19.28	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
PSYCHIATRIC NURSE 1	\$31.24	\$32.82	\$34.45	\$36.19	\$38.02	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98	\$53.53
PSYCHIATRIC NURSE 2	\$34.99	\$36.74	\$38.59	\$40.52	\$42.55	\$44.68	\$46.92	\$49.28	\$51.74	\$54.35	\$57.07	\$59.92
PSYCHIATRIC TECHNICIAN	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
PUBLIC HEALTH DATABASE ANALYST	\$31.24	\$32.82	\$34.45	\$36.19	\$38.02	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98	\$53.53
PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
PUBLIC HEALTH NURSE 1	\$31.24	\$32.82	\$34.45	\$36.19	\$38.02	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98	\$53.53
PUBLIC HEALTH NURSE 2	\$34.99	\$36.74	\$38.59	\$40.52	\$42.55	\$44.68	\$46.92	\$49.28	\$51.74	\$54.35	\$57.07	\$59.92
PUBLIC HEALTH NURSE 3	\$38.73	\$40.68	\$42.72	\$44.87	\$47.11	\$49.49	\$51.95	\$54.56	\$57.30	\$60.17	\$63.18	\$66.34
QUALITY ASSURANCE COORDINATOR	\$29.23	\$30.70	\$32.23	\$33.86	\$35.55	\$37.33	\$39.20	\$41.17	\$43.23	\$45.41	\$47.67	\$50.06
RECORDS MANAGEMENT TECH 1	\$18.15	\$19.06	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12
RECORDS MANAGEMENT TECH 2	\$20.02	\$21.02	\$22.08	\$23.19	\$24.35	\$25.58	\$26.86	\$28.22	\$29.63	\$31.12	\$32.68	\$34.31
REGISTERED DENTAL ASSISTANT 1	\$24.12	\$25.34	\$26.62	\$27.95	\$29.35	\$30.84	\$32.38	\$34.00	\$35.72	\$37.50	\$39.38	\$41.34
REGISTERED DENTAL ASSISTANT 2	\$25.33	\$26.61	\$27.94	\$29.34	\$30.82	\$32.37	\$33.99	\$35.71	\$37.49	\$39.37	\$41.34	\$43.41
REGISTERED NURSE 1 - BH	\$31.24	\$32.82	\$34.45	\$36.19	\$38.02	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98	\$53.53
REGISTERED NURSE 1 - PH	\$31.24	\$32.82	\$34.45	\$36.19	\$38.02	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98	\$53.53
REGISTERED NURSE 2 - BH	\$34.99	\$36.74	\$38.59	\$40.52	\$42.55	\$44.68	\$46.92	\$49.28	\$51.74	\$54.35	\$57.07	\$59.92
REGISTERED NURSE 2 - PH	\$34.99	\$36.74	\$38.59	\$40.52	\$42.55	\$44.68	\$46.92	\$49.28	\$51.74	\$54.35	\$57.07	\$59.92
SENIOR BUILDING INSPECTOR	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
SENIOR BUILDING PLNCHK INSP	\$32.12	\$33.76	\$35.45	\$37.22	\$39.10	\$41.06	\$43.13	\$45.29	\$47.56	\$49.93	\$52.43	\$55.05
SENIOR DISTRICT ATTORNEY INVST	\$29.95	\$31.46	\$33.03	\$34.71	\$36.44	\$38.27	\$40.19	\$42.21	\$44.33	\$46.55	\$48.88	\$51.32
SENIOR PERMIT TECHNICIAN	\$22.13	\$23.27	\$24.42	\$25.65	\$26.93	\$28.29	\$29.70	\$31.20	\$32.77	\$34.40	\$36.12	\$37.93
SENIOR PLANNER	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
