

BOARD OF SUPERVISORS

Michael Sanchez, Vice Chair 1st District
Kevin Goss, 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jeff Engel, Chair 5th District

**AGENDA FOR REGULAR MEETING OF APRIL 3, 2018 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

10:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. 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) **CLERK OF THE BOARD**

Approve Board minutes for March 2018

B) **BEHAVIORAL HEALTH**

- 1) Approve and authorize the Chair to sign contract between County of Plumas and Eastern Plumas Health Care (\$58,800); Plumas District Hospital (\$58,800); and Seneca Healthcare District (\$58,800) in participation with the Whole Person Care Pilot Program; approved as to form by County Counsel
- 2) Authorize Behavioral Health to recruit and fill vacant, funded and allocated 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior positions

C) **ELECTIONS**

Certify election results for the Quincy Fire Protection District Special Tax Election, held on March 6, 2018

D) **SHERIFF**

- 1) Approve and authorize the Chair to sign contract between County of Plumas and Little Norway Marine Service, not to exceed \$25,000, for service to Sheriff's boats; approved as to form by County Counsel
- 2) Authorize payment of \$315.59 to Quincy Auto Glass for services provided without a service contract

E) **EMERGENCY MEDICAL CARE COMMITTEE**

Approve Bylaws and Voting Membership of the Plumas County Emergency Medical Care Committee as submitted

F) PUBLIC HEALTH AGENCY

Adopt **RESOLUTION** to accept Agreement Amendment #16-10385 A01 from the California Department of Public Health, Office of AIDS to adhere to the AIDS Drug Assistance Program (ADAP) Enrollment Procedures and Guidelines, and authorize the Acting Director of Public Health to sign the Agreement; approved as to form by County Counsel

G) PUBLIC WORKS

- 1) Approve and authorize the Chair to sign Amendment No. 1 between County of Plumas and Ray Morgan Company for copy machine maintenance contract; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Service Agreement between County of Plumas and Horton Tires, not to exceed \$27,000, for automotive repair services; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Task Order No. 3 of the On-Call Civil Engineering and Staff Augmentation Services Contract between County of Plumas and Willdan Engineering, Inc., not to exceed \$58,000, for design and construction management services associated with installation of a 12,000 gallon fueling facility for Public Works maintenance yard; approved as to form by County Counsel

H) FACILITY SERVICES & AIRPORTS

- 1) Approve and authorize the Chair to sign Agreement between County of Plumas and Spanish Peak Engineering Corp., not to exceed \$10,502.33, for underground rain pipe at the County Museum, Quincy
- 2) Approve and authorize the Chair to sign Agreement between County of Plumas and Spanish Peak Engineering Corp., not to exceed \$14,001.79, for demolition of garage at the Sierra House due to building violating County codes and deemed uninhabitable, to be paid by Behavioral Health; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Amendment No. 4 to Lease Agreement between County of Plumas and Plumas Unified School District to extend their lease to June 30, 2019 at 1446 East Main St., Quincy; approved as to form by County Counsel

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts and county service areas in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

Convene as the Crescent Mills Lighting District Governing Board

2. CRESCENT MILLS LIGHTING DISTRICT – Robert Perreault

Authorize the Crescent Mills Lighting District General Manager to directs Pacific Gas & Electric (PG&E) to de-energize (turn off) electrical power service to 17 of 18 streetlights within the subject district; discussion and possible action

Adjourn as the Crescent Mills Lighting District Governing Board and reconvene as the Board of Supervisors

3. SIERRA BUSINESS COUNCIL

Presentation by Sierra Business Council regarding Proposition 68 and request for Board endorsement; Water Supply and Water Quality Act; and update on the Sierra Climate and Adaptation Mitigation Partnership; discussion and possible action

4. DEPARTMENTAL MATTERS

A) SHERIFF – Greg Hagwood

- 1) Approve budget transfer of \$20,000 from Repeater Equipment/Install (542203) to Communication Equipment (521250) for Medcom budget (70357) expenses; discussion and possible action
- 2) Approve budget transfer of \$24,137 for the 2015 Homeland Security Grant budget from fixed asset account to services and supply accounts; discussion and possible action

B) FACILITY SERVICES & AIRPORTS – Kevin Correira

Approve budget transfer of \$49,264 and authorize payment of old invoices ranging from 2012 – 2015 to Reinard Brandley, Airport Engineer; discussion and possible action

5. BOARD OF SUPERVISORS

- A. **10:15 A.M. PUBLIC HEARING:** Pursuant to Ordinance No. 16-1100 regarding “Outdoor Festivals” consider application received for outdoor music festival events to be held in Belden Town, CA:
 - **Emissions Music Festival – May 11th through May 14th, 2018**
- B. Ratify letter to The Honorable Heath Flora, California State Assembly in support of Assembly Bill 2727 which provides a personal income tax credit for costs incurred for training and equipment by qualified firefighters; discussion and possible action
- C. Discussion and possible action to dissolve the Plumas County Commission on Aging; and the Plumas County Cannabis Working Group
- D. Continued from March 20, 2018, discussion and possible action regarding the position of County Administrative Officer and supporting job description
- E. Correspondence
- F. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- G. Appointments

COMMUNITY CORRECTIONS PARTNERSHIP EXECUTIVE COMMITTEE

Appoint Bill Abramson to the Community Corrections Partnership Executive Committee (CCP) to replace Doug Prouty

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Clerk of the Board (Board only)
- B. Conference with Legal Counsel: Existing litigation - “Adler, et al., Petitioners v. County of Plumas, et al., Respondents, and Genesee Valley Ranch, LLC, et al., Real Parties in Interest,” Plumas Superior Court Case No. CV17-00152
- C. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff’s Administrative Unit; Sheriff’s Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, April 10, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045

Louise Steenkamp, Acting Director



DATE: March 9, 2018

TO: Honorable Board of Supervisors

FROM: Louise Steenkamp, Behavioral Health Acting Director

SUBJECT: Approve and authorize the Board Chair to sign the following (3) service agreements related to the Whole Person Care Pilot Program, for the term January 1, 2018 through December 31, 2020:

- Eastern Plumas Health Care, not to exceed \$58,800
- Plumas District Hospital, not to exceed \$58,800
- Seneca Healthcare District, not to exceed \$58,800

Recommendation

It is respectfully requested that the Board of Supervisors approve and authorize the Board Chair to sign the three above contracts with the county's area hospitals - Eastern Plumas Health Care, in Portola, Plumas District Hospital in Quincy, and Seneca Healthcare District in Chester. All three hospitals are collaborative partners in Plumas County's Whole Person Care Pilot Program administered by Plumas County Behavioral Health Services. The purpose of the contract is to coordinate care for MediCal beneficiaries, share baseline data and ongoing demographic information on high utilizers of emergency room and inpatient hospital services. Hospitals will be compensated for their time to participate in WPC meetings and for completing demographic data as part of the referral process. Hospitals will also receive incentive payments for reaching annual program metrics and outcomes such as reducing hospital admissions, re-admissions, and improving client health.

Background and Discussion

As the Board may recall, Plumas County is participating in a Small County Collaborative with the counties of San Benito and Mariposa and were awarded a Whole Person Care Pilot Program in June 2017. The target population of the program is MediCal beneficiaries with mental health or substance use disorders, chronic health issues and at risk for homelessness. Counties have been working together to develop standard screening and assessment tools, create program policies and procedures, work with the IT vendor to establish the electronic data base, and train with the Department of Health Care Services on fiscal and reporting requirements. After the completion of the data base in February, Plumas County

hosted a kickoff meeting with community partners and agencies on March 8, 2018, to present the web-based data system, discuss referrals and services. Behavioral Health staff includes two Case Management Specialists who will conduct outreach and engagement of referrals from hospitals, community partners, and managed care providers, Anthem and California Health and Wellness. The Case Management Specialists will provide Care Coordination for all MediCal beneficiaries enrolled in the WPC Pilot.

The WPC Service Agreements are fully funded by the WPC Pilot. No general funds are used for services. County Counsel has reviewed and approved the Service Agreements.

Thank you.

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045



Louise Steenkamp, Acting Director

DATE: April 3, 2018

TO: Honorable Board of Supervisors

FROM: Louise Steenkamp, Acting Behavioral Health Director

SUBJECT: Request for approval to recruit and fill fully funded vacant 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior positions.

Recommendation

Approve the filling of the vacant, allocated positions of 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior that were allocated in Department 70570 and approved in the 2017-2018 budget.

Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, 2.0 FTE Behavioral Health Case Management Specialist I/II/ Senior positions which became vacant due to a resignation on March 21, 2018, and March 23, 2018. Both positions were approved in the 2017-2018 budget.

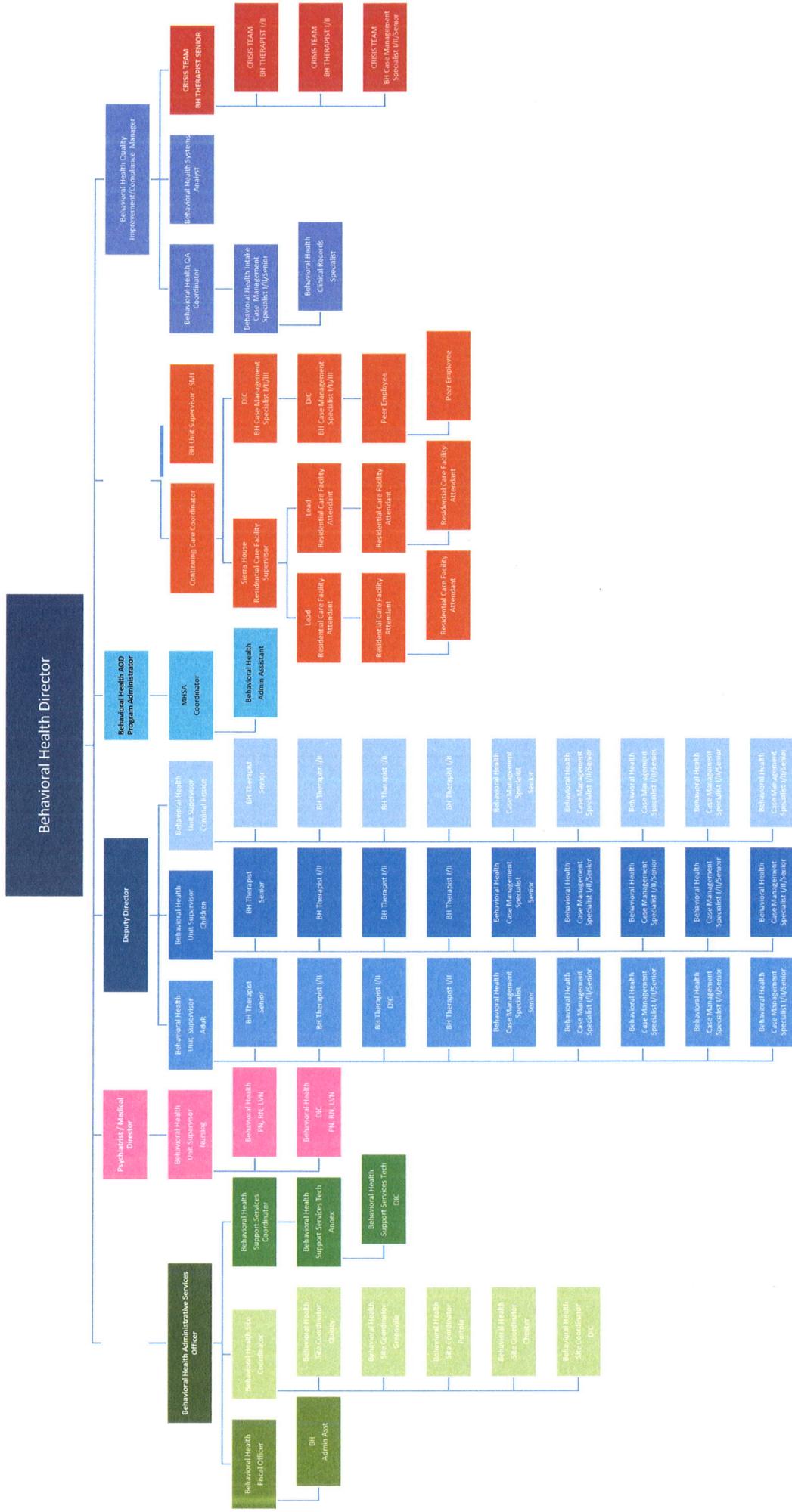
These positions would be filled without the use of any additional General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the positions outlined in this letter.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? With the loss of the Case Management Specialists, delivery of services to the at-risk population will be severely delayed.
- How long has the position been vacant? Both position became vacant due to a resignation on March 21, 2018 and March 23, 2018.
- Can the department use other wages until the next budget cycle? The department is currently using other wages; however, due to training requirements and timely delivery of critical services, the Case Management Specialist must be a permanent FTE.
- What are staffing levels at other counties for similar departments and/or positions? The same or greater.
- What core function will be impacted without filling the position prior to July 1?
- Lack of service provisions as required in the Mental Health department's contract with the State for Medi-Cal as well as Full Service Partnership provisions in MHSA are core functions at risk. Lack of compliance, loss of funds/reimbursements, billing and administration exceptions are all possible negative impacts if the vacancy continues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- 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? None.
- 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? There is no fiscal impact on the general fund.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year. The current projection is approximately 4.9 million.

Plumas County Behavioral Health Department September 2016



JC

**CERTIFICATION OF ELECTION RESULTS OF THE
QUINCY FIRE PROTECTION DISTRICT
SPECIAL TAX ELECTION
HELD ON MARCH 6, 2018**

I, Kathy Williams, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of the Quincy Fire Protection District Special Tax Election held on March 6, 2018 and recorded in the *Plumas County Clerk-Recorder* Office, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

**MEASURE A - SPECIAL TAX FOR EMERGENCY MEDICAL SERVICES,
FIRE PROTECTION AND PREVENTION**

QUINCY FIRE PROTECTION DISTRICT

Yes 1214

No 306

Plumas County Clerk-Recorder
** MEASURE DID PASS DUE TO RECEIVING THE REQUIRED 2/3 VOTE.

The Official Final Canvass of votes cast is attached hereto and made a part hereof.
The total turnout of voters was 48.94%.

Kathy Williams
Kathy Williams, Plumas County Clerk-Recorder

Dated: March 15, 2018



Office of the Sheriff

Office of Emergency Services

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: March 13, 2018
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood
RE: Agenda Items for the meeting of April 3, 2018

It is recommended that the Board:

Approve and sign contract #PCSO00040 between the Plumas County Sheriff's Office (PCSO) and Little Norway Marine Service in the amount of \$25,000.

Background and Discussion:

The term of this contract is 05/01/18 – 04/30/19. This purpose of this agreement with Little Norway Marine Service is to provide service to the Sheriff's boats.

Agreement has been approved as to form by County Counsel.

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 Sheriff's Office (hereinafter referred to as "County"), and LITTLE NORWAY MARINE SERVICE, a general partnership, (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 No/100 Dollars (\$25,000.00).
3. **Term.** The term of this agreement shall be from May 1, 2018 through April 30, 2019, 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 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 thousands 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:

Sheriff's Department
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Roni Towery

Contractor:

Little Norway Marine Service
3718 Big Springs Rd.
Lake Almanor, CA 96137
Attention: Keith Peterson

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

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

24. Retention of Records. 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.

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

CONTRACTOR:

Little Norway Marine Service

By: _____
Name: Keith Peterson
Title: General Partner
Date signed:

COUNTY:

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

By: _____
Name: Greg Hagwood
Title: Sheriff-Coroner
Date signed: 3/7/14

By: _____
Name: _____
Title: Chair, Board of Supervisors
Date signed: _____

APPROVED AS TO FORM:

Plumas County Counsel

John, Deputy

Date signed: 2/27/2018

COUNTY INITIALS

EXHIBIT A

Scope of Work

1. Provide general marine repair on an as-needed basis upon request of the County. This includes, but is not limited to, the following:
 - a. Tune-up service.
 - b. Outdrive and sterndrive and replacement.
 - c. Engine repair and replacement.
 - d. Fluid changes.
 - e. Alternator/starter replacement.
 - f. Battery sales and replacement.
 - g. Electrical diagnostics and wiring.
 - h. Fuel and exhausts systems repair.
 - i. Power steering repair (pumps/services).
 - j. Coolant flush.
 - k. Heat exchanger replacement.
 - l. Heads & valves repair and replacement.
 - m. Driveshaft and axles replacement.
 - n. Diagnostics, including driveability and mechanical repairs.
 - o. Scheduled service, maintenance & repairs as needed.
2. All Work shall be provided in accordance with industry standards for high-quality marine repairs.

EXHIBIT B

Fee Schedule

1. Labor shall be charged at a rate not to exceed \$95 per hour.
2. All parts shall be provided at fair retail value.
3. County shall be provided with an estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount of the estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized estimate, Contractor shall provide a revised estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid per invoice in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



Office of the Sheriff

Office of Emergency Services

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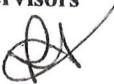
1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: March 21, 2018

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Items for the meeting of April 3, 2018

It is recommended that the Board:

Authorize Auditor to pay invoice to Quincy Auto Glass for services provided without a service contract.

Background and Discussion:

The Sheriff's Office does not have a service agreement with Quincy Auto Glass.

The Sheriff's Office respectfully requests approval to submit invoice #7149 in the amount of \$315.59 received from Quincy Auto Glass to the Auditor for payment and authorize the Auditor to pay the invoice submitted without a service contract.

The Sheriff's Office is currently in the process of obtaining a service contract with Quincy Auto Glass.

COUNTY OF PLUMAS

STATE OF CALIFORNIA

VENDOR/
CLAIMANT QUINCY AUTO GLASS

VENDOR #

ADDRESS 2140 E MAIN STREET

CITY/ST./ZIP QUINCY, CA 95971

FUND # 0017G

Contract Attached Y/N

Sales Tax Journal Attached Y/N #

Fixed Asset Form Attached Y/N

W/9 Form Attached Y/N

The undersigned, under penalty of perjury, states: That the above claim and the items as therein set out are true and correct; that no part thereof has been theretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

FIRM NAME

BY

TITLE

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only		DEPARTMENT/DISTRICT APPROVAL:
Vendor #	I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.	
Audited		
Input		
Checked		
Date Stamp:		
Claim is thereby approved for the sum of		\$315.59
Signed	<i>Don Powers</i>	
Title	<i>Fiscal Officer</i>	
For Districts		
District		
If applicable:		
Second Signature		

quincy Auto Glass

2140 E. Main Street
 Quincy, CA 95971
 Phone: 530-283-3930 Fax: 283-9741

E-Mail: chriscoen1@att.net

Customer Service Rep:	Installer:	Location:	Invoice #	Invoice Date:	Today's Date:	Paid Date:
		In-Shop	7149	3/20/2018	3/20/2018	

BILL TO:	CUSTOMER:	AGRSS INFO:
Plumas County Sheriff 1400 East Main Street Quincy, CA, 95971 W: 283-6375, F: 283-6344	Mr., Chad CA,	temperature: Humidity: Safe drive-away time:

INSURANCE INFORMATION

Agent:	Policy #:	Loss Date:
Contact:	Claim #:	Loss Type:
Dispatch #:	Deductible: \$ 0.00	Region/Dist:

VEHICLE INFORMATION

Year: 2004	VIN:	PO #:
Make: Chevrolet	Odometer: 0	RO #:
Model: Tahoe LS	License #: 1181934	Stock #:
Body: 4 Door Utility		

Oty	Part/Service	Description	List Price	Dsc %	Net Price	Labor	Total
1	DW01549GBYN	(W/Third Visor Frit)/Green Tint/Blue Shade	\$ 194.50	-5	\$ 185.00	\$ 85.00	\$270.00
	DOT #:	Adhesive Type:			Lot #:		
1	HAH000004	2.0 Adhesive (Urethane,Dam,Primer)	\$ 56.00	-46	\$ 30.00	\$ 0.00	\$30.00

Special Instruction	Total Parts:	\$215.00
PCSO Unit # 42	Total Labor:	\$85.00
	Subtotal:	\$300.00
	all @ 7.250%:	\$15.59
	Total:	\$315.59
	Less Deductible:	0.00
	Amount Due:	\$315.59

Customer Signature:



PLUMAS COUNTY EMERGENCY MEDICAL CARE COMMITTEE



Bylaws Adopted 04/03/2018

I. MISSION

A. The Emergency Medical Care Committee (EMCC) acts as an advisory body to the County Board of Supervisors, the Local EMS Agency, and the County Public Health Director on all matters relating to Emergency Medical Services.