SENIOR SOCIAL WORKER A	\$30.62	\$32.14	\$33.77	\$35.45	\$37.25	\$39.09	\$41.05	\$43.11	\$45.28	\$47.54	\$49.92	\$52.41
SENIOR SOCIAL WORKER B	\$33.50	\$35.19	\$36.94	\$38.80	\$40.74	\$42.79	\$44.92	\$47.20	\$49.57	\$52.05	\$54.65	\$57.39
SITE MANAGER	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.73	\$28.07	\$29.49	\$30.95	\$32.53	\$34.16	\$35.86
SOCIAL SERVICES AIDE	\$18.87	\$19.81	\$20.82	\$21.87	\$22.96	\$24.10	\$25.32	\$26.60	\$27.93	\$29.33	\$30.80	\$32.34
SOCIAL WORKER 1	\$24.37	\$25.61	\$26.87	\$28.23	\$29.65	\$31.13	\$32.69	\$34.34	\$36.06	\$37.87	\$39.76	\$41.75
SOCIAL WORKER 2	\$26.86	\$28.22	\$29.62	\$31.12	\$32.68	\$34.33	\$36.04	\$37.86	\$39.77	\$41.75	\$43.84	\$46.03
SOCIAL WORKER 3	\$29.36	\$30.86	\$32.40	\$34.01	\$35.73	\$37.51	\$39.39	\$41.37	\$43.45	\$45.62	\$47.90	\$50.30
STAFF SERVICES ANALYST 1	\$26.19	\$27.49	\$28.88	\$30.33	\$31.86	\$33.45	\$35.15	\$36.89	\$38.74	\$40.69	\$42.72	\$44.86
STAFF SERVICES ANALYST 2	\$28.86	\$30.32	\$31.85	\$33.44	\$35.12	\$36.88	\$38.73	\$40.68	\$42.72	\$44.87	\$47.11	\$49.49
STAFF SERVICES SPECIALIST	\$25.27	\$26.54	\$27.86	\$29.26	\$30.72	\$32.25	\$33.88	\$35.59	\$37.38	\$39.25	\$41.21	\$43.27
SUBSTANCE USE DISORDER SPEC 1	\$23.40	\$24.56	\$25.82	\$27.12	\$28.48	\$29.90	\$31.41	\$32.98	\$34.62	\$36.37	\$38.19	\$40.10
SUBSTANCE USE DISORDER SPEC 2	\$25.82	\$27.12	\$28.49	\$29.92	\$31.42	\$32.99	\$34.64	\$36.37	\$38.20	\$40.10	\$42.11	\$44.21
TELECOMMUNICATIONS TECHNICIAN	\$26.49	\$27.83	\$29.22	\$30.70	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38
TREAS/TAX COLLECTIONS OFFCR 1	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37	\$39.24
TREAS/TAX COLLECTIONS OFFCR 2	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
TREASURER/TAX SPECIALIST 1	\$20.24	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63
TREASURER/TAX SPECIALIST 2	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36	\$38.18
TREASURER/TAX TECHNICIAN	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36
VETERANS SERVICE REP 1	\$18.30	\$19.23	\$20.20	\$21.22	\$22.30	\$23.41	\$24.57	\$25.83	\$27.13	\$28.49	\$29.91	\$31.41
VETERANS SERVICE REP 2	\$20.17	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61
VICTIM/WITNESS ADVOCATE	\$22.83	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.13	\$33.76	\$35.44	\$37.21	\$39.07
WELFARE FRAUD INVESTIGATOR 1	\$26.57	\$27.90	\$29.29	\$30.76	\$32.31	\$33.94	\$35.64	\$37.43	\$39.29	\$41.26	\$43.32	\$45.49
WELFARE FRAUD INVESTIGATOR 2	\$28.80	\$30.25	\$31.75	\$33.36	\$35.02	\$36.77	\$38.63	\$40.57	\$42.59	\$44.74	\$46.98	\$49.33

**County of Plumas  
Pay Schedule**

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
and adopted by the Board as of 12/09/2025 per Resolution Number 2025-XXXX

**OE3 MID-MANAGEMENT**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
A&D PROG CLINICIAN/SUPERVISOR	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ALCOHOL & DRUG PROG CHIEF	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ALTERNATIVE SENTENCING MANAGER	\$30.66	\$32.19	\$33.80	\$35.50	\$37.28	\$39.14	\$41.11	\$43.16	\$45.33	\$47.61	\$49.99	\$52.49
ANIMAL CONTROL SUPERVISOR	\$27.16	\$28.52	\$29.94	\$31.44	\$33.01	\$34.66	\$36.39	\$38.23	\$40.15	\$42.16	\$44.27	\$46.48
ASSESSOR'S OFFICE MANAGER	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
ASSISTANT BUILDING OFFICIAL	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ASSISTANT COUNTY ASSESSOR	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
ASSISTANT DISTRICT ATTORNEY	\$63.69	\$66.87	\$70.21	\$73.72	\$77.41	\$81.28	\$85.35	\$89.62	\$94.09	\$98.79	\$103.73	\$108.92
ASSISTANT PLANNING DIRECTOR	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
ASST COUNTY CLERK-RECORDER	\$31.83	\$33.43	\$35.10	\$36.85	\$38.70	\$40.65	\$42.68	\$44.84	\$47.07	\$49.43	\$51.90	\$54.50
ASST DIR DEPT OF CHILD SUP SVC	\$39.13	\$41.09	\$43.14	\$45.30	\$47.56	\$49.94	\$52.44	\$55.06	\$57.81	\$60.70	\$63.74	\$66.93
ASST DIRECTOR OF PUBLIC HEALTH	\$45.34	\$47.62	\$50.01	\$52.51	\$55.14	\$57.90	\$60.81	\$63.88	\$67.06	\$70.41	\$73.93	\$77.63
ASST TREASURER/TAX COLLECTOR	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
BH ADMIN SERVICES OFFICER	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BH AOD PROGRAM ADMIN	\$43.73	\$45.93	\$48.24	\$50.66	\$53.19	\$55.85	\$58.65	\$61.60	\$64.68	\$67.93	\$71.33	\$74.89
BH CONTINUING CARE COORDINATOR	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BH QUAL IMPROVEMENT/COMPL MGR	\$43.73	\$45.93	\$48.24	\$50.66	\$53.19	\$55.85	\$58.65	\$61.60	\$64.68	\$67.93	\$71.33	\$74.89
BH UNIT SUPERVISOR	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BH UNIT SUPERVISOR-NURSING	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
BLDG/GRDS MAINT SUPERVISOR 1	\$24.22	\$25.43	\$26.70	\$28.03	\$29.45	\$30.92	\$32.47	\$34.08	\$35.79	\$37.61	\$39.49	\$41.47
BLDG/GRDS MAINT SUPERVISOR 2	\$25.43	\$26.70	\$28.03	\$29.45	\$30.92	\$32.47	\$34.08	\$35.79	\$37.61	\$39.49	\$41.46	\$43.54
BUILDING OFFICIAL	\$39.15	\$41.12	\$43.18	\$45.34	\$47.62	\$50.01	\$52.51	\$55.14	\$57.90	\$60.81	\$63.85	\$67.04
CHIEF APPRAISER	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
CHIEF CODE ENFORCEMENT OFFICER	\$34.17	\$35.89	\$37.70	\$39.58	\$41.56	\$43.64	\$45.83	\$48.13	\$50.53	\$53.06	\$55.71	\$58.50
CHIEF DEP PUB GRDN/CONSERVATOR	\$29.36	\$30.86	\$32.40	\$34.01	\$35.73	\$37.51	\$39.39	\$41.37	\$43.45	\$45.62	\$47.90	\$50.30
CHILDRENS SERVICES COORDINATOR	\$34.71	\$36.44	\$38.27	\$40.19	\$42.21	\$44.32	\$46.53	\$48.86	\$51.32	\$53.89	\$56.58	\$59.41
COMMUNITY CARE CASE MANAGER	\$21.19	\$22.26	\$23.38	\$24.54	\$25.80	\$27.08	\$28.45	\$29.87	\$31.37	\$32.96	\$34.61	\$36.34
DA ADMINISTRATOR/ASSISTANT PUBLIC ADMIN	\$25.27	\$26.54	\$27.86	\$29.26	\$30.72	\$32.25	\$33.88	\$35.59	\$37.38	\$39.25	\$41.21	\$43.27
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURE	\$34.25	\$35.97	\$37.76	\$39.66	\$41.64	\$43.73	\$45.91	\$48.21	\$50.63	\$53.16	\$55.82	\$58.61
DEP DIR/SOC SERV PROGRAM MGR	\$40.85	\$42.92	\$45.07	\$47.33	\$49.70	\$52.18	\$54.80	\$57.54	\$60.42	\$63.46	\$66.63	\$69.96
DEPARTMENT FISCAL OFFICER 1	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
DEPARTMENT FISCAL OFFICER 2	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
DIRECTOR OF NURSING - PH	\$47.49	\$49.87	\$52.38	\$54.99	\$57.74	\$60.63	\$63.68	\$66.87	\$70.21	\$73.73	\$77.42	\$81.29
DIV DIR VETERANS SVCS OFFICER	\$27.84	\$29.22	\$30.70	\$32.23	\$33.86	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.38	\$47.65
ELIGIBILITY SUPERVISOR	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
EMPLOYMENT & TRNG WKR SUP	\$31.36	\$32.95	\$34.58	\$36.32	\$38.15	\$40.06	\$42.06	\$44.17	\$46.39	\$48.72	\$51.16	\$53.71
FISCAL SUPPORT COORD	\$22.11	\$23.21	\$24.38	\$25.61	\$26.88	\$28.24	\$29.66	\$31.13	\$32.70	\$34.34	\$36.06	\$37.86