II. COMMITTEE RESPONSIBILITIES

A. The duties of the EMCC as specified in the California Health and Safety Code Section 1797.274 and 1797.276 are to review the operations of each of the following at least annually:

1. Ambulance services operating within the county.
2. Emergency medical care offered within the county, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
3. First aid practices in the county.

B. The EMCC shall, at least annually, report to the Authority, and the Local EMS Agency its observations and recommendations relative to its review of the ambulance services' emergency medical care and first aid practices, and programs for training people in cardiopulmonary resuscitation and lifesaving first aid techniques, and public participation in such programs in the county. The EMCC shall submit its observations and recommendations to the County Board of Supervisors which it serves and shall act in an advisory capacity to the County Board of Supervisors and to the County EMS Agency on all matters relating to emergency medical services as directed by the Board.

III. VOTING MEMBERSHIP

A. The 12 members of the EMCC Voting Membership shall be nominated by the bodies identified below and approved by the Board of Supervisors:

1. One representative from each of the five Ground Ambulance Zones listed in the Exclusive Operating Areas Status Determinations by the California Emergency Medical Services Authority as of December 2017:
 - a. Chester Fire Protection District
 - b. Peninsula Fire Protection District
 - c. Indian Valley Ambulance Services Authority
 - d. Plumas District Hospital Ambulance
 - e. Eastern Plumas Healthcare Ambulance
2. One representative from each of the three hospitals serving as Base Hospitals recognized by the Local EMS Agency:
 - a. Seneca Healthcare District
 - b. Plumas District Hospital
 - c. Eastern Plumas Healthcare
3. One member from the Plumas County Fire Chiefs Association.
4. One member from the Plumas County Sheriff's Office.



PLUMAS COUNTY EMERGENCY MEDICAL CARE COMMITTEE



5. Representative from the Plumas County Board of Supervisors.
6. Plumas County Public Health Officer.

B. Each nominating body should select one (1) primary and at least one (1) alternate member.

C. One person may represent only one agency from the above list and, thus, may cast only one vote.

IV. ADVISORY MEMBERSHIP

A. The following advisers to the EMCC shall be selected by the EMCC Voting Membership. Advisors are key EMS system stakeholders that hold roles within the Plumas County EMS system and are essential to the provision of emergency medical services in Plumas County:

1. Representatives from Plumas County fire departments.
2. Representatives from California Highway Patrol.
3. Representatives from CAL FIRE.
4. Representatives from the US Forest Service
5. Representatives from air ambulance providers servicing Plumas County's 911 response area as designated by the Local EMS Agency.
6. Representatives from the Plumas County Office of Emergency Services.
7. Representatives from local amateur radio operators.
8. Representatives from Plumas County Departments including but not limited to, Public Works, Environmental Services, Public Health, Behavioral Health, Social Services.
9. Representatives from American Red Cross.
10. Representatives from Sierra County Public Health/OES.
11. Representatives from the Local EMS Agency.
12. Representatives from other agencies approved by the Voting Membership.

B. Advisers may change from time to time and do not require appointment by the Board of Supervisors.

V. OFFICERS

A. The officers of the EMCC shall be a Chair, Vice Chair and Secretary.

B. The Chair and Vice Chair shall be nominated from the Voting Membership. The Chair and Vice Chair shall be elected by the Voting Membership to serve for two (2) years or until their successors are elected.

C. The Chair and Vice Chair may not be elected for more than two (2) consecutive terms in the same office. In the event of a vacancy in the Chair position, the Vice Chair automatically assumes the Chair position. In the event of a vacancy in the Vice Chair position, the EMCC will elect a new Vice Chair from among its current membership at its next regular public meeting subsequent to the officer's resignation.



PLUMAS COUNTY EMERGENCY MEDICAL CARE COMMITTEE



D. The Secretary position shall be filled by a member of the Plumas County Public Health Agency for an indefinite term.

VI. DUTIES OF OFFICERS

A. The Chair shall preside over all meetings of the EMCC in addition to serving as the Chair of the Executive Committee. The Chair will be a spokesperson for the EMCC and assure that the EMCC is informed about County emergency medical services issues and needs.

B. The Vice Chair shall assume the duties of Chair in the absence of the Chair and shall render assistance as requested by the Chair.

C. In the absence of the Chair and Vice Chair, one of the two non-officer Executive Committee members present at the meeting shall preside.

D. The Secretary shall post meeting agendas in accordance with Brown Act regulations. The secretary is also charged with recording meeting minutes and distribution of the minutes following regular meetings.

VII. EXECUTIVE COMMITTEE

A. The Executive Committee is established to conduct the business of the EMCC between regular meetings and shall be comprised of the:

1. EMCC Chair
2. EMCC Vice Chair
3. Two (2) non-officer EMCC Voting Members

B. The EMCC Executive Committee shall be nominated and elected by EMCC Voting Members. Executive Committee will serve for two (2) years or until their successors are elected. Executive Committee members may be elected to consecutive terms.

C. The Executive Committee shall be subject to the direction of the EMCC and none of its acts shall conflict with action or directions of the EMCC.

D. The Executive Committee shall meet at the request of the Chair, or at the request of a majority of the members of the Executive Committee.

E. Whenever issues must be voted on at Executive Committee meetings in which other EMCC members are in attendance, the voting shall be limited to Executive Committee members.

VIII. MEETINGS

A. Regular meetings of the EMCC shall be held quarterly, at least four (4) times per year, or more often as deemed necessary.

B. The EMCC Chair may call special meetings as deemed necessary upon proper public notice.

C. A quorum for the EMCC shall consist of a majority of the filled seats.

D. Staff support for the EMCC will be provided by the Plumas County Public Health Agency.



PLUMAS COUNTY EMERGENCY MEDICAL CARE COMMITTEE



IX. ATTENDANCE

A. Members and advisers are encouraged to attend all meetings. Members, in particular, shall attend at least fifty percent of the meetings held during any consecutive twelve month period. In the event a primary member cannot attend a committee meeting, the alternate member shall attend the meeting to assure continuity. Only members may vote.

B. In the event that a member does not attend at least fifty percent of the meetings, the EMCC Chair will notify the Board of Supervisors and may request that the Board recommend a replacement for the position.

X. VOTING

A. Each of the Voting Members shall have one vote; however, the Chair shall only cast a vote when it is necessary to break a tie due to the absence of one more Voting Members. In the event of a tie the record will reflect such.

B. The Board of Supervisors appointed designated alternate shall vote in the place of the primary member in their absence. If a Board approved designated alternate is not present, no vote shall be cast for the position.

XI. QUORUM

A. A majority of the Voting Membership (fifty percent plus one) shall constitute a quorum. A quorum of the EMCC must be present to take any action on items listed on the agenda.

XII. PARLIMENTARY PRACTICE

A. Meetings of the EMCC shall be conducted consistent with Robert's Rules of Order.

XIII. COMPLIANCE WITH OPEN MEETING LAWS

A. The EMCC complies with the Brown Act, California's open meeting law (Government Code 84 Sections 54950-54963). Among other things, this law requires that:

B. All Emergency Medical Care Committee meetings are open to the public. Members of the public are afforded an opportunity to address the committee on items within its purview.

C. The EMCC Agenda must be posted by the Plumas County Public Health Agency no less than 72 hours before a meeting. The agenda will be posted on the Agency's website and in the public notice posting location at the Plumas County Courthouse Annex, at 260 County Hospital Rd, Quincy, CA 95971.

AGENCY	PRIMARY
Chester Fire Protection District	Chief Joe Waterman
Peninsula Fire Protection District	Chief Gary Pini
Indian Valley Ambulance Services Authority	Guy McNett
Plumas District Hospital Ambulance	Matt Brown
Eastern Plumas Healthcare Ambulance	Stephen Waldeck
Seneca Healthcare District	Royce Raker
Plumas District Hospital	Darren Beatty
Eastern Plumas Healthcare	Shawn Rohan
Plumas County Fire Chiefs Association	
Plumas County Sheriff's Office	Mike Grant
Plumas County Board of Supervisors	Supervisor Michael Sanchez
Plumas County Public Health Officer	Mark Satterfield, MD

ALTERNATE
Captain Chris Dean
Admin Captain Andrew Courtright
Amy Burkhardt
Sam Blesse
Patty Schulz
Linda Mcurdy
Stacy Kingdon
Dee Dee Clark
Becky Grant



IF

Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

Date: March 1, 2018
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Consent Item for April 3, 2018

Item Description/Recommendation: Approve the attached Resolution to accept Agreement Amendment #16-10385 A01 from the California Department of Public Health, Office of AIDS to adhere to the AIDS Drug Assistance Program (ADAP) Enrollment Procedures and Guidelines, and authorize the Acting Director of Public Health to sign the Agreement.

Background Information: The AIDS Drug Assistance Program (ADAP) was established in October 1987 to provide drugs to individuals with HIV/AIDS who could not otherwise afford them. The goal of the program is to make pharmaceutical treatments available to people living with HIV/AIDS that can reliably expect to prolong their lives, minimize the related occurrences of more serious illnesses, reduce more costly treatments, and maximize the HIV-infected person's vitality and productivity. ADAP is specifically intended as a program of last resort for those people who have no other resource to pay for medications. Eligibility and rectification of clients is handled at the local health department level. Dispensing of medications, reimbursement, and data collection is handled at the state level through a non-profit pharmacy benefits management services provider, Professional Management Development Corporation (PMDC).

A copy of Standard Agreement Amendment #16-10385 A01 with the California Department of Public Health, Office of AIDS is on file with the Clerk of the Board for your review.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\ADAP Standard Agreement Enrollment Site 16-10385 Resolution.doc

RESOLUTION NUMBER 18-

A RESOLUTION TO ACCEPT AGREEMENT AMENDMENT NUMBER 16-10385 A01 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR THE AIDS DRUG ASSISTANT PROGRAM ENROLLMENT PROCEDURES AND GUIDELINES.

WHEREAS, Plumas County Public Health Agency receives funding from the California Department of Public Health, Office of AIDS to assist local health departments with costs associated with the administration of ADAP enrollment process.

WHEREAS, Plumas County Public Health Agency will adhere to the Enrollment Procedure's and Guidelines for determining ADAP eligibility in the AIDS Drug Assistance Program (ADAP).

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

1. Approve Agreement Amendment Number 16-10385 A01 from the California Department of Public Health, Office of AIDS for Fiscal Years 2016-2017, 2017-2018, 2018-2019 and 2019-2020 in the amount of \$0.
2. Authorize the Acting Director of Public Health to sign the agreement and execute subsequent documents pertaining to Agreement Amendment Number 16-10385 A01.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of April 2018, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest:

Chair, Plumas County Board of Supervisors

Clerk, Plumas County Board of Supervisors

Approved as to form:



3/9/2018

Gretchen Stuhr, Deputy County Counsel III

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

For the April 3, 2018 meeting of the Plumas County Board of Supervisors

Date: March 26, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Request authorization to execute Amendment No. 1 to the Copy Machine Maintenance Contract with Ray Morgan.

A handwritten signature in black ink that reads "Robert Perreault".

Background:

The Department of Public Works is seeking authorization to extend the term and compensation of its existing contract with Ray Morgan Company for copy machine maintenance. The new term will end February 23, 2021. While the yearly compensation will remain at \$3,000.00 per year, the flat fee rate per quarter has increased from \$216.00 to \$231.12. In addition, copies in excess of 27,000 will be charged at a rate of \$0.0086 for black and white copies (up from \$0.008) and \$0.0696 for color copies (up from \$0.065.)

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the execution of Amendment No. 1 to the Copy Machine Maintenance Contract with Ray Morgan.

AMENDMENT NO. 1
to the
SERVICES AGREEMENT
For
Copy Machine Maintenance

The February 23, 2015 SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and Ray Morgan Company, a California Corporation, (hereinafter referred to as "Consultant"), is hereby amended as follows:

2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Revised Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Three Thousand Dollars and No Cents (\$3,000.00) per twelve (12) month period.
3. **Term.** This Agreement shall commence immediately upon full execution of this contract and continue for a term of three (3) years ending on February 23, 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

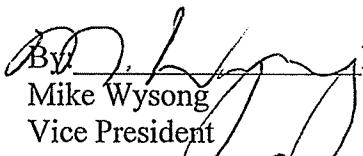
Other Contract Provisions.

All other contract provisions set forth in the February 23, 2015 Services Agreement first referenced above shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed by and through their respective authorized officers, as of the date first above written.

CONTRACTOR:

Ray Morgan Company, Inc.

By:  Date: 3/12/18
Mike Wysong
Vice President

By: Bob Quadrous Date: 3/12/18
Bob Quadrous
CFO

COUNTY:

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

By: _____ Date: _____
Robert A. Perreault, Jr.
Public Works Director

By: _____ Date: _____
Jeff Engle
Chair, Plumas County Board of Supervisors

Approved as to form:

Plumas County Counsel

By: Deputy Date 2/21/2018

EXHIBIT B

Fee Schedule

1. County shall pay a flat fee of \$231.12 plus applicable taxes per quarter for 27,000 black and white copies covered by this agreement.
2. County shall pay an additional \$0.0086 plus applicable taxes for every black & white copy made in excess of 27,000 per quarter plus \$0.0696 for every color copy plus applicable taxes to be added to the invoice.
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 18% 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 necessary 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 rates. Such services and repairs shall be charged at Contractor's then-current rates for 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 charged at Contractor's then-current rates for such service calls.

 COUNTY INITIALS

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

For the April 3, 2018 meeting of the Plumas County Board of Supervisors

March 26, 2018

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works

A handwritten signature of Robert Perreault in black ink.

Subject: Contract Award of Service Agreement for Automotive Repair Services for Public Works Road Maintenance Vehicles with Horton Tires, in the amount of Twenty-Seven Thousand Dollars and 00/100 (\$27,000.00).

Background:

The Plumas County Department of Public Works requires repairs and maintenance of its maintenance fleet to be done on a regular basis. As the current contract with Horton Tires, in effect since 2013 has expired, the Department is seeking to install a new contract with this vendor to continue maintenance of its maintenance fleet.

A copy of the proposed replacement contract, signed by the vendor, and reviewed and approved as to form by County Counsel is attached.

Funding for FY2017-18 is included in the budget adopted by the Board of Supervisors on September 19, 2017.

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute a Professional Services Agreement for Automotive Repair Services for the Public Works Road Maintenance Vehicles in the amount of Twenty-Seven Thousand Dollars and 00/100 (\$27,000.00).

Attachment: Proposed, replacement contract

Contractor 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 Works Department (hereinafter referred to as "County"), and RSH, 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 (the "Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty-Seven Thousand Dollars and No/100 (\$27,000.00) over the term of this Agreement.
3. Term. The term of this agreement shall be from April 1, 2018 through March 31, 2021.
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. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.

OF COUNTY INITIALS

CONTRACTOR INITIALS JH

7. **Warranty and Legal Compliance.** The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. 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 insured's. 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 the 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, representative 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 endorsement 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

OF COUNTY INITIALS

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.



COUNTY INITIALS

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:

County of Plumas
Road Department
1834 E. Main Street
Quincy, CA 95971
Attention: Damien Frank

CONTRACTOR:

RSH, Inc., dba Horton Tires Center
116 E. Main Street
Quincy, CA 95971
Attention: Ron Horton

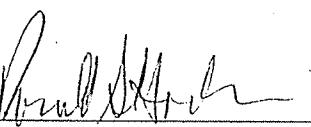
23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

OF COUNTY INITIALS

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

CONTRACTOR:

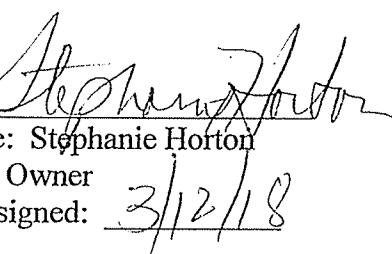
RSH, Inc., a sole proprietorship

By: 
Name: Ron Horton
Title: Owner
Date signed: 3-12-18

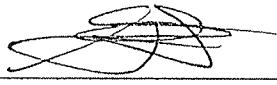
COUNTY:

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

By: _____
Name: Robert Perreault
Title: Director of Public Works
Date signed: _____

By: 
Name: Stephanie Horton
Title: Owner
Date signed: 3/12/18

APPROVED AS TO FORM:
Plumas County Counsel

By: 
Name: Gretchen Stuhr
Title: Deputy County Counsel
Date Signed: 3/1/2018

APPROVED:

Purchasing Agent

By: _____
Name: Jeff Engle
Title: Chair of the Board of Supervisors
Date Signed: _____

 COUNTY INITIALS

EXHIBIT A

Scope of Work

Provide the following automotive repair services on an as-needed basis upon the request of the County:

- a. Flat tire repairs
- b. Tire dismount and mount – outside, spare, or drop off
- c. Giant tire truck calls (unit/empl.)
- d. Powder coat
- e. Recaps
- f. Tire tubes
- g. Wheel spin balance
- h. Tire siping
- i. Disposal of giant/tractor tires
- j. Rein-truck reinforced repair
- k. Drill and studding services

All work shall be provided in accordance with industry standards for high-quality automotive repairs.

EXHIBIT B

Fee Schedule

1. All prices for parts and labor shall be at or below Contractor's standard rates for such services.
2. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs not authorized in advance by the County. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time, the Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to the County and obtain County's authorization prior to continuing repairs.
3. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by the Contractor under this Agreement which have been completed to the County's sole satisfaction.

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PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323

Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director

CONSENT AGENDA REQUEST

For the April 3, 2018 meeting of the Plumas County Board of Supervisors

Date: March 26, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Request authorization to execute approval of Task Order Amendment No. 3 of the On-Call Civil Engineering and Staff Augmentation Services Contract with Willdan Engineering, Inc., for \$58,000 for design and construction management services associated with the installation of a 12,000-gallon fueling facility for the Public Works Quincy Maintenance Yard.

A handwritten signature of Robert Perreault in black ink.

Background:

The Plumas County Transportation Commission has allocated PTMISEA Funds (Prop. 1b for Transit) to upgrade the fueling facility for the Public Works Quincy Maintenance Yard. These funds are approved and included in the 2017/2018 budget. Execution of Task Order Amendment No. 3 will allow the Public Works Department to secure design and construction management services as a prerequisite for the purchase and installation of an above ground fuel tank and pump system.

The proposed upgraded fuel tank and fueling facilities at the will allow Plumas Transit to take advantage of bulk rate savings in fuel. In addition, the proposed facility will be capable of operating 24 hours/day on generator power if electricity is lost.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors approve authorization of Task Order Amendment No. 3 to the existing On-Call Civil Engineering and Staff Augmentation Services Contract with Willdan Engineering, Inc., in the amount not to exceed \$58,000 for design and construction management services associated with the installation of a 12,000 gallon fueling facility for the Public Works Quincy Maintenance Yard.

Attachment: Task Order Amendment No. 3 - Fueling Facility Upgrade Project

TASK ORDER NO. 3
to the
PROFESSIONAL SERVICES AGREEMENT

On-Call Environmental Civil Engineering and Staff Augmentation Services
For Transportation Improvement Projects

This Task Order is an addendum to the PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and Willdan Engineering, a California Corporation ("Consultant"), County Contract No. PWRD - 005, dated January 25, 2016

The "County" has identified the need for professional services on the following project:

Fueling Facility Upgrade Project
at
Plumas County Public Works Quincy Maintenance Yard

1. **Incorporation of Agreement.** All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.
2. **Scope of Services.** The scope of work shall be as specifically set forth in the Scope of Work, which is attached hereto as Exhibit "A" and incorporated herein by this reference.
3. **Compensation.** County shall compensate Contractor for the services described in Section 2 above in accordance with the following schedule Fee Schedule, attached hereto as Exhibit "B" and incorporated herein by reference. The estimated cost for the Scope of Work, as outlined in Exhibit A, shall be completed on a time-and-materials basis, and shall in no case exceed Fifty Eight Thousand Dollars and No Cents (\$58,000.00.)
4. **Schedule of Performance.** Contractor shall perform the services described in Section 2 in accordance with the Project Schedule attached hereto as Exhibit "C" and incorporated herein by this reference.
5. **Additional Provisions.** All other contract provisions set forth in the January 25, 2016 Professional Services Agreement first referenced above remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Task Order as of the last date set next to the signatures appearing below.

 Consultants Initials

____ County Initials

COUNTY OF PLUMAS
A political subdivision of the State of California

APPROVED AS TO SCOPE OF WORK:

Director of Public Works

Date: _____

APPROVED AS TO FORM:

County Counsel

Date: 3/12/2018

AGREED TO BY:

County Purchasing Officer

Date: _____

CONSULTANT
WILLDAN ENGINEERING

Signature
Daniel Chow, President

Date: _____

Taxpayer ID Number – 95-2295858

Exhibit A

Scope of Work

Fueling Facility Upgrade at Plumas County Public Works Quincy Maintenance Yard

The proposed professional services are generally described as follows:

The Consultant shall:

1. Perform all necessary design, cost estimates and preparation of plans and specifications for advertisement and award of a construction contract for the following:
 - a) Removal of an existing 4,000 gallon two-chamber fuel tank (2,000 gallon diesel and 2,000 gallon gasoline) and concrete support pad.
 - b) Installation of a 12,000 gallon diesel fuel tank and pumping system with a 2,000 gallon chamber for gas and a 10,000 gallon chamber for diesel fuel..
2. Include all required civil, mechanical, architectural, structural, plumbing and electrical documentation as required to complete the bidding documents.
3. Preparation of all construction bidding and contract documents.
4. Obtain the following permits:
 - a. Electrical Permit from Plumas County Building Department.
 - b. Aboveground Storage Tank Construction Application from Plumas County Environmental Health Department.

Note: Plumas County Public Works will pay for all required permit fees.

5. Submit the final plans and specifications to the Department for review, comments, corrections, and approval, and incorporate all appropriate modifications into the contract document prior to the advertising for bids.
6. Provide contract administration for the project during the construction phase, including project close-out.

The Plumas County Department of Public Works will perform the Final Inspection pertaining to the acceptance of the project, at which the Consultant and the Contractor is to be present.

JD

Exhibit B

Fee Schedule

Plumas County - Fueling Station Project

CH&D Architects

Geotechnical Engineering	\$5,000
Design/ County Design Review/Const. Docs/Bid Asst./Const. Asst.	\$27,168
CH&D Sub-Total	\$32,168

Willdan Engineering

Map reduction	\$798
Project Coordination/Management	\$5,888
Site Plan	\$0
Structural Design and Details	\$0
Utility coordination	\$656
Preparation of plans	\$7,436
Quantities & Estimate	\$1,018
Specifications	\$1,674
Final review - Quality Control	\$2,540
Bidding Assistance	\$984
Construction Management	\$1,312
Willdan Sub-Total	\$22,306

10% Markup of CH&D Costs	\$3,217
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Project Total	\$57,691
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WILLDAN ENGINEERING

Schedule of Hourly Rates

Effective July 1, 2017 to June 30, 2018 (Version 06/27/17)

ENGINEERING		BUILDING AND SAFETY		LANDSCAPE ARCHITECTURE	
Technical Aide I	\$62	Assistant Code Enforcement Officer	\$82	Assistant Landscape Architect	\$116
Technical Aide II	80	Plans Examiner Aide	88	Associate Landscape Architect	134
Technical Aide III	99	Code Enforcement Officer	94	Senior Landscape Architect	147
Drafter I	100	Asst. Construction Permit Specialist	94	Principal Landscape Architect	166
Drafter II	116	Construction Permit Specialist	99	Principal Project Manager	196
Senior Drafter	129	Senior Code Enforcement Officer	111	MAPPING AND EXPERT SERVICES	
GIS Analyst I	134	Assistant Building Inspector	111	Survey Analyst I	\$116
GIS Analyst II	152	Sr. Construction Permit Specialist*	116	Survey Analyst II	134
GIS Analyst III	166	Supervising Construction Permit Specialist	123	Calculator I	116
Designer I	134	Building Inspector*	123	Calculator II	129
Designer II	139	Supervisor Code Enforcement	134	Calculator III	140
Traffic Engineer I	180	Plans Examiner I	134	Senior Survey Analyst	152
Traffic Engineer II	196	Senior Building Inspector	134	Supervisor - Survey & Mapping	168
Senior Designer I	147	Plans Examiner II	147	Principal Project Manager	196
Senior Designer II	154	Supervising Building Inspector	147	PLANNING	
Assistant Engineer I	106	Inspector of Record	161	Community Development	
Assistant Engineer II	127	Deputy Building Official	161	Technician	\$99
Assistant Engineer III	133	Plan Check Engineer	161	Planning Technician	99
Assistant Engineer IV	138	Building Official	166	Assistant Community Development	
Associate Engineer I	140	Supervising Plan Check Engineer	166	Planner	123
Associate Engineer II	148	Principal Project Manager	196	Assistant Planner	123
Associate Engineer III	155	Deputy Director	206	Associate Community Development	
Design Manager	157	Director	209	Planner	134
Senior Design Manager	163	CONSTRUCTION MANAGEMENT		Associate Planner	134
Senior Engineer I	158	Labor Compliance Specialist	\$111	Senior Community Development	
Senior Engineer II	161	Labor Compliance Manager	139	Planner	152
Senior Engineer III	164	Utility Coordinator	147	Senior Planner	152
Senior Engineer IV	177	Assistant Construction Manager	139	Principal Community Development	
Supervising Engineer	182	Construction Manager	163	Planner	166
Project Manager I	144	Senior Construction Manager	168	Principal Planner	166
Project Manager II	164	Project Manager IV	196	Planning Manager	184
Project Manager III	179	Deputy Director	206	Deputy Director	206
Project Manager IV	196	Director	209	Director	209
Program Manager	201	INSPECTION SERVICES		ADMINISTRATIVE	
City Engineer I	196	Public Works Observer I*	\$86	Administrative Assistant I	\$73
City Engineer II	206	Public Works Observer II*	95	Administrative Assistant II	88
Principal Project Manager	196	Senior Public Works Observer I*	103	Administrative Assistant III	103
Deputy Director	206	Senior Public Works Observer II*	114	Project Accountant I	83
Director	209	Senior Public Works Observer III*	124	Project Accountant II	97
Principal Engineer	227	Senior Public Works Observer IV*	131	Project Controller I	103
		Senior Public Works Observer V*	139	Project Controller II	116

*169/hour for Prevailing Wage Project

Mileage reimbursement will be charged at the current Federal guideline rate at the time of billing. Vehicles will be charged at a monthly rate of 500.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2017 thru June 30, 2018; thereafter, the rates may be raised once per year to the value between the change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent.

Exhibit C

Project Schedule

Completion of 35% Plans	April 2, 2018
Completion of 65% Plans	May 2, 2018
Completion of 95% Plans	May 15, 2018
Completion of 100% Plans	June 1, 2018
Advertise for bid	June-July, 2018
Award Construction Project.....	July 15, 2018
Construction	July-August, 2018
Project Completion	September 31, 2018

Ans



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

Kevin Correira
Interim Director

Board Date: April 3, 2018

To: The Honorable Board of Supervisors

From: Kevin Correira, Interim Director

**Subject: Approve and authorize the Board Chair to sign and execute
Agreement with Spanish Peak Engineering Corp in the amount of
\$10,502.33.**

Background

Spanish Peak Engineering Corp will put in a new underground drain pipe at the Museum to prevent future flooding issues.

Recommendation

Approve and authorize the Board Chair to sign and execute Agreement with Spanish Peak Engineering Corp in the amount of \$10,502.33.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

1/12

Kevin Correira
Interim Director

Board Date: April 3, 2018

To: The Honorable Board of Supervisors

From: Kevin Correira, Interim Director

Subject: **Approve and authorize the Board Chair to sign and execute
Agreement with Spanish Peak Engineering Corp in the amount of
\$14,001.79 for demolition of garage to be paid by Behavioral Health.**

Background

Spanish Peak Engineering Corp will remove a garage due to the building violating County Codes. It has also been deemed uninhabitable. This is one step in the remodel plans at the Sierra House.

Recommendation

Approve and authorize the Board Chair to sign and execute Agreement with Spanish Peak Engineering Corp in the amount of \$14,001.79 for demolition of garage to be paid by Behavioral Health.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

IH3

Kevin Correira
Interim Director

Board Date: April 3, 2018

To: The Honorable Board of Supervisors

From: Kevin Correira, Interim Director

Subject: **Approve Fourth Amendment to Lease with Plumas Unified School District to extend their lease until June 30, 2019.**

Background

Plumas Unified School District has been occupying the old Probation building at 1446 East Main Street since April 16, 2014. Their current lease expires on June 30, 2018 and they have requested an additional year. This amendment grants the additional year with a new expiration date of June 30, 2019. All other specifics of the lease including rent remain unchanged.

Recommendation

Approve Fourth Amendment to Lease with Plumas Unified School District to extend their lease until June 30, 2019.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



CRESCENT MILLS LIGHTING DISTRICT
C/O PLUMAS COUNTY ENGINEERING DEPARTMENT
55 WEST MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. County Engineer and Manager, CMLD

AGENDA REQUEST

for the April 3, 2018 Meeting of the Governing Board of the Crescent Mills Lighting District

Date: **March 26, 2018**

To: Governing Board of the Crescent Mills Lighting District (CMLD)

From: Robert Perreault, Manager, CMLD

Subject: Consideration of Concurrence with the CMLD Manager's Intention to Direct Pacific Gas & Electric (PG&E) to De-energize (turn off) Electrical Power Service to 17 of 18 Streetlights within the CMLD. Discussion and possible action.

BACKGROUND:

History:

In recent years, the Crescent Mills Lighting District (CMLD) has been operating with a yearly deficit of approximately \$2,170.00 per year, despite a yearly 25% contribution from the Plumas County Road Fund. Annual *ad valorem* property tax revenue, subject to the limits of Proposition 13, has not kept up with the increased costs of the District. During such time, loans have been incurred and increased operating costs associated with budgets and cash flows have become annual events.

The Election:

The on-going yearly deficit prompted the Department of Public Works, in 2017, to recommend that the Governing Board of the Crescent Mills Lighting District seek a special parcel tax from the constituents within the CMLD. The matter proceeded to a formal election on November 7, 2017. Passage of the proposed tax increase required a two-thirds (67%) positive vote. However, the proposed tax increase failed to achieve even a majority vote, the election results being: 14 “No votes” to 13 “Aye votes,” i.e., 48.1% Ayes.

The Operations Audit:

In response to the decision of the voters to not enact a proposed special tax increase, Public Works staff has conducted a detailed in-house operations audit of the Lighting District's eighteen (18) streetlights that are presently invoiced to the CMLD by Pacific Gas & Electric (PG&E).

A map depicting the location of the subject streetlights, including additional details of the audit, is attached as Exhibit 1.

Agenda Request for the CMLD for
Governing Board Consideration on April 3, 2018
March 26, 2018
Page 2

The complete audit findings and staff commentary is attached as **Exhibit 2**. As one reads the audit findings, please keep in mind that the report was prepared in January 2018. It is important to remember that the audit findings did not factor in any financial considerations.

Actions, to date, and Conclusions of the CMLD Manager:

Action 1:

Following analysis of the operations audit findings, it is now known that PG&E has been billing costs associated with certain streetlights that are not the responsibility of the CMLD. As Manager of the District, a letter has been sent to PG&E requesting that such costs no longer be billed to the District. Furthermore, PG&E has been requested to research their files and to advise the District if there is a documented basis for initiating invoices to the District at some past date. If PG&E can produce no such evidence, the District further requests, respectfully, that such overpayments in the past be credited to the District's current arrearage. See **Exhibit 3**.

Action 2:

In regard to the one (1) streetlight that is located on a County roadway intersection with SR 70/89, a letter has been sent to Caltrans District 2 recommending that the cost of that streetlight be added to the existing "Agreement for Sharing Cost of State Highway Electrical Facilities with Plumas County," resulting in a 50%-50% cost sharing by Caltrans and the Department of Public Works, thus enabling responsibility for such cost to be eliminated from the CMLD. See Exhibit 4

The above 2 actions will not be monetarily sufficient to result in a balanced budget for the CMLD within a short period of time, e.g., end of FY 2018/19. In other words, there is no financial option in moving forward that does not require the future operating budgets of CMLD to rely upon a significant "contribution" from the County General Fund or the Road Fund (gas tax), an option that is simply not available to CMLD as per past discussions with the Plumas County Board of Supervisors.

That unfortunate fact makes it necessary for management to focus on the "message" of the results of the November 7, 2018 Election, thus:

The consequences of the election defeat of the necessary tax increase proposal to create additional revenue for street lighting should be of no surprise to anyone that the Lighting District itself, having such a small number of only 110 taxable parcels results in an inability to sustain itself at its current revenue without plunging deeper and deeper in debt. The District's inability to develop a reasonable business plan, coupled with onerous constraints in State Law, such as limiting loans to a one-year duration, leaves the CMLD Governing Board and its staff with only one drastic recourse: to turn off street lighting within the District in order to use existing revenues to pay off the District debt.

Agenda Request for the CMLD for
Governing Board Consideration on April 3, 2018
March 26, 2018
Page 3

This business plan may seem draconian to some, but the consequence of the special tax measure defeat, by the Voters, permits no other reasonable choice. Furthermore, this repercussion was, in fact, predicted to the Voters in the "Voter Information Guide" distributed as part of the ballot distributed for the November 7, 2017 election. See **Exhibit 5**.

In the future – once the debt is removed – the District may consider a partial re-establishment of street lighting, provided that such decision is compatible with the limited revenue stream that exists at that time.

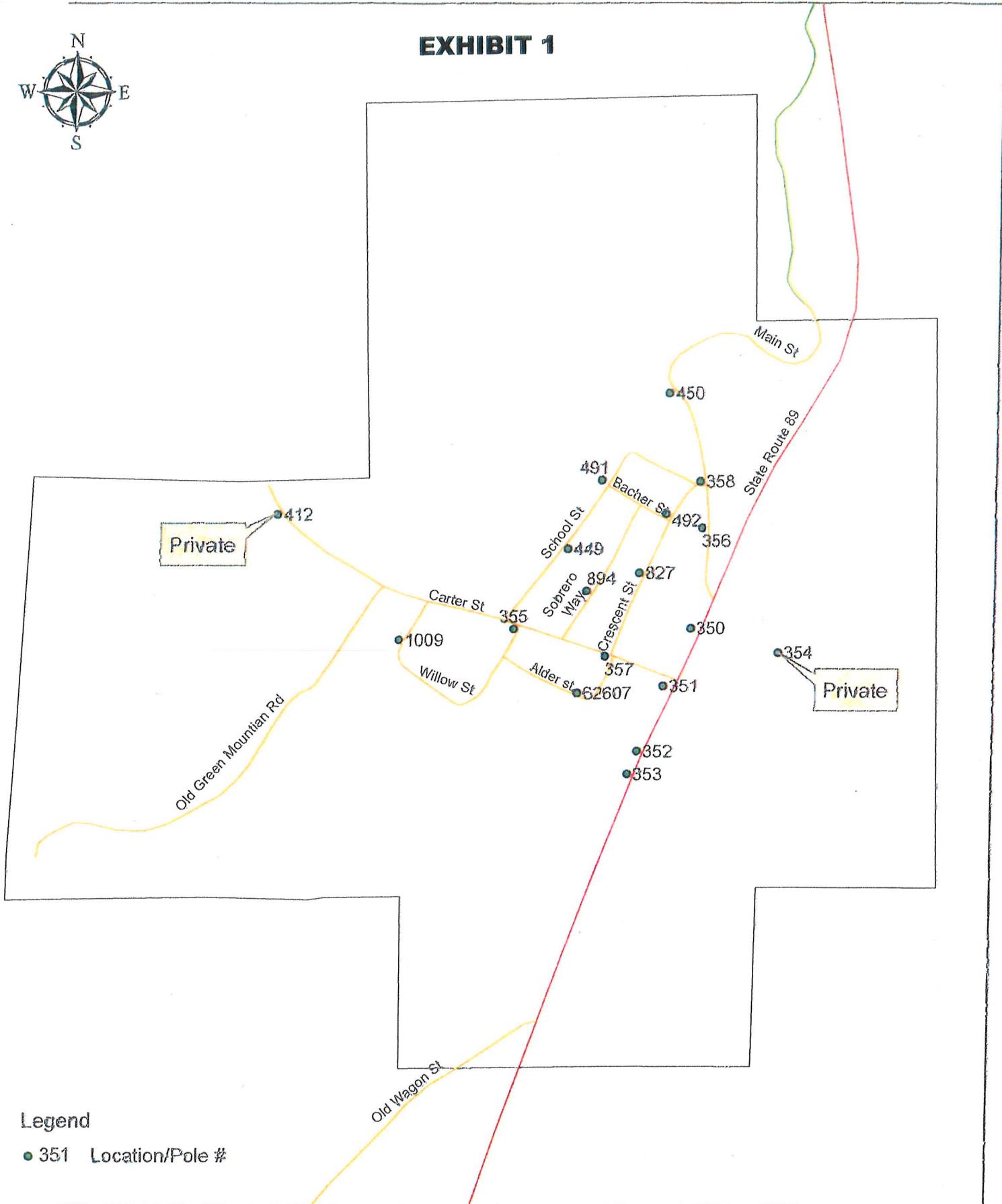
Note: As the aforementioned statements are considered, Public Works staff stresses that considerable time and effort has been devoted towards development of a possible business plan that would result in a continuation of street lighting at least in part while simultaneously reducing the District's debt. See **Exhibit 6**. The exhibit is dated February 6, 2018, depicting the existing financial positions of the CMLD. The exhibit was part of a previous (superseded) draft agenda request that is no longer a proposal of Public Works staff. However, it is pertinent information demonstrating that a business plan could not be developed without incorporating the need of a "contribution of general funds" from the County in the amount of \$12,239.