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
GEO INFO SYSTEM (GIS) COORD	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.06	\$52.56	\$55.19
GRANT COMPLIANCE OFFICER	\$21.81	\$22.91	\$24.06	\$25.28	\$26.55	\$27.87	\$29.28	\$30.75	\$32.29	\$33.90	\$35.60	\$37.37
HEALTH EDUCATION COORDINATOR 2	\$30.69	\$32.22	\$33.85	\$35.54	\$37.32	\$39.19	\$41.16	\$43.22	\$45.40	\$47.66	\$50.04	\$52.55
LIBRARY LITERACY PROGRAM COORD	\$21.25	\$22.32	\$23.44	\$24.62	\$25.84	\$27.14	\$28.49	\$29.92	\$31.42	\$32.98	\$34.63	\$36.36
MNTL HLTH SERVICES ACT COORD	\$34.71	\$36.44	\$38.27	\$40.19	\$42.21	\$44.32	\$46.53	\$48.86	\$51.32	\$53.89	\$56.58	\$59.41
OFFICE SUPERVISOR	\$22.50	\$23.62	\$24.82	\$26.06	\$27.38	\$28.73	\$30.17	\$31.68	\$33.27	\$34.92	\$36.67	\$38.51
PERMIT MANAGER	\$25.26	\$26.51	\$27.85	\$29.24	\$30.71	\$32.24	\$33.87	\$35.56	\$37.36	\$39.23	\$41.19	\$43.25
PH ADMIN SERVICES OFFICER	\$40.00	\$41.99	\$44.09	\$46.30	\$48.62	\$51.06	\$53.61	\$56.31	\$59.14	\$62.11	\$65.22	\$68.48
PROGRAM CHIEF-NURSING	\$35.53	\$37.31	\$39.18	\$41.15	\$43.21	\$45.39	\$47.65	\$50.05	\$52.55	\$55.18	\$57.94	\$60.84
PROGRAM MANAGER 1	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32
PROGRAM MANAGER 2	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32	\$66.48
PUBLIC HEALTH PROG DIV CHIEF	\$33.81	\$35.51	\$37.29	\$39.15	\$41.12	\$43.18	\$45.34	\$47.62	\$50.01	\$52.51	\$55.14	\$57.89
RECORDS MGMT COORDINATOR	\$21.82	\$22.92	\$24.07	\$25.28	\$26.55	\$27.88	\$29.28	\$30.75	\$32.29	\$33.91	\$35.61	\$37.39
SENIOR SERVICES DIVISION DIR.	\$25.88	\$27.18	\$28.56	\$29.98	\$31.48	\$33.07	\$34.73	\$36.47	\$38.29	\$40.22	\$42.23	\$44.34
SOCIAL SERVICES SUPERVISOR 1	\$32.04	\$33.65	\$35.35	\$37.13	\$39.00	\$40.95	\$43.00	\$45.14	\$47.41	\$49.79	\$52.28	\$54.89
SOCIAL SERVICES SUPERVISOR 2	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97	\$47.23	\$49.60	\$52.09	\$54.68	\$57.43	\$60.30	\$63.32
STAFF SERVICES MANAGER	\$35.52	\$37.30	\$39.17	\$41.14	\$43.20	\$45.36	\$47.64	\$50.03	\$52.54	\$55.17	\$57.93	\$60.82
VICTIM/WITNESS COORDINATOR	\$30.66	\$32.19	\$33.80	\$35.50	\$37.28	\$39.14	\$41.11	\$43.16	\$45.33	\$47.61	\$49.99	\$52.49

**County of Plumas  
Pay Schedule**

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**PROBATION MID-MANAGEMENT**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
DEPARTMENT FISCAL OFFICER 1	\$25.74	\$27.05	\$28.40	\$29.84	\$31.32	\$32.88	\$34.54	\$36.28	\$38.08	\$40.00	\$42.00	\$44.10
DEPARTMENT FISCAL OFFICER 2	\$28.38	\$29.80	\$31.30	\$32.86	\$34.52	\$36.26	\$38.06	\$39.97	\$41.98	\$44.08	\$46.28	\$48.59
SUPERVISING PROBATION OFFICER	\$30.56	\$32.09	\$33.69	\$35.38	\$37.15	\$39.01	\$40.96	\$43.01	\$45.16	\$47.42	\$49.79	\$52.28