RECOMMENDATION:

The Manager of the Crescent Mills Lighting District respectfully recommends that the Governing Board of the Crescent Mills Lighting District affirmatively adopt the following suggested motion:

To concur with the CMLD Manager's Intention to Direct Pacific Gas & Electric (PG&E) to De-energize (turn off) Electrical Power Service to 17 of 18 Streetlights within the CMLD.

EXHIBIT 1



Crescent Mills Lighting District Street Light Inventory

Prepared By:
Plumas County
Public Works
March 13, 2018

EXHIBIT 2

Public Works In-House Operations Audit

January 2018

CMLD staff has conducted a very detailed in-house audit of the District's responsibilities in regard to the eighteen (18) streetlights that are presently being invoiced to the CMLD.

There were three (3) findings resulting from the in-house audit, thus:

FINDING #1. There are five (5) streetlights that are not the responsibility of CMLD. Costs for operation of such street lights should not be invoiced to CMLD. The 5 streetlights are identified as follows:

Pole Number	Crescent Mills Location
412	Carter Street
353	State Route 89
352	State Route 89
350	State Route 89
354	Private Street

FINDING #2. There are six (6) streetlights that are the responsibility of CMLD that can be requested to have power service terminated immediately.

The 6 streetlights are identified as follows:

Pole Number	Crescent Mills Location
356	Main Street
449	School Street
827	Crescent Street
894	Sobrero Street
1009	Willow Street
62607	Alder Street

FINDING #3. There are seven streetlights that are the responsibility of CMLD that require service from PG&E to continue, uninterrupted..

Pole Number	Crescent Mills Location
355	Carter St/Willow St Intersection
357	Carter St/Crescent St Intersection
351	Carter St/State Route 70/89 Intersection
358	Main St/School St Intersection
450	Main Street
491	School St/Bacher St Intersection
492	Crescent St/Bacher St Intersection

In regard to **Finding #2**, CMLD can request that PG&E no longer invoice CMLD, effective immediately. All of the streetlights listed in Finding #2 are located either mid-block or away from an intersection.

In regard to **Finding #3**, there are 4 street lights along State Route 70/89. Of the 4 street lights, it is the position of CMLD staff that only 1 of the streetlights (Pole # 351) is necessary for intersection lighting and is, therefore, a part of **Finding #3**. The remaining 3 streetlights (Pole Nos. 350, 352 and 353) are not necessary for CMLD service.. Thus, CMLD can request that PG&E no longer invoice CMLD for Pole Nos. 350, 352 and 353, effective immediately. Furthermore, CMLD can request that PG&E reimburse or credit the CMLD for past overcharges associated with Pole Nos. 350, 352 and 353.

Also, in regard to **Finding #3**, there is 1 street light (Pole # 351) that is located at an intersection of a County Road (Carter Street) with a State highway (SR 70/89) intersection. Public Works can request Caltrans to amend the Caltrans/Plumas County electrical maintenance “Agreement for Sharing Cost of State Highway Electrical Facilities with Plumas County” to add Pole # 351 to the Agreement, thus resulting in the Department of Public Works and Caltrans sharing in the operations cost of Pole # 351 and eliminating such costs from the CMLD.

EXHIBIT 3

CRESCENT MILLS LIGHTING DISTRICT
C/O PLUMAS COUNTY ENGINEERING DEPARTMENT
555 WEST MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. County Engineer and Manager, CMLD

Mailed on March 19, 2018, via USPS Certified Mail, No. 7015 1730 0002 1940 7241
E-Mailed on March 19, 2018 to Ms. Kirsten Silva and Copy List

March 19, 2018



Ms. Kirsten Silva, Service Solutions Specialist
Pacific Gas & Electric
PO Box 770000
San Francisco, CA 94177-1490

RE: PG&E Account of Crescent Mills Lighting District (CMLD)
PG&E Account No. 8065982770-5

Dear Ms. Silva:

This letter is submitted in response to recent PG&E "Disconnection Notices," received by CMLD staff. CMLD staff is submitting this letter, in part, with a request that PG&E defer disconnection action at this time to enable the District to revise its present operations.

CMLD staff acknowledges that the lighting district is in arrears, regarding payment of recent PG&E invoices. However, the CMLD Governing Board and its staff continues to strive to correct its internal operation in order to permanently rectify the situation.

It is noted that the Lighting District Governing Board did vote, in 2017, to request a fee increase from the constituents within the lighting district. The matter went to formal election on November 7, 2017. Unfortunately, the proposed increase in fees required a positive 2/3rds vote, but the results were negative, the final tally receiving even less than a majority positive vote.

Accordingly, CMLD staff conducted a very detailed in-house audit of the District's responsibilities in regard to the eighteen (18) streetlights that are presently being invoiced to the CMLD by PG&E.

FINDINGS:

There were three (3) findings resulting from the in-house audit, thus:

Letter to PG&E RE: Crescent Mills Lighting District (CMLD)

PG&E Account No. 8065982770-5

March 19, 2018

Page 2

Finding #1. There are five (5) streetlights that are not the responsibility of CMLD. Costs for such street lights should not be invoiced to CMLD. CMLD can find no record that CMLD has ever requested streetlighting services at these locations. The 5 streetlights are identified as follows:

CHART A	
Pole Number	Crescent Mills Location
412	Carter Street
353	State Route 89
352	State Route 89
350	State Route 89
354	Private Street

Finding #2. There is one (1) streetlight that is, presently, being invoiced to CMLD. Inasmuch as that streetlight is at an intersection of a County Road with a State Route, the Department of Public Works is requesting Caltrans to incorporate that single streetlight into the existing Caltrans/County lighting maintenance agreement. The one (1) streetlight is identified as follows:

CHART B	
Pole Number	Crescent Mills Location
351	Carter St/State Route 89 Intersection

Finding #3. There are twelve (12) streetlights that are acknowledged to be the responsibility of CMLD. The 12 streetlights are identified as follows:

CHART C	
Pole Number	Crescent Mills Location
356	Main Street
449	School Street
827	Crescent Street
894	Sobrero Street
1009	Willow Street
62607	Alder Street
355	Carter St/Willow St Intersection
357	Carter St/Crescent St Intersection
358	Main St/School St Intersection
450	Main Street
491	School St/Bacher St Intersection
492	Crescent St/Bacher St Intersection

Attached is a map that depicts the locations of the 18 streetlights referenced above.

Letter to PG&E RE: Crescent Mills Lighting District (CMLD)
PG&E Account No. 8065982770-5
March 19, 2018
Page 3

CONCLUSIONS AND REQUESTS:

In regard to **Finding #1**, CMLD is respectfully requesting that PG&E no longer invoice CMLD, effective immediately. Furthermore, CMLD is requesting that PG&E research its files for any past documented requests or directives that may have originated from CMLD, thus resulting in the submittal of past PG&E invoices to CMLD. In the event that no such written documentation exists, the undersigned Manager is respectfully requesting that PG&E reimburse and/or credit the CMLD for any past overcharges since any prior payment by CMLD for such streetlights was the result of clerical error.

Also, in regard to **Finding #1**, there are 4 street lights along State Route 89. Of the 4 street lights, it is the position of CMLD staff that only one (1) of the streetlights (Pole # 351) is necessary for intersection lighting. The remaining 3 streetlights (Pole Nos. 350, 352 and 353 in Chart A, above) are located solely on a State Route and are not necessary to CMLD. Thus, the undersigned Manager is respectfully requesting that PG&E no longer invoice CMLD for lighting on Pole Nos. 350, 352 and 353, effective immediately. Furthermore, CMLD is respectfully requesting that PG&E reimburse and/or credit the CMLD for any past overcharges associated with Pole Nos. 350, 352 and 353.

In regard to **Finding #2**, CMLD staff is submitting a request to Caltrans that streetlight (Pole #351) be administratively removed from the lighting district and added into our existing "Caltrans Agreement For Sharing Cost of State Highway Electrical Facilities with County of Plumas," thus resulting in a 50%/50% cost sharing by Caltrans and the Plumas County Department of Public Works.

In regard to **Finding #3**, CMLD staff is presently preparing a recommendation for consideration by the CMLD Governing Board (likely, on April 3, 2018), thus: to concur with the undersigned Manager's recommendation to have power service terminated immediately to the twelve (12) streetlights listed in Chart C, above.

SUBSEQUENT ACTIONS:

The undersigned Manager acknowledges that even if the foregoing actions result in the favor of the CMLD, there will still be debt to be resolved by the CMLD. Notwithstanding the failure of the CMLD constituents to vote an increase in rates at the November 2017 rate increase election, the CMLD continues to receive annual rate revenue, as was established with the creation of the District, long ago. Accordingly, CMLD staff is not considering dissolution of the District. Instead, with the significant reduction in expenses, CMLD staff is proposing that the annual revenue be used to satisfy all debt over a period of time. Once the District debt is entirely resolved, at some time in the future, one option the CMLD can consider will be to "turn on" some of the streetlights in a quantity that is affordable with its revenue at that time.

Accordingly, if the CMLD Governing Board votes to concur with the undersigned Manager's recommendation to have power service terminated immediately to the twelve (12) streetlights listed in Chart C, above, it is further requested that PG&E agree to a mutually acceptable payment arrangement schedule between PG&E and the CMLD Governing Board.

March 19, 2018

Page 3

CMLD staff **will** sincerely appreciate the thoughtful consideration of PG&E as you contemplate the sincere requests within this letter.

SUMMARY:

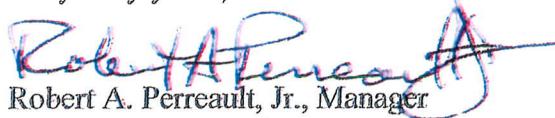
A. A main point is that the CMLD has not found documentation showing it is legally obligated for certain lights and as to those lights. Does PG&E have any documentation?

1. If there is no documentation, then CMLD should receive a credit/refund.
2. If there is documentation, then a request will be made to the CMLD governing board to discontinue service at those locations.

B. A request is respectfully submitted for a payment plan for any arrears after the above adjustments are made.

If there is any aspect of this letter that requires additional clarification, please do not hesitate to contact me at bobperreault@countyofplumas.com or at (530) 283-6268.

Very truly yours,


Robert A. Perreault, Jr., Manager
Crescent Mills Lighting District

Enclosure:

Map of Crescent Mills Lighting District – Street Light Inventory, dated 3/13/2017

Copy to:

Marcellus Terry, PG&E, CIA-Major Accts/Escrow Service Rep
via e-mail to: Marcellus.Terry@pge.com

Kelly Theveos, PG&E, Local Customer Relationship Manager, North Valley/Sacramento Div
Via e-mail to: ket8@pge.com

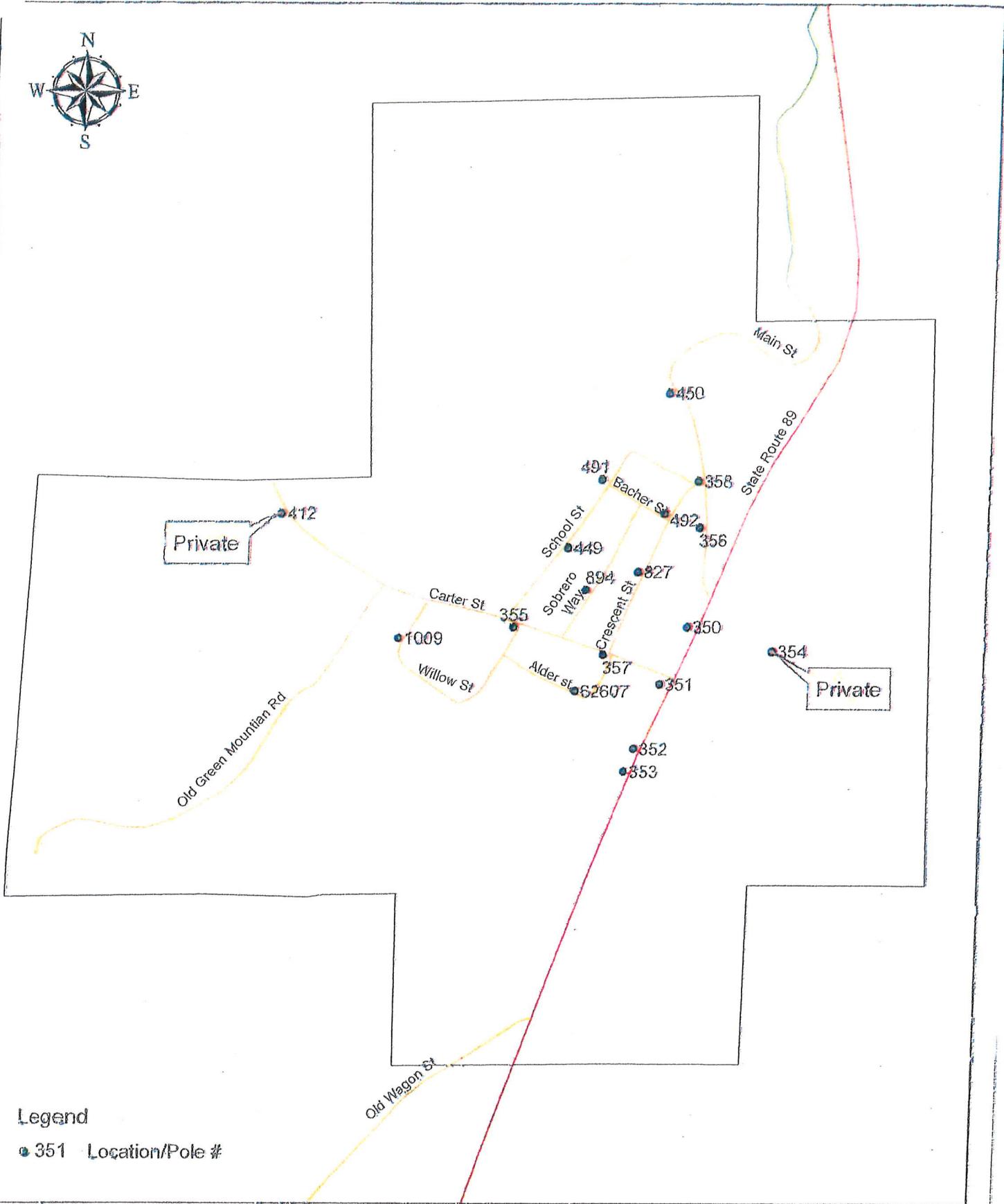
Joe Wilson, Public Affairs Manager, PG&E
via e-mail to: J8WE@pge.com

Dave Moore, Director, District 2, Caltrans
via e-mail to: dave.moore@dot.ca.gov

Stacey Barnes, District 2, Caltrans
via e-mail to: Stacey.barnes@dot.ca.gov

Each CMLD Governing Board Member

County Counsel



Crescent Mills Lighting District Street Light Inventory

Prepared By:
Plumas County
Public Works
March 13, 2018

EXHIBIT 4

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



March 19, 2018



Dave Moore, Director
District 2
California Department of Transportation
1657 Riverside Drive
Redding, CA 96001

RE: Request of Plumas County to Add One (1) Streetlight Location to the
Existing "Agreement For Sharing Cost of State Highway Electrical Facilities
with County of Plumas"

Dear Director Moore:

As you may know, the Crescent Mills Lighting District (CMLD) is a dependent district, and as such, the CMLD Governing Board is comprised of the same 5 elected officials that serve as the Plumas County Board of Supervisors. In turn, Public Works staff serves as CMLD staff.

Currently, there are only eighteen (18) streetlights located within the district boundary, all placed on poles owned and maintained by Pacific Gas and Electric (PG&E).

The annual operations budget of the lighting district is financially stressed and has been operating "in the red" for a number of years. Accordingly, during 2017 the Lighting District Governing Board voted to conduct a special election to request a fee increase from the constituents within the lighting district. The matter went to formal election on November 7, 2017. Unfortunately, the proposed increase in fees required a positive 2/3rds vote, but the results were negative, the final tally receiving even less than a majority positive vote.

Subsequently, CMLD staff conducted a detailed in-house audit of the CMLD's responsibilities in regard to the that are presently being invoiced to the CMLD by PG&E.

For a review of the Findings of the in-house audit, as well as the Conclusions/Requests submitted to PG&E by the CMLD Manager, a copy of the Manager's letter to PG&E, dated March 19, 2018, is enclosed for your reference and information. A street inventory map is also enclosed.

Director Moore, the primary purpose of this letter to you is to respectfully request to Caltrans that streetlight (Pole #351) be added into our existing "Caltrans Agreement For Sharing Cost of State Highway Electrical Facilities with County of Plumas," thus resulting in a 50%/50% cost sharing by Caltrans and the Plumas County Department of Public Works.

Dave Moore, Director, Caltrans District 2

RE: Request of Plumas County to Add One (1) Streetlight Location to the Existing
"Agreement For Sharing Cost of State Highway Electrical Facilities with County of Plumas"

March 19, 2018

Page 2

Public Works is submitting this request to your attention as the CMLD Manager is recommending to the CMLD Governing Board, on April 3, 2018, that the Governing Board concur with the CMLD Manager's direction to PG&E to cease all power service to the streetlights that are the responsibility of the lighting district.

Inasmuch as Pole #351 is located at the intersection of a State Route with a County Road, Public Works staff has concluded that the streetlight should remain illuminated for safety purposes.

Public Works is hopeful that your agency is in agreement and will respond affirmatively to this request.

If there is any aspect of this letter that requires additional clarification, please do not hesitate to contact me at bobperreault@countyofplumas.com or at (530) 283-6268.

Very truly yours,


Robert A. Perreault, Jr., P.E.
Director of Public Works
Plumas County

Enclosures:

Letter from CMLD Manager to PG&E, dated March 19, 2018

Map: "Crescent Mills Lighting District – Street Light Inventory," March 13, 2018

Copy to:

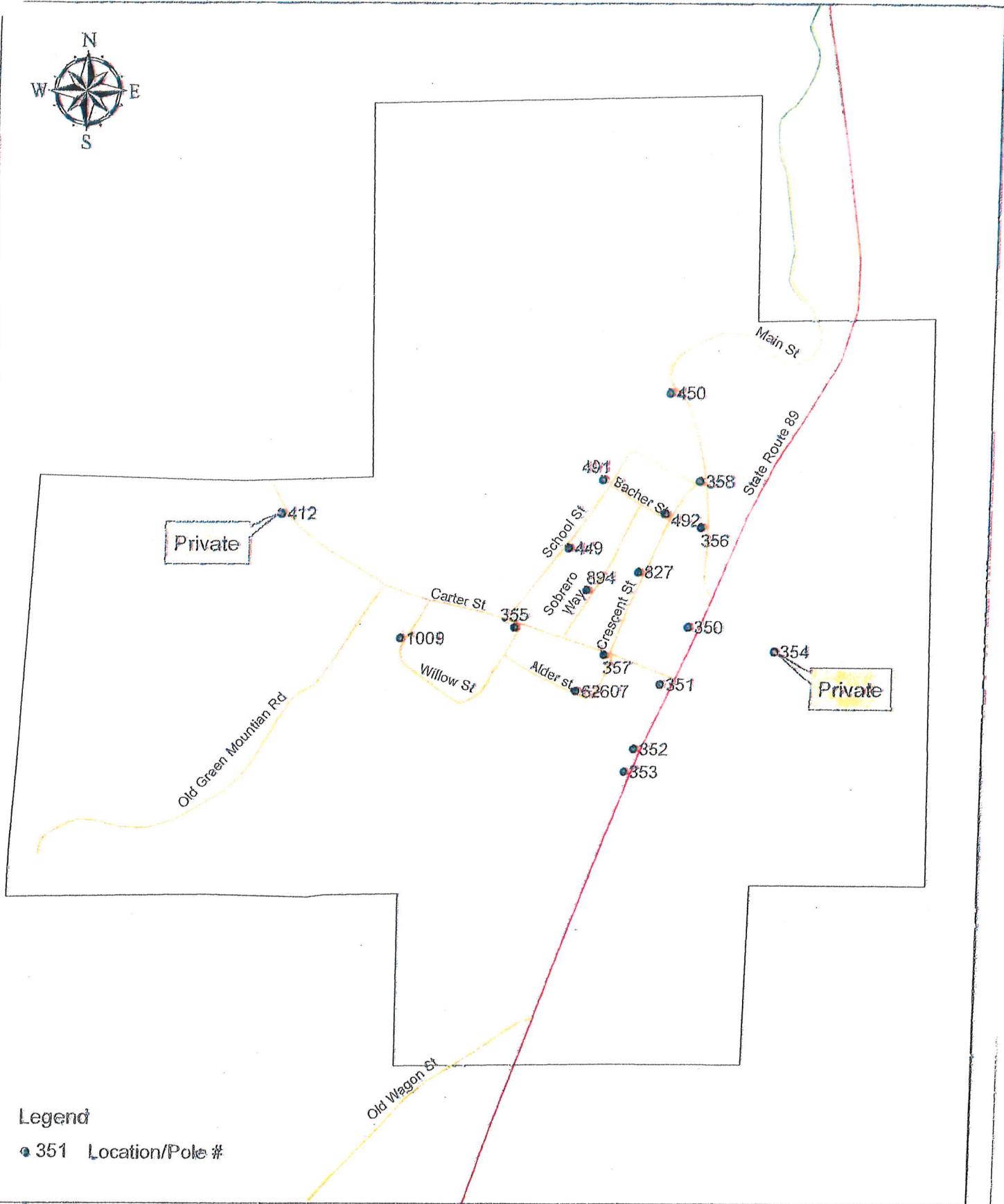
Plumas County Supervisor Kevin Goss
via e-mail to: kevin.goss4district2@gmail.com

Stacey Barnes, Caltrans District 2
via e-mail to: stacey.barnes@dot.ca.gov

John Mannle, Plumas County Assistant Director of Public Works
via e-mail to: JohnMannle@countyofplumas.com

Each CMLD Governing Board Member

County Counsel



Crescent Mills Lighting District Street Light Inventory

Prepared By:
Plumas County
Public Works
March 13, 2018

CRESCENT MILLS LIGHTING DISTRICT
C/O PLUMAS COUNTY ENGINEERING DEPARTMENT
555 WEST MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, CMLD*

Mailed on March 19, 2018, via USPS Certified Mail, No. 7015 1730 0002 1940 7241
E-Mailed on March 19, 2018 to Ms. Kirsten Silva and Copy List

March 19, 2018

Ms. Kirsten Silva, Service Solutions Specialist
Pacific Gas & Electric
PO Box 770000
San Francisco, CA 94177-1490

RE: PG&E Account of Crescent Mills Lighting District (CMLD)
PG&E Account No. 8065982770-5

Dear Ms. Silva:

This letter is submitted in response to recent PG&E "Disconnection Notices," received by CMLD staff. CMLD staff is submitting this letter, in part, with a request that PG&E defer disconnection action at this time to enable the District to revise its present operations.

CMLD staff acknowledges that the lighting district is in arrears, regarding payment of recent PG&E invoices. However, the CMLD Governing Board and its staff continues to strive to correct its internal operation in order to permanently rectify the situation.

It is noted that the Lighting District Governing Board did vote, in 2017, to request a fee increase from the constituents within the lighting district. The matter went to formal election on November 7, 2017. Unfortunately, the proposed increase in fees required a positive 2/3rds vote, but the results were negative, the final tally receiving even less than a majority positive vote.

Accordingly, CMLD staff conducted a very detailed in-house audit of the District's responsibilities in regard to the eighteen (18) streetlights that are presently being invoiced to the CMLD by PG&E.

FINDINGS:

There were three (3) findings resulting from the in-house audit, thus:

Finding #1. There are five (5) streetlights that are not the responsibility of CMLD. Costs for such street lights should not be invoiced to CMLD. CMLD can find no record that CMLD has ever requested streetlighting services at these locations. The 5 streetlights are identified as follows:

CHART A	
Pole Number	Crescent Mills Location
412	Carter Street
353	State Route 89
352	State Route 89
350	State Route 89
354	Private Street

Finding #2. There is one (1) streetlight that is, presently, being invoiced to CMLD. Inasmuch as that streetlight is at an intersection of a County Road with a State Route, the Department of Public Works is requesting Caltrans to incorporate that single streetlight into the existing Caltrans/County lighting maintenance agreement. The one (1) streetlight is identified as follows:

CHART B	
Pole Number	Crescent Mills Location
351	Carter St/State Route 89 Intersection

Finding #3. There are twelve (12) streetlights that are acknowledged to be the responsibility of CMLD. The 12 streetlights are identified as follows:

CHART C	
Pole Number	Crescent Mills Location
356	Main Street
449	School Street
827	Crescent Street
894	Sobrero Street
1009	Willow Street
62607	Alder Street
355	Carter St/Willow St Intersection
357	Carter St/Crescent St Intersection
358	Main St/School St Intersection
450	Main Street
491	School St/Bacher St Intersection
492	Crescent St/Bacher St Intersection

Attached is a map that depicts the locations of the 18 streetlights referenced above.

CONCLUSIONS AND REQUESTS:

In regard to **Finding #1**, CMLD is respectfully requesting that PG&E no longer invoice CMLD, effective immediately. Furthermore, CMLD is requesting that PG&E research its files for any past documented requests or directives that may have originated from CMLD, thus resulting in the submittal of past PG&E invoices to CMLD. In the event that no such written documentation exists, the undersigned Manager is respectfully requesting that PG&E reimburse and/or credit the CMLD for any past overcharges since any prior payment by CMLD for such streetlights was the result of clerical error.

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SUBSEQUENT ACTIONS:

The undersigned Manager acknowledges that even if the foregoing actions result in the favor of the CMLD, there will still be debt to be resolved by the CMLD. Notwithstanding the failure of the CMLD constituents to vote an increase in rates at the November 2017 rate increase election, the CMLD continues to receive annual rate revenue, as was established with the creation of the District, long ago. Accordingly, CMLD staff is not considering dissolution of the District. Instead, with the significant reduction in expenses, CMLD staff is proposing that the annual revenue be used to satisfy all debt over a period of time. Once the District debt is entirely resolved, at some time in the future, one option the CMLD can consider will be to "turn on" some of the streetlights in a quantity that is affordable with its revenue at that time.

Accordingly, if the CMLD Governing Board votes to concur with the undersigned Manager's recommendation to have power service terminated immediately to the twelve (12) streetlights listed in Chart C, above, it is further requested that PG&E agree to a mutually acceptable payment arrangement schedule between PG&E and the CMLD Governing Board.

March 19, 2018

Page 3

CMLD staff will sincerely appreciate the thoughtful consideration of PG&E as you contemplate the sincere requests within this letter.

SUMMARY:

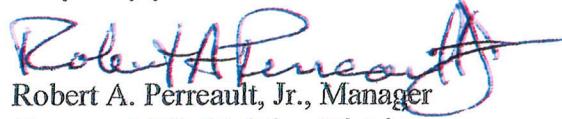
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B. A request is respectfully submitted for a payment plan for any arrears after the above adjustments are made.

If there is any aspect of this letter that requires additional clarification, please do not hesitate to contact me at bobperreault@countyofplumas.com or at (530) 283-6268.

Very truly yours,


Robert A. Perreault, Jr., Manager
Crescent Mills Lighting District

Enclosure:

Map of Crescent Mills Lighting District – Street Light Inventory, dated 3/13/2017

Copy to:

Marcellus Terry, PG&E, CIA-Major Accts/Escrow Service Rep
via e-mail to: Marcellus.Terry@pge.com

Kelly Theveos, PG&E, Local Customer Relationship Manager, North Valley/Sacramento Div
Via e-mail to: ket8@pge.com

Joe Wilson, Public Affairs Manager, PG&E
via e-mail to: J8WE@pge.com

Dave Moore, Director, District 2, Caltrans
via e-mail to: dave.moore@dot.ca.gov

Stacey Barnes, District 2, Caltrans
via e-mail to: Stacey.barnes@dot.ca.gov

Each CMLD Governing Board Member

County Counsel

EXHIBIT 5

Note: The following argument is extracted from the Voter Information Guide that was mailed to voters by the Plumas County Clerk-Recorder in conjunction with the election conducted on Tuesday, November 7, 2017, proposing to adopt a special tax on each parcel within the Crescent Mills Lighting District.

“Argument in Favor of Measure “E”

Crescent Mills Lighting District was formed in January 1947.

The Crescent Mills Lighting District has been under financial stress for years, to the point that the district does not currently have sufficient revenue to pay the street lighting bills received by Pacific Gas & Electric Co. (PG&E). The present day expenses are approximately \$5,200, while the revenue from property taxes is \$778.

The primary reoccurring expenditure for street lighting is the monthly fee paid to PG&E. All 18 street lights in Crescent Mills are owned and maintained by PG&E and charged monthly based on wattage. This monthly fee covers electricity and all maintenance required.

The shortage of existing tax funding for street lights and the limitation of only 110 taxable parcels necessitates a parcel tax increase of \$45.95 per year (which is equal to \$3.83 per month) for each taxable parcel in the district for the first year and \$40.49 for each year (which is equal to \$3.37 per month) thereafter to properly fund the district. The higher first year tax is to repay the loan of \$600 from Plumas County General Fund. Without passage of the Crescent Mills Street Lighting District parcel tax, some or all street lights will need to be turned off.”

EXHIBIT 6

EXHIBIT 2

(See CMLD Agenda Request, dated February 6, 2018)

PART A

CMLD Cash Position and Projections

As of 1/23/18; through 6/30/18

	Expenditure	Revenue	Balance
CASH BALANCE AS OF 1/05/18			\$ 1,303.65
Unpaid PG&E bills: as of statement date 12/14/17	\$ (4,418.55)		\$ (3,114.90)
PG&E bills to be received through 6/30/18	\$ (1,280.52)		\$ (4,395.42)
Election Costs for 11/2017 election	\$ (1,313.18)		\$ (5,708.60)
25% FY17/18 Contribution from Road Fund		\$ 637.01	\$ (5,071.59)
Tax Revenue (to be rec'd ~April, 2018)		\$ 548.88	\$ (4,522.71)
Interest posted by Treasurer's Office		\$ 20.00	\$ (4,502.71)
Outstanding amount owed to Public Works - staff time	\$ (5,363.98)		\$ (9,866.69)
Outstanding amount owed to Engineering - staff time	\$ (292.08)		\$ (10,158.77)
Anticipated amount to be billed by DPW through 17/18	\$ (750.00)		\$ (10,908.77)
Anticipated amount to be billed by ENG through 17/18	\$ (416.38)		\$ (11,325.15)
Repayment of GF loan	\$ (600.00)		\$ (11,925.15)
A87 Charges: Q1-Q4	\$ (291.00)		\$ (12,216.15)
Tax Admin Fees	\$ (22.28)		\$ (12,238.43)
PROJECTED CASH BALANCE AS OF 6/30/18			\$ (12,238.43)

PART B

CMLD Estimated Annual Needs Budget

Beginning July 1, 2018

CMLD Annual Needs - Beginning 7/1/18	Expenditure	Revenue
Tax Revenue		\$ 1,099.04
Contribution from Road Fund (same amt. from 16/17)		\$ 640.26
Interest posted by Treasurer's Office		\$ 20.00
Utilities Expenses		
Total anticipated based on 16/17 billings	\$ (2,561.04)	
Less: Savings resulting from shutting off lights (11 of 18)	\$ 1,565.08	
Less: Savings from LED changeover	463.83	
<i>Projected PG&E Bills going forward</i>		
Payments to Public Works - staff time (see notes below)*	\$ (532.13)	
Payments to Engineering - staff time (see notes below)*	\$ (1,716.00)	
A87 Charges: Q1-Q4	\$ (660.00)	
Tax Admin Fees	\$ (291.00)	
	\$ (22.28)	
	\$ (3,221.41)	\$ 1,759.30
Regular Operating Surplus (Deficit)		\$ (1,462.11)

*NOTES on Staff Costs:

- Accounting staff (Engineering) - for paying monthly invoices; preparing monthly reports; mid-year report; and annual budget. Estimating 2 hours/month @ \$25.00 per hour. **TOTAL = \$600.00**
- Supervising staff - for reviewing the above work, including meetings with Budget Committee. Estimating 6 hours/year @ \$60.00 per hour. **TOTAL = \$360.00**
- Lighting District Manager - for reviewing the above work, and other tasks as required. Includes meetings with Budget Committee. Estimating 12 hours/year @ \$100.00 per hour. **TOTAL = \$1200.00**



Office of the Sheriff

Office of Emergency Services

4A1

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: March 15, 2018

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood *(Signature)*

RE: Agenda Item for the meeting of April 3, 2018

RECOMMENDATION:

Approve budget transfer for the Medcom budget (70357) in the amount of \$20,000.00 from Repeater Equipment/Install (542203), a fixed asset account, to Communication Equipment (521250), a service & supply account.

BACKGROUND & DISCUSSION:

The FY 17/18 Administrative and Budgetary Controls require transfers to/from fixed asset accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the Medcom to allow for expenditures as needed for communications. The items to be purchased are no longer considered fixed assets, therefore, the funds need to be transferred to the service & supply account.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

The reason for this request is (check one):		Approval Required
A.	<input type="checkbox"/>	Board
B.	<input type="checkbox"/>	Board
C.	<input checked="" type="checkbox"/>	Board
D.	<input type="checkbox"/>	Auditor
E.	<input type="checkbox"/>	Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

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) Transfer to cover expenses

B) Expenditures are not fixed asset purchases

C) Expenses incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Ron Dowery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: _____

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.



Office of the Sheriff

Office of Emergency Services

4A2

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: March 26, 2018

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of April 3, 2018

RECOMMENDATION:

Approve \$24,137.00 budget transfer for the 2015 Homeland Security Grant budget from fixed asset account to service & supply accounts.

BACKGROUND & DISCUSSION:

The FY 17/18 Administrative and Budgetary Controls require transfers to/from fixed asset accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the 2015 Homeland Security Grant to allow for expenditures as per the grant award agreement. The items purchased were less than anticipated and the grant has been modified to allow for additional purchases that are not fixed assets, therefore, the funds need to be transferred to the service & supply account.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: HOMELAND SECURITY Dept. No: 70344 Date: 3/26/2018

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

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.

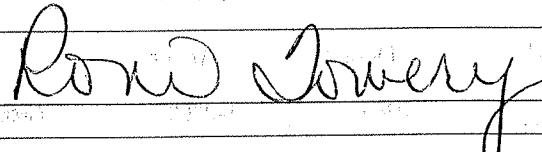
A) Transfer between accounts as per 2015 Homeland Security Grant

B) 2015 Homeland Security grant was modified to allow for the most economic use of the funding awarded

C) Expenditures to be incurred this fiscal year. Grant expires in May

D) N/A

Approved by Department Signing Authority:



Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

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.

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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.



4B

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

Kevin Correira
Interim Director

Board Date: April 3, 2018

To: The Honorable Board of Supervisors

From: Kevin Correira, Interim Director

Subject: Approve Budget Transfer of \$49,264.00 within department 20892 (Airports Capital Improvements) and authorize payment of old invoices to Reinard Brandley.

Background

One grant project was originally planned for the 2017-2018 Fiscal Year is being pushed off until the next fiscal year due to workload. Because of this, we have extra money in one of our line items. Recently, we were forwarded a list of unpaid invoices from our Airport Engineer. There are several old invoices ranging from 2012 – 2015 that have been unpaid totaling \$49,264. The charges were incurred during two previous directors and no one currently in the office was involved in any of those projects. We have researched the invoices and found that there was nothing in writing from Reinard's office allowing those invoices to be written off. Because we would like to continue working with Reinard Brandley and his staff, we need to clear up all of our old invoices ASAP. The proposed budget transfer would allow us to pay the invoices.

Recommendation

Approve Budget Transfer of \$49,264.00 within department 20892 (Airports Capital Improvements) and authorize payment of old invoices to Reinard Brandley.

5A

**Outdoor Festival Permit Application
(Including Programs & Plans for various County Departments)**

For The

EMISSIONS FESTIVAL

at

Belden Town Road

May 11th through 14th, 2018

D. Dates & Hours of Event

Dates of Pre-Event Setup: May 7 - 10, 2018

Dates of Actual Event: May 11 - 14, 2018

Dates of Post Even Activities: May 15 - 16, 2018

Hours of Event Activities for each day of Event: 24/7

E. Number of Attendees and Staff

Number of Spectators or Participants for each day of Event We are planning for an attendance of 1200 individuals, including all staff, artists & vendors as well as ticket holders

F. Maps and Diagrams

Provide maps or diagrams showing the following:

- (a) Location of the property on which the proposed event and all related activities will be held.
- (b) Location of adjacent roads, lots, and residences
- (c) Parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property
- (d) Location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending
- (e) Location and orientation of loudspeakers
- (f) Location, style, wattage and orientation of all temporary lighting
- (g) Location of camping or other overnight areas
- (h) Location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.