**County of Plumas  
Pay Schedule**

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**PROBATION ASSC**

Job Title	HOURLY RATE											
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	L6	L7
ADMINISTRATIVE ASSISTANT 1	\$18.47	\$19.38	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.57
ADMINISTRATIVE ASSISTANT 2	\$19.38	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.57	\$33.15
DEPUTY PROBATION OFFICER 1	\$22.13	\$23.27	\$24.42	\$25.65	\$26.93	\$28.29	\$29.70	\$31.20	\$32.77	\$34.40	\$36.12	\$37.93
DEPUTY PROBATION OFFICER 2	\$23.95	\$25.16	\$26.43	\$27.75	\$29.15	\$30.61	\$32.13	\$33.76	\$35.45	\$37.24	\$39.10	\$41.06
DEPUTY PROBATION OFFICER 3	\$26.40	\$27.72	\$29.12	\$30.56	\$32.09	\$33.69	\$35.38	\$37.15	\$39.01	\$40.96	\$43.01	\$45.16
DETENTION COORDINATOR	\$23.39	\$24.55	\$25.81	\$27.09	\$28.46	\$29.89	\$31.39	\$32.97	\$34.61	\$36.33	\$38.15	\$40.06
LEGAL SERVICES ASSISTANT 1	\$18.47	\$19.38	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.57
LEGAL SERVICES ASSISTANT 2	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.59	\$33.17	\$34.83
MANAGEMENT ANALYST 1	\$26.13	\$27.43	\$28.81	\$30.26	\$31.76	\$33.37	\$35.04	\$36.78	\$38.63	\$40.57	\$42.60	\$44.73
MANAGEMENT ANALYST 2	\$29.07	\$30.53	\$32.05	\$33.66	\$35.34	\$37.13	\$38.98	\$40.94	\$42.99	\$45.14	\$47.40	\$49.77
OFFICE ASSISTANT 1	\$18.47	\$19.38	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.57
OFFICE ASSISTANT 2	\$19.38	\$20.36	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.57	\$33.15
OFFICE ASSISTANT 3	\$21.36	\$22.45	\$23.56	\$24.74	\$25.99	\$27.27	\$28.64	\$30.07	\$31.57	\$33.15	\$34.81	\$36.55
PROB PROG COORD/ADMIN ASSIST	\$23.25	\$24.43	\$25.64	\$26.94	\$28.30	\$29.71	\$31.21	\$32.79	\$34.43	\$36.15	\$37.96	\$39.86
PROBATION ASSISTANT	\$18.65	\$19.58	\$20.56	\$21.58	\$22.67	\$23.79	\$25.00	\$26.26	\$27.58	\$28.95	\$30.40	\$31.92
PROBATION REPORT WRITER	\$22.22	\$23.33	\$24.51	\$25.73	\$27.04	\$28.39	\$29.81	\$31.31	\$32.87	\$34.53	\$36.26	\$38.07

**County of Plumas  
Pay Schedule**

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**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 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
and adopted by the Board as of 12/09/2025 per Resolution Number 2025-XXXX

**SHERIFF EMPLOYEE ASSC MID-MGMT**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$29.09	\$30.54	\$32.08	\$33.68	\$35.38	\$37.14	\$39.01	\$40.96	\$43.01	\$45.17
COMMUNICATIONS SUPER ADVANCED	\$29.41	\$30.90	\$32.45	\$34.07	\$35.77	\$37.57	\$39.46	\$41.42	\$43.50	\$45.68
COMMUNICATIONS SUPER INTERMED	\$28.85	\$30.30	\$31.82	\$33.42	\$35.08	\$36.84	\$38.70	\$40.64	\$42.67	\$44.81
COMMUNICATIONS SUPERVISOR	\$28.01	\$29.41	\$30.90	\$32.45	\$34.07	\$35.77	\$37.57	\$39.46	\$41.42	\$43.50
JAIL COMMANDER	\$40.09	\$42.12	\$44.23	\$46.45	\$48.77	\$51.20	\$53.78	\$56.48	\$59.32	\$62.29
SH INV SGT/CODE COMPLIANCE SUP	\$40.09	\$42.12	\$44.23	\$46.45	\$48.77	\$51.20	\$53.78	\$56.48	\$59.32	\$62.29
SHERIFF ADMIN SERGEANT	\$37.30	\$39.17	\$41.14	\$43.19	\$45.35	\$47.63	\$50.02	\$52.51	\$55.14	\$57.90
SHERIFF FISCAL OFFICER 1	\$28.68	\$30.11	\$31.62	\$33.19	\$34.87	\$36.62	\$38.47	\$40.39	\$42.41	\$44.53
SHERIFF FISCAL OFFICER 2	\$33.85	\$35.54	\$37.34	\$39.22	\$41.18	\$43.25	\$45.43	\$47.69	\$50.09	\$52.60
SHERIFF PATROL COMMANDER	\$42.09	\$44.20	\$46.41	\$48.73	\$51.17	\$53.73	\$56.42	\$59.24	\$62.20	\$65.31
SHERIFF'S OFFICE MANAGER	\$28.56	\$29.99	\$31.49	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24	\$44.36
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

County of Plumas  
Pay Schedule

Effective as of 11/04/2025 per Board of Supervisors Resolution Number 2025-9078; revised as of 09/01/2025 per Resolution Number 2025-9084  
and adopted by the Board as of 12/09/2025 per Resolution Number 2025-XXXX

**UNDERSHERIFF**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$46.06	\$48.37	\$50.79	\$53.33	\$56.00	\$58.80	\$61.74	\$64.83	\$68.08	\$71.49



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Mimi Hall, Supervisor - District 4, Vice-Chair  
Kevin Goss, Supervisor - District 2, Chair  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Plumas County Assessment Appeal Application procedures: discussion and possible direction to staff.

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**Recommendation:**

Plumas County Assessment Appeal Application procedures: discussion and possible direction to staff.

**Background and Discussion:**

Plumas County Assessment Appeal Application procedures: discussion and possible direction to staff.