Signature (s) of Applicant (s)

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Signature

2-13-18

Date

Signature

2-13-18

Date

Belden Town Resort
14785 Belden Town Road
Belden, CA 95915

To Whom It May Concern,

I, Ivan Coffman, owner of Belden Town Resort and Lodge, give my permission for

~~Emergency Response~~ to take place on 5/11-5/14 2018 at Belden
Town Resort, (14785 Belden Town Road, Belden, CA 95915) and Jack's Place for
parking (25311 Hwy 70, Twain, CA 95984).

Thank you,

Ivan Coffman

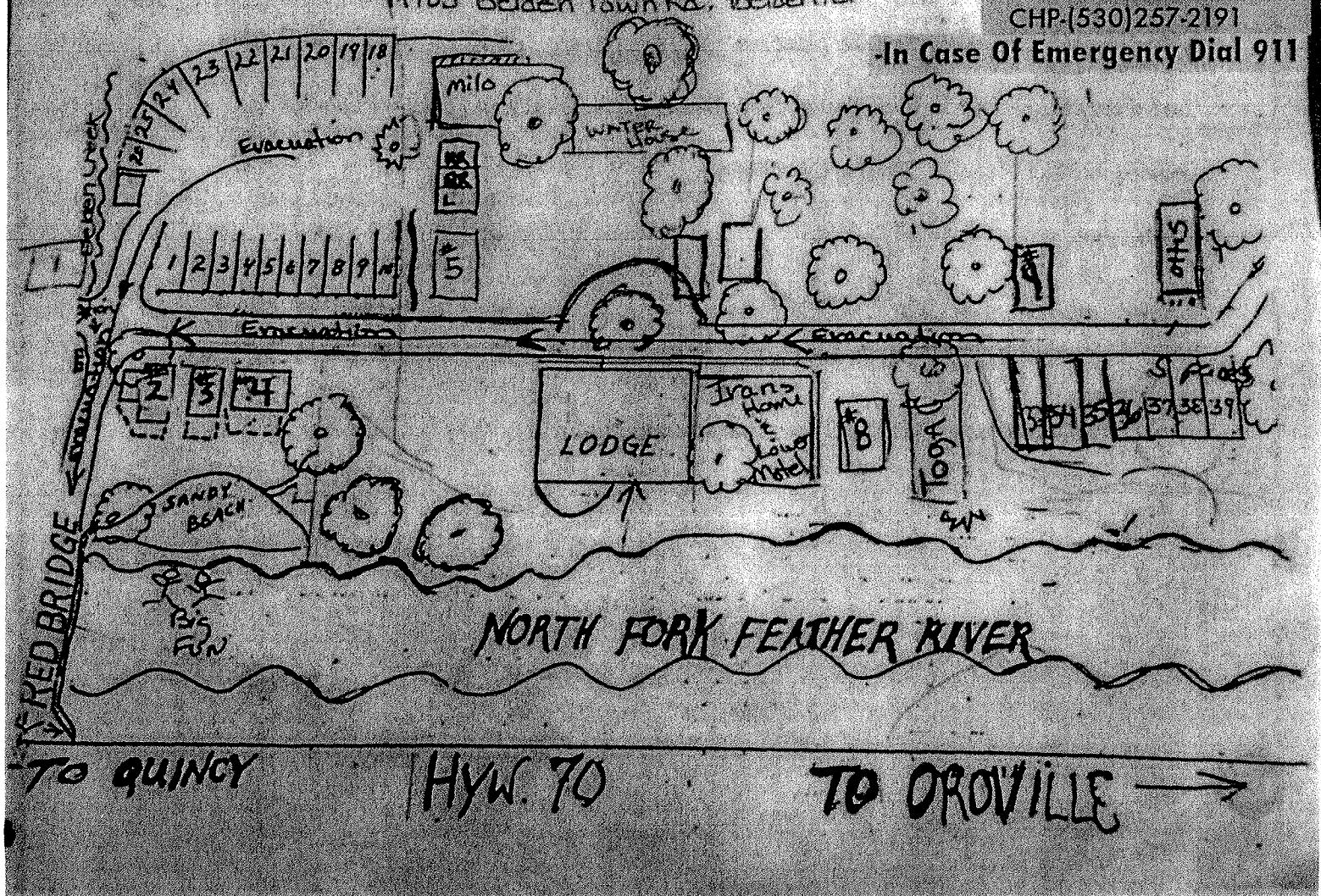
2/13/18

Ivan Coffman – Owner, Belden Town Resort and Lodge

BELDON TOWN RESORT & LODGE
14785 Belden Town Rd., Belden, Ca. 95915

Wildfires
ELEVATION 2122
Police (530)283-6300
CHP (530)257-2191

In Case Of Emergency Dial 911



Camping Overflow

(w/temporary lighting-
low wattage white led lights
& porto toilets)

Parking

Toilets (porto)

evening
stage
*(w/temp. led
lighting) decorative
speakers ^

< Main Road >

Parking

Camping

(w/temporary lighting-
low wattage white led lights)

**Feather
River**

lodge/
restaurant
(toilets)

Parking

Toilets (porto's main)

V
V
V
V

Drinking
Water
Faucet

Emergency
Communications

Toilets

GATE/
Traffic
Control
Turn Around
Area-
Off Main
Rd.

Waste
Dumpster

< Main Road >

evening
stage

*(w/temp. led
lighting) deco.
speakers ^

Belden Town

(= Solid Waste Receptacle)

*temporary stage light
power usage-
Spots qty. 10 = .7a
Parcans qty. 20 = .3 a
Qty. 3 - 10 watt rgb projectors
Qty. 2 - 4 watt rgb projectors.

Medical Facilities Area

< Access Road In/Out Town >

daytime
only
stage
speakers >

SUPPLEMENTAL OUTDOOR FESTIVAL PERMIT APPLICATION

Describe below, or on an attached sheet, an explanation of the proposed event including plans describing the following information. Include the signature of the approving County authority as required. Programs and plans must be consistent with preliminary application.

a) Commercial Liability Insurance Emissions

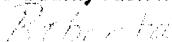
Describe the commercial liability insurance coverage for the proposed event and provide proof of said coverage to the satisfaction of the Plumas County Risk Manager.

Plumas County Risk Manager: 520 Main Street, Room 205
Quincy, CA 95971
(530) 283-6041

County Agency Approval:

The commercial liability insurance coverage described above, or attached hereto, is approved for the event as described in this application.


Plumas County Risk Manager




Signature / Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Brigit Whitecarver	
EventInsuranceNow a division of JD Fulwiler & Co. Insurance, Inc.		PHONE (A/C, No, Ext): (503)977-5648	FAX (A/C, No): (503)977-5845
5727 SW Macadam Ave PO Box 69508 Portland		E-MAIL ADDRESS: events@eventinsurancenow.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Starr Indemnity & Liability Company	38318
INSURED		INSURER B:	
Camp Question Mark 332 Menker Avenue San Jose, CA 95128		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADD'L/SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	1000110103	05/11/2018 12:01 AM	05/15/2018 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	FIRE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000					
	MED EXP (Any one person) \$ Excluded					
	PERSONAL & ADV INJURY \$ 1,000,000					
	GENERAL AGGREGATE \$ 2,000,000					
	PRODUCTS - COMP/OP AGG \$ 2,000,000					
AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per person) \$
DED RETENTION \$						BODILY INJURY (Per accident) \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PROPERTY DAMAGE (Per accident) \$
						EACH OCCURRENCE \$
						AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder are named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period.

CERTIFICATE HOLDER

CANCELLATION

Belden Town Resort & Lodge
14785 Belden Town Rd.
Belden, CA 95915

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brigit Whitecarver



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2018

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PRODUCER	EventInsuranceNow a division of JD Fulwiler & Co. Insurance, Inc. 5727 SW Macadam Ave PO Box 89508 Portland	CONTACT NAME:	Brigit Whitescarver		
		PHONE (A/C, No, Ext):	(503)977-5648	FAX (A/C, No):	(503)977-5845
INSURED	Camp Question Mark 332 Menker Avenue San Jose, CA 95128	E-MAIL ADDRESS:	events@eventinsurancenow.com		
		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A:	Starr Indemnity & Liability Company		38318
		INSURER B:			
		INSURER C:			
		INSURER D:			
INSURER E:					
INSURER F:					

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A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	1000110103	05/11/2018 12:01 AM	05/15/2018 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	FIRE DAMAGE TO RENTED PREMISES (EA occurrence)					\$ 300,000
	MED EXP (Any one person)					\$ Excluded
	PERSONAL & ADV INJURY					\$ 1,000,000
	GENERAL AGGREGATE					\$ 2,000,000
	PRODUCTS - COMP/OP AGG					\$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						
POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
OTHER:						
AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (EA accident) \$
ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY		SCHEDULED AUTOS NON-OWNED AUTOS ONLY				BODILY INJURY (Per person) \$
UMBRELLA LIAB		<input type="checkbox"/> OCCUR				BODILY INJURY (Per accident) \$
EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE				PROPERTY DAMAGE (Per accident) \$
DED	RETENTION \$					EACH OCCURRENCE \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			AGGREGATE \$
						PER STATUTE \$
						OTHR \$
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder below are named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period.

CERTIFICATE HOLDER

CANCELLATION

Plumas Forest Service, US
Dept of Agriculture Mount
Hough Ranger District
39696 Hwy 70
Quincy, CA 95971

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brigit Whitescarver



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2018

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5727 SW Macadam Ave		FAX (A/C, No.): (503)977-5845
PO Box 69508		E-MAIL ADDRESS: events@eventinsurance.com
Portland		INSURER(S) AFFORDING COVERAGE
		NAIC #
OR 97239		INSURER A: Starr Indemnity & Liability Company 38318
INSURED		INSURER B:
Camp Question Mark		INSURER C:
332 Menker Avenue		INSURER D:
San Jose, CA 95128		INSURER E:
		INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:				
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INSR LTR	TYPE OF INSURANCE	ADD'L/SUB'R INSD	WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>	X	1000110103	05/11/2018 12:01 AM	05/15/2018 12:01 AM	EACH OCCURRENCE	\$ 1,000,000	
	FIRE DAMAGE TO RENTED PREMISES (ea occurrence)					\$ 300,000		
	MED EXP (Any one person)					\$ Excluded		
	PERSONAL & ADV INJURY					\$ 1,000,000		
	GENERAL AGGREGATE					\$ 2,000,000		
	PRODUCTS - COMP/OP AGG					\$ 2,000,000		
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC								
OTHER:								
AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/>	SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (ea accident)	\$	
						BODILY INJURY (Per person)	\$	
						BODILY INJURY (Per accident)	\$	
						PROPERTY DAMAGE (Per accident)	\$	
							\$	
UMBRELLA LIAB	OCCUR					EACH OCCURRENCE	\$	
EXCESS LIAB	CLAIMS-MADE					AGGREGATE	\$	
DED	RETENTION \$						\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTHE- R	
						E.L. EACH ACCIDENT	\$	
						E.L. DISEASE - EA EMPLOYEE	\$	
						E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder are named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period.

CERTIFICATE HOLDER

CANCELLATION

County of Plumas
1834 East Main Street
Quincy, CA 95971

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brigit Whitescarver



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2018

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PRODUCER		CONTACT NAME: Brigit Whitescarver
EventInsuranceNow a division of JD Fulwiler & Co. Insurance, Inc. 5727 SW Macadam Ave PO Box 69508 Portland		PHONE (A/C, No, Ext): (503)977-5648
		E-MAIL ADDRESS: events@eventinsurancenow.com
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Starr Indemnity & Liability Company
		NAIC # 38318
INSURED		INSURER B:
Camp Question Mark 332 Menker Avenue San Jose, CA 95128		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
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A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	1000110103	05/11/2018 12:01 AM	05/15/2018 12:01 AM	EACH OCCURRENCE	\$ 1,000,000
	FIRE DAMAGE TO RENTED PREMISES (Ex occurrence)					\$ 300,000	
	MED EXP (Any one person)					\$ Excluded	
	PERSONAL & ADV INJURY					\$ 1,000,000	
	GENERAL AGGREGATE					\$ 2,000,000	
	PRODUCTS - COMP/OP AGG					\$ 2,000,000	
	OTHER:					\$	
AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ex accident)	\$
UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per person)	\$
DED <input checked="" type="checkbox"/> RETENTION \$						BODILY INJURY (Per accident)	\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/>						PROPERTY DAMAGE (Per accident)	\$
If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTHE
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder are named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period.

CERTIFICATE HOLDER

CANCELLATION

State of California, its officers,
and employees
PO Box 496073
Redding, CA 96049

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brigit Whitescarver

b) Police Protection and Security Emissions

Describe the Police Protection and Security Plan for the proposed event to the satisfaction of the Plumas County Sheriff. Include a plan for the control and prevention of drug consumption and underage alcohol consumption.

Plumas County Sheriff: 1400 East Main Street
Quincy, CA 95971
(530) 283-6375

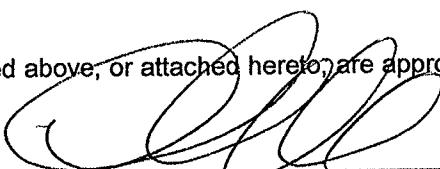
In regard to Protection and Security: Belden Security and our hired professional security team will provide the security for this event. We will have a complete professional security staffing team on staff. They are fully licensed and carry current security 'Guard Cards' (Security Card Licenses from Bureau of Security & Investigative Services). Our fully licensed professional security staff combined with Belden's internal security team, will be working together to completely secure the event & all it's attendees. All guards will be easily recognizable with distinct security uniforms and badges as well as all security staying in constant contact with radio's for immediate response. Several patrols will happen throughout. There will always be at least one patrol (2 guard team) on duty at all times during the event. There will be 24 hr. professional licensed security for the entire festival time with an extra patrol constantly available in case anything critical arises. Belden security will also be doing patrols throughout and aware of any potential issues or emergency situations.

Underage Drinking & Illegal Substance Abuse Prevention: We will not be serving any alcohol at all for this event. Belden has a bar but we don't inform the patrons of this as it is not a part of our event. We have not had any issues or emergencies in regard to alcohol at this event & we will work to keep it that way. The vast majority of our attendees are 21 years or over. The security staff will be looking for any problems and issues including underage drinking or illegal substance situations. If any of these problems are located or brought to securities attention the offenders will be evacuated from the event & premises. The security staff will inform patrons of not allowing these situations and the consequences accordingly. The Belden staff & security will also be looking out for any of these types of situations and not allowing them to occur.

County Agency Approval:

The Police Protection and Security Plans described above, or attached hereto, are approved for the event as described in this application.

Deary Carlson /wjs
Plumas County Sheriff

 2/22/18
Signature / Date

c) Emergency Preparedness Plans Emissions

Describe the Fire Protection, Evacuation Plan, and Wildfire Protection Plan for the proposed event to the satisfaction of the Plumas County Office of Emergency Services.

Plumas County Office of Emergency Services:

1400 East Main Street
Quincy, CA 95971
(530) 283-7438

Emergency Preparedness Plans:

The Belden Staff & our licensed security staff are professionally trained to respond to any emergency situations that could arise. If anything should happen they will be actively working to locate issues & implement the emergency plans necessary. They will be in constant communication with each other and then the patrons in the event of an emergency situation.

Fire Protection:

Fire Patrol will be done by Belden staff & Security officers. They will be constantly patrolling and seeking out any possible fire situations, on foot at all times during the event. Along with event staff patrolling the grounds for any situations as well.

Communication in the event of an emergency- In the event of an emergency the professional security guard staff will be staying in constant contact between each other with radio's for immediate response. These radios will also be able to contact emergency responders if necessary. Additionally event staff and Belden staff communicate on radio between each other. And Belden staff is also able to notify emergency responders through their local phone service as well, to help with contact in case of a wildfire. Also there are Belden's loud speakers, the events loud speakers and event bullhorns to be used for emergency communication if needed. Belden staff will be involved with all fire response. Additionally there will be 24 hr. professional licensed security for the entire festival time and they will be responding to any and all incidents within the event as well. All guards will be easily recognizable with distinct security uniforms and badges as well as all security staying in constant contact with Belden staff & each other.

Fire Equipment- 1 Fire engine / 2 fire hydrants / 1 sub-fire hydrant at water shed (3 nozzles) / Fire suppression units on building structures / Multiple shovels and picks (many) / Large amount of Fire Extinguishers (5 in building, many more for the entire property) / 26 fire hoses & 36 water hoses-

10-1.5 inch (100 ft ea),
8-1 inch (100 ft ea)
3-2 inch (50 ft ea)
2-3 1/2 inch (100 ft ea)

*With adapters/reducers for max. efficiency & hookups throughout the entire property

Additionally the security staff and the event staff will be supplying their own fire extinguishers & shovels to cover all other areas of the event.

Prevention of Wildfires:

All patrons of the event will be informed that there are no fires allowed. Including campfires, fire performance or open flame at all. Also that camping stoves are not allowed without a permit in accordance with USDA Forest Service regulations. Fire prevention signs will be posted at the front gate/check in area, at the main lodge/venue restaurant, at the main portable restroom area and at the entrance to the camping. Along with everywhere that the Belden property has their wildfire prevention signage posted.

Prevention of specific potential wildfire causes:

-Smoking: If it is deemed unsafe for smoking, we will establish smoking sections located in safe areas to accommodate this & inform patrons. Not to be located around any brush, dry grass or flammable materials. There will be nearby water or fire extinguishers to aid in case of emergency in these areas.

-Parking in dry grass: Cars will not be allowed to park in dry grass areas only in the designated parking areas. If there is a potential for a car to be near a dry grass area, the car will be made to cool down to an appropriate temperature before being allowed to park. Additionally we will either remove the dry brush or water down the potential parking spot area to make sure it won't be susceptible to heat or combustion.

-Campfires & Camp Stove use: To ensure neither of these are used we will inform patrons through information outlets before the event. Also they will be informed when they arrive and check in to the event. Then it will be listed in the event information handout given to everyone when they arrive. During the event, security will be patrolling the camping areas and looking for either of these being utilized and stop it immediately then informed that they can apply for a permit for them.

-Fireworks, generators portable equipment: Absolutely no fireworks or use of portable equipment (welding, cutting, chainsaw) will be allowed at the event. Attendees will be informed of this through information outlets before the event. Also they will be informed when they arrive and check in to the event. Security & Belden staff will respond to any potential situations of fireworks or portable equipment use. There are no plans to use generators for this event. If for any reason they are used, it will be in compliance with Cal. PRC 4442 & used on land that is not forest covered, brush covered or grass covered. The grounds surrounding will be cleared of all flammable material.

Evacuation Plan:

The visual evacuation plan is detailed on the attached map. Evacuation routes will be identified to the attendees through the gate staff before they are allowed to enter the event. Besides the verbal informing, the evacuation routes will be listed in the printed event guide & shown on the event diagram/map.

If our event is notified of a need for evacuation from CalFire, CHP, Sheriff's Office or Plumas County officially, all security & staff will join with Belden staff & security to begin evacuation. In the case of an immediate evacuation Belden has a loud speaker system to announce to the attendees we are at the point of evacuation to leave cars behind and just get out, if necessary. Additionally staff will sweep with bullhorns announcing evacuation.