**Action:**

Plumas County Assessment Appeal Application procedures: discussion and possible direction to staff.

**Fiscal Impact:**

No Gneral Fund Impact; discussion only

**Attachments:**

None



**PLUMAS COUNTY  
BOARD OF SUPERVISORS  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Allen Hiskey, Clerk of the Board  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Approve and authorize a supplemental budget transfer(s) of \$30,000 from Fund Balance #0001 to 2001052/521900 Board of Supervisors/Professional Services to cover the over-budget costs associated with additional County contracts that are needed by the BOS; approved by Auditor/Controller. **Four/Fifths roll call vote**

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**Recommendation:**

Approve and authorize a supplemental budget transfer(s) of \$30,000 from Fund Balance #0001 to 2001052/521900 Board of Supervisors/Professional Services to cover the over-budget costs associated with additional County contracts that are needed by the BOS; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Background and Discussion:**

Last Fiscal Year, the Plumas County Board of Supervisors signed a contract with Hurst, Brooks, & Espinosa for legislative assistance. This budget transfer request is to cover the un-budgeted expense of this contract.

**Action:**

Approve and authorize a supplemental budget transfer(s) of \$30,000 from Fund Balance #0001 to 2001052/521900 Board of Supervisors/Professional Services to cover the over-budget costs associated with additional County contracts that are needed by the BOS; approved by Auditor/Controller. **Four/Fifths roll call vote**

**Fiscal Impact:**

General Fund Impact of \$30,000

**Attachments:**

1. 20251204015800

**COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Board of Supervisors Dept. No: 20010 Date 11/12/2025

The reason for this request is (check one):

- A.  Transfer to/from Contingencies OR between Departments
- B.  Supplemental Budgets (including budget reductions)
- C.  Transfers to/from or new Fixed Asset, within a 51XXX
- D.  Transfer within Department, except fixed assets
- E.  Establish any new account except fixed assets

**Approval Required**

Board  
Board  
Board  
Auditor  
Auditor

**TRANSFER FROM OR**  **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001			General Fund	30,000.00
Total (must equal transfer to total)				30,000.00

**TRANSFER TO OR**  **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	2001052	521900	Professional Services	30,000.00
Total (must equal transfer to total)				30,000.00

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Unanticipated additional over budget cost to Professional Services

B) Plumas County added a contract with Hurst Brooks & Espinosa

C) Open invoices that are in need of payment.

D) Unanticipated additional over budget cost to Professional Services

Approved by Department Signing Authority: 

Approved/ Recommended  Disapproved/ Not recommended

Auditor/Controller Signature: Mante Nera

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

**INSTRUCTIONS:**

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

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

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

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

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



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tracey Ferguson, Director of Planning  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Appoint Mark Lilley to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.

---

**Recommendation:**

Appoint Mark Lilley to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.

**Background and Discussion:**

**Action:**

Appoint Mark Lilley to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. MARK LILLEY (002)\_Redacted

**APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS**

Name Mark Lilley Email [REDACTED]

Mailing Address [REDACTED]

Chester 96020 Street Telephone: [REDACTED]  
Town Zip

Employer's Name & Address [REDACTED] Telephone: [REDACTED]

[REDACTED]

Present Occupation Entrepreneur - Antlers Inn, Uhaul, More Are You Over 18 Years of Age Yes

Board/Commission Applied for Chester Design Review Committee

As representative of (check one) Supervisorial District # 3 (OR) At Large \_\_\_\_\_

Summary of Qualifications for Position: \_\_\_\_\_

Please See Adendum attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for Applying: Please See Adendum attached

\_\_\_\_\_

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: Plumas Tourism Management Board

\_\_\_\_\_

Date 10/23/25 Signature Mark Lilley

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.

## **Addendum to Application for Public Member Appointment to Advisory Board**

**Applicant:** Mark Lilley

**Position Applied For:** Chester Design Review Committee

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### **Summary of Qualifications for Position**

I have over 30 years of experience in facilities and property management, with a background in construction, design, and community planning. My professional experience includes oversight of renovation and development projects, such as the ongoing revitalization of *Almanor Junction* (formerly Skyline Plaza) and the ownership and operation of *Antlers Inn* in Chester.

I have experience in project design coordination, building code compliance, and collaboration with county planning and public works departments. In addition, I have served on multiple boards, including the Felton Fire Protection District Board, Mount Hermon Homeowners Association Board, Plumas County Tourism Board. These roles have given me a deep understanding of public process, governance, and community representation.

Through years of hands-on work in construction and redevelopment, I've developed a practical understanding of architecture, infrastructure, and the unique economic and environmental factors affecting development in small rural communities. I am dedicated to preserving Chester's distinctive character while supporting thoughtful, sustainable growth.

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### **Reason for Applying**

I am applying to serve on the Chester Design Review Committee because I care deeply about the appearance, functionality, and long-term vitality of our town. As a business owner and property developer with a vested interest in Chester's success, I have seen firsthand how design and planning decisions impact community pride, tourism, and economic development.

I wish to contribute my knowledge and experience to help guide future improvements and ensure that new development complements Chester's mountain-town identity. My goal is to promote designs that enhance our commercial areas, respect our natural surroundings, and encourage investment that strengthens the community for years to come.



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tracey Ferguson, Director of Planning  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Appoint Rachelle McNut to the Chester Design Review Committee to serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.

---

**Recommendation:**

Appoint Rachelle McNut to the Chester Design Review Committee to serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.

**Background and Discussion:**

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**Action:**

Appoint Rachelle McNut to the Chester Design Review Committee to serving in the committee capacity of a business owner in the Chester Design Review area; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. RACHELLE McNUT\_Redacted

APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS

Name RACHELLE MCNUITT Email [REDACTED]  
Mailing Address [REDACTED]  
CHESTER Street 96070 Telephone: [REDACTED]  
Town Zip  
Employer's Name [REDACTED] Telephone: same  
& Address [REDACTED]

Present Occupation OWNER Are You Over 18 Years of Age yes

Board/Commission Applied for CHESTER DESIGN REVIEW COMMITTEE

As representative of (check one) Supervisorial District 3 (OR) At Large \_\_\_\_\_

Summary of Qualifications for Position: \_\_\_\_\_

SMALL BUSINESS OWNER  
RETAIL CAREER 20YRS.  
INTERIOR DESIGNER - BA CSU-CHICO  
LOCAL - RETURN

Reasons for Applying: community support + increase  
cohesive design / buildings in CHESTER

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: \_\_\_\_\_  
N/A

Date 11-20-25 Signature R McNuitt

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tracey Ferguson, Director of Planning  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Appoint Lynn Rafferty to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review Committee area; discussion and possible action.

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**Recommendation:**

Appoint Lynn Rafferty to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review Committee area; discussion and possible action.

**Background and Discussion:**

**Action:**

Appoint Lynn Rafferty to the Chester Design Review Committee, serving in the committee capacity of a business owner in the Chester Design Review Committee area; discussion and possible action.

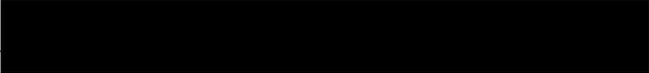
**Fiscal Impact:**

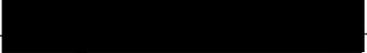
No General Fund Impact.

**Attachments:**

1. LYNN RAFFERTY\_Redacted

APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS

Name Lynn Rafferty Email 

Mailing Address  Street Chester, CA Telephone:   
Town Zip

Employer's Name & Address  Telephone: 

Present Occupation Owner Are You Over 18 Years of Age Yes

Board/Commission Applied for Design Committee for Chester

As representative of (check one) Supervisorial District \_\_\_\_\_ (OR) At Large \_\_\_\_\_

Summary of Qualifications for Position: \_\_\_\_\_  
Business Owner  
Exp in Remodel + Construction of business  
Avid gardener

Reasons for Applying: To promote beauty and consistent "look" to downtown Chester that is inline w/ future plans

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: \_\_\_\_\_

Date Oct 20, 2025 Signature Lynn Rafferty

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tracey Ferguson, Director of Planning  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Appoint Chelssa Outland to the Chester Design Review Committee, serving in the committee capacity of having interest and expertise in historical architecture and architectural design; discussion and possible action.

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**Recommendation:**

Appoint Chelssa Outland to the Chester Design Review Committee, serving in the committee capacity of having interest and expertise in historical architecture and architectural design; discussion and possible action.

**Background and Discussion:**

**Action:**

Appoint Chelssa Outland to the Chester Design Review Committee, serving in the committee capacity of having interest and expertise in historical architecture and architectural design; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. CHELSSA OUTLAND\_Redacted

**APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS**

Name Chelssa Outland Email [REDACTED]

Mailing Address [REDACTED] Street [REDACTED]  
Chester 96020 Telephone: [REDACTED]  
Town Zip

Employer's Name & Address [REDACTED] Telephone: [REDACTED]  
[REDACTED]

Present Occupation PIO, Executive Director Are You Over 18 Years of Age yes

Board/Commission Applied for Chester Design Review Committee

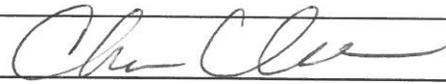
As representative of (check one)  Supervisorial District # 3 (OR) At Large

Summary of Qualifications for Position: \_\_\_\_\_

I bring a strong background in architecture and design, with hands-on experience in project planning, signage development, and interior finish coordination. My current role involves close collaboration with architects and contractors on the new hospital and support services buildings, including work on permit preparation and design integration. I'm passionate about thoughtful, community-centered design and would be honored to contribute to preserving Chester's character through this committee.