Belden's evacuation team will be directing the non-driving people across the bridge and over to the rest area, & we will help make sure everyone is evacuated. They will wait for pickup there. Onsite vehicles will be directed to RV area to fill remaining seatbelt supplied seats to assist evacuation. They will then be directed to proceed on Highway 70 to an offsite parking area for drop off. Vehicles will return to Belden from the offsite lot to load patrons at the rest stop across Highway 70 & bridge. They will then be directed to proceed southwest on the evacuation route as directed by CalFire/CHP/Sheriff/Plumas County. Belden has stated the evacuation will be directed on highway 70 West, as emergency vehicles will be coming from Quincy.

The staff, residents, and security teams at Belden will be handling traffic control, in case of a fire or other emergency evacuations. The vehicles will be parked facing out towards the bridge when parked on property, to avoid complications with traffic making its way out as quickly and safely as possible. (*Evacuation map attached)

To be prepared for any potential emergency situations the roadways and entire evacuation routes will remain clear of any and all obstructions at all times during the event. Vehicles will be available onsite for proper evacuation. Belden staff will be in control of the evacuation plan execution & our staff/security will help with this plan as needed.

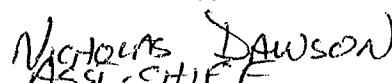
Phone contact numbers for Belden staff (For emergency evacuation or other)

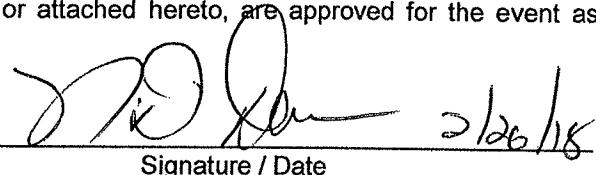
530-283-9662 bar,
530-927-9649 Rich Folen cell,
530-284-6164 home
530-519-3037 BC Cameron cell
530-927-7067 Ivan Coffman cell,
530-283-9341 Jody Coffman house,
530-816-0846 Frank Boswell

Evacuation Route Identification- (*See attached evacuation map)

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.


4/ Director, Plumas County OES


Signature / Date

Camping Overflow

(w/ temporary lighting-
low wattage white led lights
& porto toilets)

Parking

evening
stage
*(w/temp. led
lighting) decorative
speakers ^

Parking

X

Parking

Emergency
Communications
Toilets

Parking

GATE
Traffic
Control
Turn Around
Area
Off Main
Rd

Waste
Dumpster

Toilets (porto)

Parking

lodge/
restaurant
(toilets)

Drinking
Water
Faucet

evening
stage
*(w/temp. led
lighting) deco.
speakers ^

Medical Facilities Area

Access Road In/Out Town

Camping

(w/ temporary lighting
low wattage white led lights)

Feather
River

Belden Town

(● = Solid Waste Receptacle)

Temporary stage light
power usage
Spots qty 10 = 67 a
Parcans qty 20 = 3 a
Qty 3 - 10 watt RGB projectors
Qty 2 - 4 watt RGB projectors

→ = EVACUATION
ROUTE

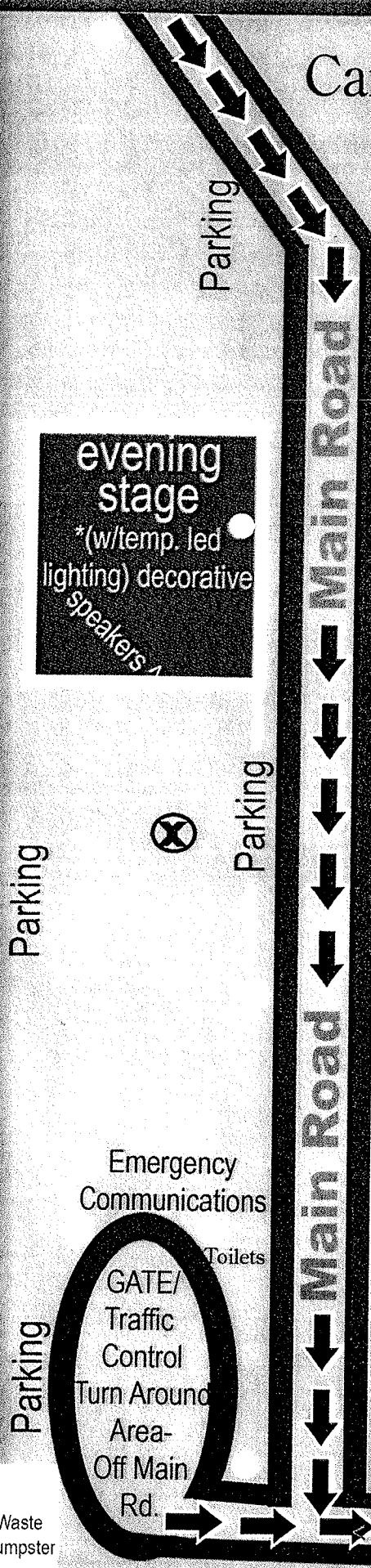
X = FIRE HYDRANT

○ = ADDITIONAL WATER
SOURCE

daytime
only
stage
speakers >

Camping Overflow

(w/temporary lighting-
low wattage white led lights
& porto toilets)



Parking
Main Road

evening stage
*(w/temp. led lighting) decorative speakers

lodge/
restaurant
(toilets)

Drinking
Water
Faucet

evening stage
*(w/temp. led lighting) deco. speakers ^

Medical Facilities Area

Access Road In/Out Town

Camping

(w/temporary lighting-
low wattage white led lights)

Feather
River

Belden Town

(= Solid Waste Receptacle)

*temporary stage light
power usage-
Spots qty. 10 = .7a
Parcans qty. 20 = .3 a
Qty. 3 - 10 watt rgb projectors
Qty. 2 - 4 watt rgb projectors

→ = EVACUATION
ROUTE

✗ = FIRE HYDRANT

○ = ADDITIONAL WATER
SOURCE

daytime
only
stage
speakers >

Emissions

a) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans

Describe water supply and sanitation facility plans, provisions for food handling and the solid waste clean-up and recycling plans for the proposed event to the satisfaction of the Plumas County Department of Environmental Health.

Plumas County Department of Environmental Health

270 County Hospital Rd. Ste. 127
Quincy, CA 95971
(530) 283-6355

For Water Supply:

Belden has two full permitted water sources available. Additionally Belden will be selling bottled water in their store for all patrons of the event. Included on the property there is an onsite fresh water fountain available for free to all attendees. There will be flyers passed out, staff informing people & signs posted reminding everyone to stay hydrated. Along with staff telling people to bring plenty of water to the event beforehand.

Food Provisions:

Belden's onsite restaurant, with water & refreshments, will be open every day from 7am until 10 pm. Belden's kitchen is set up to sanitarily handle & prepare food in regulation with the Plumas County Health Department. All food served will be in compliance with any and all health codes required. Plus the onsite Belden general store that will be fully stocked with water & food for the duration of the event, before and after. If any food booths are included in the event they will all be permitted through Plumas County Environmental Health and all organized by our event's food vendor coordinator, Michelle Hack. The food vendor coordinator will contact the Environmental Health Department no later than 4 weeks before the event date to coordinate all food sanitation issues. All food booths will be required to operate in full compliance with all county health regulations.

For Sanitation Facilities:

We will again be using Plumas Sanitation out of Portola (a Plumas County permitted vendor). They will bring a minimum of 48 portable toilets and 4 wash stations. The portable restrooms will be placed conveniently within the event with a minimum of 2 located at the offsite parking area along with a waste dumpster. All portable toilets will be contracted to be cleaned out at least one time per day. Also serviced and maintained daily in a sanitary manner. Additionally, Belden has permanent onsite bathrooms in the lodge, two outdoor bathrooms, many hotel room bathrooms, plus ten cabins all with bathrooms.

For Waste & Recycling:

We have an extensive trash plan & crew that have been in place for all the past events. We are a 'Leave No Trace' team and try to tell our patrons to do so as well. But to make sure everything is taken care of no matter what we handle any and all waste. To oversee the recycling for the event we hire a professional 'Zero Waste' Recycling team. We will have recycling/trash stations set up at various areas around the event that will be maintained multiple times every day of the event by the recycling team & also event staff to prevent odors, leakage and overflow. We will have our extremely thorough cleanup crew, along with the recycling staff & the Belden Staff that will all work together to clean the entire site (including the camping area) during and after the event for as long as it takes to be completely cleared of all debris with all materials properly processed, bagged and removed from the property. Also we will be renting the appropriate number of dumpsters from Feather River Disposal for debris/trash removal to keep the waste contained and serviced to prevent odors, leakage overflow or flies & rodents. At least one in the event area & the other in the offsite parking area. Along with our 'zero waste' recycling staff removing all recyclable material within 48 hours of the event close to a proper nearby waste facility. They will be fully supplied with all materials needed to maintain and control the recycling in a sanitary manner to prevent odor, leakage and access for rodents or other animals. Any unsorted material left over after that allotted time period will be properly bagged accordingly and placed in the bins provided by the solid waste franchisee [Feather River Disposal] for disposal. Each year we are more and more dedicated to leaving the area cleaner than before we arrive.

County Agency Approval:

The plans described above, or attached hereto, are approved for the event as described in this application.

Gerald Sipe

Digitally signed by Gerald Sipe
Date: 2018.03.08 09:45:46 -08'00'

Plumas County Environmental Health

Signature / Date

NOTE All food vendors will be required to bring a portable 50 gallon waste water transfer tank for waste water transfer. And our vendor coordinator will verify with all the food vendors to make sure all are covered for usage & informed of the newly established process for waste water dumping.

Upon arrival, all food vendors will be shown where to dump their waste water onsite, and go through the proper dumping process with them.

Food vendors will use their portable 50 gallon transfer tanks to collect their grey water for the duration of the event.

They will then take their tanks to Belden Town's established septic dumping area in the RV site section for proper disposal of any dumping needs.

Food vendors will transfer their waste water in the correct manner for waste water containment.

They will be informed that under no circumstances are they to be dumping any waste water anywhere but the established septic dumping area.

All food vendors will be checked on periodically throughout the event by the vendor coordinator & assistants.

Camping Overflow

(w/MORE trash/recycling containers
& porto toilets)

Parking

Toilets (porto)

Main Road

evening
stage
*(w/temp. led
lighting) decorative
speakers ^

Parking

Parking

W

Emergency
Communications

Parking

Waste
Dumpster

GATE/
Traffic
Control
Turn Around
Area-
Off Main
Rd.

Toilets
Drinking
Water
Faucet

lodge/
restaurant
(toilets)

Toilets (porto's main)

V
V
V
V

evening
stage
*(w/temp. led
lighting) deco.
speakers ^

< Access Road In/Out Town >

Medical Facilities Area

daytime
only
stage
speakers >

Camping

(w/temporary lighting-
low wattage white led lights)

Feather River

Belden Town

= Solid Waste Receptacle



= Waste
Dumpster

W = Outdoor Water Source

e) **Medical Facilities & Services** **Emissions**

May 11th through May 14, 2018

Describe the medical facilities and services, including access for ambulances and paramedics or emergency medical technicians for the proposed event to the satisfaction of the Plumas County Health Officer.

Plumas County Public Health Agency

270 County Hospital Rd, Ste. 206
Quincy, CA 95971
(530) 283-6330

For Medical Facilities & Services:

This event will have fully licensed medical staff onsite for the duration of the entire event and available 24/7. For the past 9 years Emissions has never had a serious medical situation arise. Of the minimal amount of medical issues at all, there has only been one needing ambulance assistance. And that was more than was needed, just precautionary. We are committed to keeping it safe and minimizing any possibility of medical issues.

We will hire at least 2 California licensed EMS medical technicians (min 1 EMT-P & 1 EMT-B) from the local hospital along with technicians within our hired security team, to operate the medical operations for the event onsite 24/7. They will communicate through the professional radio system used by security and the medical staff, and have contact with 911 if necessary. Besides their cellular phones as backup, there is also an in-house land line phone at Belden to reach 911 or emergency services if radio is not available for any reason.

The clearly labeled medical tent will be set up at the Facilities and Services area; i.e- Belden's old garage area (less than 50 ft. from the bridge), and easily accessible to all patrons. The medical area will have a 24 hr. medical staff available at all times. Also security, Belden staff & event staff will be constantly patrolling and seeking out any possible medical situations, on foot patrol at all times. There will be a vehicle made available for any medical emergencies needing transportation or transporting of medical supplies.

The medical team & area will be stocked with all necessary medical supplies for this event, & kept readily available for possible situations. This will also include an Automated External Defibrillator (AED) with a person certified in its use, an adult BVM (bag-valve-mask) device, availability of oxygen & nasal canula, epinephrine for IM use (EpiPen), & Naloxone for IM/IN use (available OTC) & basic airway, splinting, & immobilization devices onsite 24/7.

The medical staff will fill out the ICS Form 206 Medical Plan no later than 2 weeks prior to event date.

For Emergency Access:

The main road through Belden will provide access for ambulances and paramedics or emergency medical technicians throughout the entire length of the property. It will never be blocked or unable to be used. There is a nearby (or onsite) tow truck if needed to remove blockage A.S.A.P. Also our licensed professional security staff is trained in assisting medical emergency situations & will always be helping with any medical issues or emergency access needs at any time during the event.

We also have an extensive evacuation plan if an emergency situation comes up. *Please see 'Evacuation Plan' section of this permit application.

Some Additional Medical Emergency Related Info:

Along with the hired professional medical technicians, our security staff have members with medical certification & CPR certification to assist and provide more medical aid. Also on our event staff we have at least one certified nurse with extensive emergency medical training. We have also had 2 staff members that are certified EMT's working as event staff but still available to assist in case needed.

The Belden Staff & our licensed security staff are professionally trained to respond to any emergency situations that could arise. If anything should happen they will be actively working to locate issues & implement the emergency plans necessary. They will be in constant communication with each other and then the patrons in the event of an emergency situation. They will be easily identifiable and patrolling at all times during the event.

We inform attendees of possible dangers and safety measures before the event and onsite in the program or when checking in.

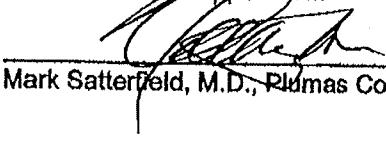
No alcohol will be sold or distributed by event staff or any vendors at the event, to any patrons.

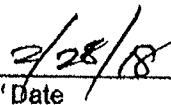
All patrons of the event will be informed that there are no fires allowed. Including campfires, fire performance or open flame at all. Also that camping stoves are not allowed without a permit in accordance with USDA Forest Service regulations. Fire prevention signs will be posted at the front gate/check in area, at the main lodge/venue restaurant, at the main portable restroom area and at the entrance to the camping. Along with everywhere that the Belden property has their wildfire prevention signage posted. For more on fire prevention and safety measures please see the 'Emergency Preparedness & Fire Protection' section of this permit application.

Belden's trained and established staff will handle all responsibility for maintaining safety, etc. within their lodge (restaurant/bar) for all visitors, patrons, especially non-ticket holders including hikers from along the Pacific Crest Trail.

County Agency Approval:

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.


Mark Satterfield, M.D., Plumas County Health Officer


Date

f) **Parking plan** **Emissions**

Describe the parking plan for the proposed event to the satisfaction of the Plumas County Planning Department.

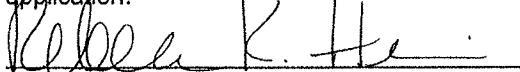
Plumas County Planning Department

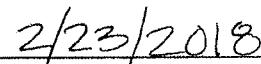
555 Main Street
Quincy, CA 95971
(530) 283-7011

The parking plan is as follows: We will have a well established parking crew to handle all parking and incoming traffic. Our parking crew will coordinate the parking on the property very strictly and in accordance with the county, venue & US Forest Service parking rules & regulations. There will be 80 limited parking passes used by staff, performers or selected patrons. No vehicles will be allowed to stop on the road at all. Including but not limited to, the highway, the bridge & the main road through Belden. All vehicles will be pulled into our well organized and staffed turn around area or in the previously specified onsite parking areas allotted by Belden and completely off of the road. Absolutely all other vehicles will be parked offsite at the nearby local 'Jack's Place' parking area staffed with at least one parking attendant at all times. We will provide large ample lighting for this area as well as power for parking staff, attendants etc. Then patrons will be shuttled to the festival site by a professional licensed shuttle service. We will be pulling permits through CalTrans again, to ensure proper authorization to place signage along the highway correctly & in accordance with all county regulations. This permit application can be verified through Fred Chaffin (530) 225-3121, Traci Walker (530) 225-3400 or Carla Shuman (530) 225-3400 . We will also place a dumpster and 2 porta-potties at the parking area for complete sanitation coverage of every area included in the event.

County Agency Approval:

The parking plan described above, or attached hereto, is approved for the event as described in this application.


Plumas County Planning Department

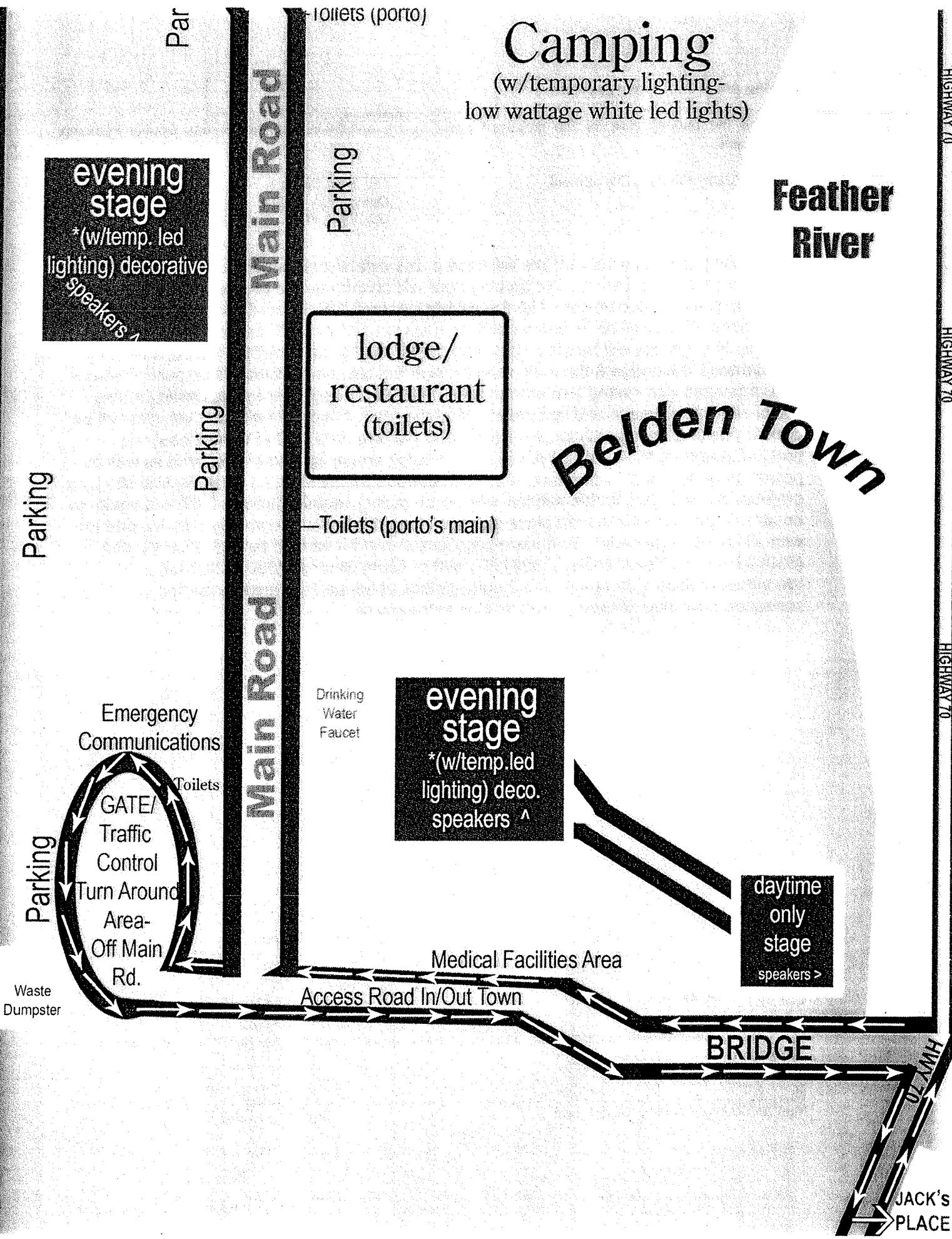

Signature / Date

Camping

(w/temporary lighting-
low wattage white led lights)

**Feather
River**

Belden Town



g) Traffic Control Plan Emissions

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works

1834 E. Main Street
Quincy, CA 95971
(530) 283-6268

On Site Traffic Control:

•Prior To Event Opening-

-Belden staff will acquire & post the necessary "special event" signs all along the road, (subject to Caltrans approval) informing attendees & passing traffic to slow down for the event and advising attendees that check will occur at the "Jacks Place" parking area.