Reasons for Applying: Traci Ferguson mentioned the need at a meeting

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: \_\_\_\_\_

Date 10/24/25 Signature 

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tracey Ferguson, Director of Planning  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Appoint Stephanie Willhoit to the Chester Design Review Committee, serving the committee capacity of a realtor selling real estate in the Chester Design Review area; discussion and possible action.

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**Recommendation:**

Appoint Stephanie Willhoit to the Chester Design Review Committee, serving the committee capacity of a realtor selling real estate in the Chester Design Review area; discussion and possible action.

**Background and Discussion:**

**Action:**

Appoint Stephanie Willhoit to the Chester Design Review Committee, serving the committee capacity of a realtor selling real estate in the Chester Design Review area; discussion and possible action.

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. STEPHANIE WILLHOIT\_Redacted

APPLICATION FOR PUBLIC MEMBER APPOINTMENT TO ADVISORY BOARDS OR COMMISSIONS APPOINTED BY THE PLUMAS COUNTY BOARD OF SUPERVISORS

Name Stephanie Wilhoit Email [REDACTED]

Mailing Address CHRISTIE Street Telephone [REDACTED]

City CHICO Zip 95920 Telephone [REDACTED]

Employer's Name & Address [REDACTED]

Present Occupation REALTOR Are You Over 18 Years of Age YES

Board/Commission Applied for CHESTER DESIGN REVIEW COMMITTEE

As representative of (check one)  Supervisorial District 3 (OR) At Large

Summary of Qualifications for Position:  
10 years Real Estate in Lake Almanor Basin,  
30 years model home and residential design

Reasons for Applying: To help our community!

List any organizations of which you are an officer or an employee which are funded by or provide services to county government:

Date 10-19-05 Signature [Signature]

Please return to: Clerk, Plumas County Board of Supervisors  
520 Main St., Room 309  
Quincy, CA 95971

Additional information may be attached.

NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors, (530) 283-6170.



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

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Tracey Ferguson, Director of Planning  
**MEETING DATE:** December 9, 2025  
**SUBJECT:** Notice is hereby given to announce that one (1) vacancy has occurred on the Quincy Design Review Committee. Plumas County Code Section 9-2.3704(b) directs the membership of the Committee to consist of but not be limited to, individuals having an interest or expertise in historical architecture and architectural design. Members of the Committee shall also include, as appropriate, business owners, property owners, and residents of the Quincy Design Review Area; please contact the Clerk of the Board at [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com)

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**Recommendation:**

Notice is hereby given to announce that one (1) vacancy has occurred on the Quincy Design Review Committee. Plumas County Code Section 9-2.3704(b) directs the membership of the Committee to consist of but not be limited to, individuals having an interest or expertise in historical architecture and architectural design. Members of the Committee shall also include, as appropriate, business owners, property owners, and residents of the Quincy Design Review Area; please contact the Clerk of the Board at [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com)

**Background and Discussion:**

**Action:**

Notice is hereby given to announce that one (1) vacancy has occurred on the Quincy Design Review Committee. Plumas County Code Section 9-2.3704(b) directs the membership of the Committee to consist of but not be limited to, individuals having an interest or expertise in historical architecture and architectural design. Members of the Committee shall also include, as appropriate, business owners, property owners, and residents of the Quincy Design Review Area; please contact the Clerk of the Board at [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com)

**Fiscal Impact:**

No General Fund Impact.

**Attachments:**

1. QuincyDesignReviewCommittee\_VACANCY\_NOTICE



## NOTICE OF VACANCY

THIS IS TO ANNOUNCE THAT ONE (1) VACANCY HAS OCCURRED ON THE

### PLUMAS COUNTY QUINCY DESIGN REVIEW COMMITTEE

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In Plumas County, citizen participation in local government is essential. Local government is the form of government closest to us in our everyday lives, and the one we are most able to influence. Advisory bodies play a very important role in county government.

If you are interested in serving on the Quincy Design Review Committee, please contact the Office of the Clerk of the Board.

*Plumas County Code Section 9-2.3704(b): Membership – the Committee shall consist of but not be limited to, individuals having interest or expertise in historical architecture and architectural design. Members of the Committee shall also include, as appropriate, business owners, property owners and residents of the Quincy Design Review Area.*

Please be prepared to provide a letter of interest and/or required application. Certain members must file financial disclosure statements upon appointment, or annually thereafter.

**MADDY ACT:**

In compliance with the requirements of the Maddy Act, Government Code §54970.

**Plumas County Board of Supervisors  
Plumas County Courthouse  
520 Main Street, Room 309  
Quincy, CA 95971**

**Telephone: (530) 283-6170**