-Event staff will mark off & set up our parking processing area with traffic blockades, lanes & safety cones. This well organized area has proven to be extremely effective at controlling all the traffic coming in & out of the area, even at the busiest of times. There are multiple back up options for regulating the flow of traffic through it.

-Lighting & staff will be set up in the offsite parking area known as 'Jack's Place'. We will also place a dumpster and 2 portable restrooms at the overflow parking area for complete coverage of the area.

•Upon Patron Arrival Or During Event-

-Due to construction of the Yellow Creek Bridge and the proposed 3-way traffic control for this construction activity, festival participants must check in at the parking area by Jacks Place where they will be shuttled back to Belden with their equipment and gear. Applicant will reach out to ticket holders advising them of this change. This does not apply to the vendors, staff or artists. Applicants will coordinate with Fred Chaffin, Caltrans Encroachment Permit Inspector to place signage along eastbound SR 70 near the entrance to Belden advising participants that Check-in will occur at the Jack Place parking area. A similar sign will be placed near the Jacks Place parking area for westbound traffic.

-We will have staff and security helping to control the traffic diligently, especially at the busiest times of the event & during the most congested road traffic times.

-We have created an extremely efficient process to remove all incoming traffic from the roads as quick as possible. This well organized 'pull-in' gate process allows for multiple vehicles to be pulled off of the roads and to be processed through quickly & efficiently. We work hard to keep vehicles off the roads and not to allow traffic congestion in any form.

-No vehicles will be allowed to stop on the roads for any reason. Staff members inform them when to proceed.

-If a car is left unattended that needs to be moved we check our list for contact info. If that is not possible we locate the driver by bullhorn until it is moved.

-Absolutely all other vehicles will be parked offsite at the nearby local 'Jack's Place' parking area located just East of the Belden property.

-The overflow parking area will be staffed with at least one parking attendant at all times.

-We will provide large ample lighting for this area as well as power for parking staff, attendants etc.

-Then patrons will be shuttled to the festival site by a professional licensed shuttle service.

•More detail in regard to onsite vehicle traffic:

The main road will be very limited and kept to a necessary need only basis. We park or move the vehicles through quickly and keep the main road clear for the duration of the event. Belden staff will also help to stay on top of these areas as strictly as possible. If any situations arise there is a nearby (or onsite) tow truck that will move the vehicles extremely quick so as not to have any issues caused by vehicles or traffic. First we will try to let them know we need the vehicle to be moved by talking to them or leaving a request at the vehicle. If not moved accordingly, we locate the driver by bullhorn until it is moved. If still not located we will tow the vehicle to a proper area. We have never had to tow a vehicle so far in the 3 years at Belden. All issues have been easily resolved. But we reserve this action in case it is needed or for an emergency.

County Agency Approval:

The traffic control plan as described above, or attached hereto, is approved for the event as described in this application.


Plumas County Department of Public Works


3-26-18

Signature / Date

PLUMAS COUNTY ENCROACHMENT PERMIT NO. _____

Under P.C.C., Section 4-3.302. **ENCROACHMENT PERMITS**

ISSUE _____

Plumas County Department of Public Works

FINAL _____

1834 E. Main Street Quincy, CA 95971

Telephone (530) 283-6268 Fax (530) 283-6323

Owner: Brian Saccomano

Mailing Address: Same

San Jose, Ca. 95128

Telephone: () _____ **Fax:** () 24/7

Contractor: _____

Mailing Address: Belden Town Resort and Lodge 14785 Belden Town Road Belden, Ca. 95915

Telephone: () _____ **Fax:** () _____

Site Address: 14785 Belden Town Rd, Belden, Ca. 95915 **APN:** _____

Construction/ Event Dates: **Start:** May 11 **Finish:** May 14

Description of Work or Event:

~~We will be placing 'Special Event' signs along Hwy 70 from post mile 13.4 to post mile 15.1~~

~~Then we will be posting 'No Parking' signs every 100 feet from the Belden Town bridge and then in both directions to the East & to the West along Hwy 70~~

~~There will not be any stopping allowed or planned along the highway or the bridge into town~~

An **ENCROACHMENT PERMIT** is hereby granted to the undersigned **PERMITTEE** for the placement of a encroachment within a County highway as described above providing the following conditions are satisfied:

1. **PERMITTEE** agrees to move or remove this improvement at their expense if required by future improvements within the county right-of-way, and to provide all future maintenance for any and all improvements constructed under this Permit. **PERMITTEE** guarantees all work accomplished under this Permit for a period of one year from the date of final inspection.

2. **PERMITTEE** agrees to provide construction signs and flaggers, barricades and flashers as required, and to notify the Department of Public Works for inspection of same prior to beginning of construction. No lanes will be closed or detours established without the consent of the Department of Public Works.

3. Utility trenches shall be constructed to Plumas County Standard Plans. No open trenches will be allowed after sunset or over weekends or holidays. Temporary steel plates may be allowed with approved ramps, signage and flashing lights/barricades.

4. Utility poles shall be placed a minimum of 10' from the edge of pavement, unless an exception is granted. All pole and anchor locations shall be field-reviewed by Plumas County prior to construction.

5. **PERMITTEE** shall notify the Department of Public Works no less than 24 hours prior to beginning work if starting date is different than shown above. Call your district foreman (see attachment) no less than 24 hours in advance for inspection. If no answer, call (530) 283-6268 or stop by Public Works at 1834 East Main Street in Quincy.

6. Permit applications for public events, races or tours shall be accompanied by letters of notification from both the Plumas County Sheriff's Office and the California Highway Patrol (obtained by **PERMITTEE**). No traffic control or lane closures will be permitted without prior approval. A Certificate of Insurance for not less than \$1 million dollars, naming Plumas County as co-insured shall also accompany the application, along with a map showing the route or location of the public event, race or tour. **No objects or liquids may be thrown or discharged onto or from the County right-of-way during a permitted public event.**

7. **LIABILITIES FOR DAMAGES:** The **PERMITTEE** is responsible for all liability for personal injury or property damage which may occur through work herein permitted, and in the event any claim is made against the County of Plumas or any department, officer or employee thereof, through, by reason of, or in connection with such work or activity, **PERMITTEE** shall defend, indemnify and hold them and each of them harmless from such claim.

8. Unless a determination is made for a "no-fee" permit (i.e. public utility-sponsored projects or public events), **PERMITTEE** agrees to pay a fee for administration and inspection of this Permit, and provide a Performance Bond (if required), which will be fully refunded upon satisfactory completion of the work. The **PERMITTEE** understands and agrees that, if the work is not completed to the satisfaction of the County, the Performance Bond shall be forfeited and the Permit shall be voided. Any unsatisfactory work within County right-of-way may be removed at the County's discretion and the charges therefor billed to the **PERMITTEE**. Administrative fees are not refundable, even if no work takes place. The **PERMITTEE** also understands and agrees that, should additional inspections be necessary due to non-compliance with the terms of this Permit or because of variance from Plumas County Standards or contract plans, the **PERMITTEE** shall be billed for such additional inspection time at the County inspector's reimbursable rate, including travel time. Permits that expire prior to the completion of work may be extended for additional 1 year period(s) by written request. Extensions will not be given beyond 5 years of the first date of expiration of the permit. *Bonds may be returned, but fees for permits that expire or are cancelled shall be forfeited to the County of Plumas.*

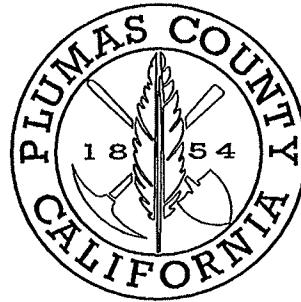
9. Fee: \$ _____ Performance Bond: \$ _____ Hourly Inspection Rate: \$ _____

Bond Refund to: _____

10. **CALL BEFORE YOU DIG!** You must mark out your work area in white paint and include the letters "USA", and call USA North at 1 (800) 227-2600 at least 48 hours prior to beginning any excavation.

11. This Permit shall become null and void after _____ . This Permit extended to: _____

IMPORTANT NOTE: PERMITTEE is responsible for all clean-up and storm water & erosion control that may be required in connection with the work done under this permit.



This Permit shall not be effective for any purpose unless and until the above-named **PERMITTEE** agrees to these conditions. This Permit is revocable at any time if the above conditions are not met.

The **PERMITTEE** has read and understands **PERMIT APPROVAL** **BOND RELEASE**
the requirements of this Permit.

Brian Saccamano _____ By: _____ By: _____
Name (Please print) _____
Signature _____ Title: _____ Title: _____
Date: _____ Date: _____

Plumas County Department of Public Works District Contacts:

Beckwourth (Sierra Valley, Delleker)	832-5232
Graeagle (Mohawk Valley, Johnsville)	836-0382
LaPorte (Little Grass Valley)	675-2781
Quincy (American Valley, Canyon)	283-6268
Greenville (Indian Valley)	284-7921
Chester (Lake Almanor)	258-2926



< Special Event Signs (From Post Mile 13.4)

Special Event Signs (To Post Mile 15.1) >

< Highway 70 >

< 'No Parking' Signs every 100 feet in both directions (East & West) >

(Sketch/Attach Plans)

INSPECTIONS:

<u>Type</u>	<u>Date</u>	<u>Inspector</u>	<u>What we're looking for</u>
Preliminary	_____	_____	Does the proposed encroachment match the description provided in the application?
Safety	_____	_____	Are required flaggers, signs and barricades in place?
Final	_____	_____	Does the encroachment comply with the description, plans and Standard Details? Is clean-up work complete?

Inspection Notes:

i) **Transient Occupancy Taxes Emissions**

If it is proposed or expected that spectators or participants will remain overnight, include provisions for the collection of transient occupancy taxes in accordance with Chapter 4 of Title 3 of the Plumas County Code to the satisfaction of the Plumas County Tax Collector.

Plumas County Tax Collector

520 Main Street, Room 203
Quincy, CA 95971
(530) 283-6260

For the 'Transient Occupancy Tax': The Transient Occupancy Tax for camping is included in the ticket price. Our event pays these taxes to Belden beforehand in its venue fees to us. We then pass along the cost of campground directly to the patrons, with no markup. Belden will handle the delivery of taxes for the campground to the County Tax Collector.

We will handle the TOT taxes on any hotel rooms or cabins that we choose to rent out ourselves. And then pay them to the county tax collector prior to the event within the required time period. *Please reference county TOT form filled out by event producers for detail.

County Agency Approval:

The provisions for collecting transient occupancy taxes as described above, or attached hereto, are approved for the event as described in this application.

Plumas County Tax Collector

Mark Graham 3/15/18
Signature / Date

COUNTY TREASURER & TAX COLLECTOR
P.O. BOX 176, QUINCY, CALIFORNIA 95971 (530)283-6260



REGISTRATION FORM

UNIFORM TRANSIENT OCCUPANCY TAX
ORDINANCE NO. 544
COUNTY OF PLUMAS, STATE OF CALIFORNIA

For Office Use Only:

Issue Date: _____

Eff. Date: _____

Location: _____

Type: _____

DATE 2-23-18

CERT. # 2191

(To be assigned by Tax Collector)

TO: PLUMAS COUNTY TAX COLLECTOR
P.O. BOX 176
QUINCY, CA. 95971

1. OWNER OF BUSINESS Michelle Hack

OWNER'S MAILING ADDRESS 332 Menker Ave. San Jose, Ca. 95128

OWNER'S TELEPHONE NUMBER (408) 295-9891

2. NAME OF BUSINESS ESTABLISHMENT Camp Question Mark

MAILING ADDRESS OF BUSINESS ESTABLISHMENT Same as above

TELEPHONE NUMBER OF BUSINESS ESTABLISHMENT (408) 295-9891

3. NAME OF OPERATOR _____

(If different from owner-Caution: Please read Ordinance No. 544, Plumas County Code for
clarification of Operator's of Operator's responsibilities).

OPERATOR'S TITLE _____

RESIDENCE ADDRESS OF OPERATOR _____

RESIDENCE TELEPHONE OF OPERATOR _____

4. NAME OF RENTAL MANAGER _____

(If different from operator)

5. WHO WILL BE RESPONSIBLE FOR FILING TRANSIENT OCCUPANCY TAX RETURN?

Michelle Hack

SEE REVERSE SIDE-ALL INFORMATION REQUESTED ON BOTH SIDES OF
THIS FORM MUST BE PROVIDED.

14785 Belden Town Rd. Belden, Ca. 95915

FIRST DATE YOU RENTED THIS UNIT ON A 30 DAY OR LESS BASIS

May 16 2013

TYPE OF ORGANIZATION: INDIVIDUAL PARTNERSHIP CORP.

NAMES OF PARTNERS OR CORPORATION OFFICERS:

Michelle Hack	Owner	332 Menker Ave. San Jose, Ca. 95128
(name)	(title)	(address)
Brian Saccomano	Owner	332 Menker Ave. San Jose, Ca. 95128
(name)	(title)	(address)
David Winans	Partner	7156 Marlborough Terrace, Berkeley CA. 94705
(name)	(title)	(address)

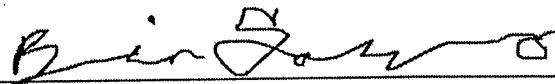
0. NUMBER OF OCCUPANCY UNITS:

100	@	\$ 10.00	750	@	\$ 10.00	_____	@	\$ _____
7	@	\$ 800.00	_____	@	\$ _____	_____	@	\$ _____
6	@	\$ 450.00	_____	@	\$ _____	_____	@	\$ _____

1. IF YOU OWNED OR OPERATED THIS RENTAL FOR TWO OR MORE YEARS, PLEASE COMPLETE THE FOLLOWING TO THE BEST OF YOUR ABILITY.

PERCENTAGE OF OCCUPANCY (FROM EXPERIENCE)	75%
PERCENTAGE OF OCCUPANCY 30 DAYS OR LESS	100%
PERCENTAGE OF OCCUPANCY 31 DAYS OR MORE	none
TOTAL PERCENTAGE OF OCCUPANCY	75%

DATED: 2-23-18

SIGNATURE: 

TITLE: owner/partner



PLUMAS COUNTY BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5

MEMORANDUM

DATE: April 3, 2018
TO: Board Members
FROM: Nancy DaForno, Clerk
SUBJECT: PLUMAS COUNTY BOARDS, COMMISSIONS & COMMITTEES

On February 13, 2018, the Board appointed and re-appointed members to Plumas County Boards, Commissions and Committees. At that time, the Board directed staff to review bylaws, etc. of various committees and commissions to confirm that they are no longer active and may be dissolved.

I have reviewed the Plumas County Commission on Aging, and the Cannabis Working Group and have determined that the two may be dissolved by the Board.

Commission on Aging

The Commission on Aging has not met since 2013. I have attached the most recent Bylaws of the Commission on Aging; and a letter dated November 13, 2012 regarding a plan to de-centralize the Commission.

Cannabis Working Group

The Cannabis Working Group members were appointed by the Board of Supervisors in 2017 to develop an Ordinance regarding cannabis cultivation in Plumas County.

A special meeting of the Board of Supervisors was held on October 24, 2017. Following a public hearing, the Board of Supervisors adopted an ordinance imposing a temporary moratorium on cannabis cultivation in Plumas County; and the matter was referred to the Plumas County Planning Commission.

Therefore, it is recommended that the Board of Supervisors take action to dissolve the Plumas County Commission on Aging and the Cannabis Working Group.

Plumas County Commission on Aging
270 County Hospital Road
Quincy, CA. 95971

Nov. 13, 2012

Plumas County Board of Supervisors
520 Main St.
Quincy, CA. 95971

Dear Board Members,

At the meeting of the Plumas County Commission on Aging on Nov. 8th, 2012 a plan to de-centralize the Commission was agreed to. The decision is motivated by the increasing difficulty of getting representation from each of our Districts at any one meeting. It will also eliminate the time and cost of travel to our far-flung districts.

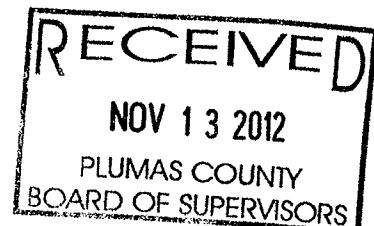
DECENTRALIZATION PLAN:

1. Instead of the Commission holding five meetings a year – i.e. one in each District - the emphasis will be on increasing communication between seniors within each District.
2. *We also hope that this plan will bring the local Supervisor in closer contact with the seniors in their area.*
3. The Commission will hold a “Senior Summit” once a year .
4. As the Chair of the Board I have agreed to maintain contact with the Aging Commission spokespersons in each District and with the Board of Supervisors.
5. This will be a one-year pilot program.

We were fortunate that Supervisor Lori Simpson attended and participated in our discussion. She will be able to answer any questions or concerns you may have.

Sincerely,

Nancy Lund



PLUMAS COUNTY COMMISSION ON AGING

BY-LAWS

I. Purpose

In the spirit of the Older Americans Act we accept the responsibility of advising and counseling the Plumas County Board of Supervisors on all matters concerning the needs of older persons.

- A. The Commission shall continually assist in evaluating the Area Plan of PSA 3
- B. The Commission shall coordinate and offer assistance to other organizations and agencies in service to the elderly.
- C. The Commission shall seek out services and opportunities not otherwise being provided for seniors in our area.
- D. The Commission is non-partisan and does not support candidates but may advocate for legislation, policies and programs pertinent to senior issues.

II. Membership

- A. The membership of the Commission shall be composed of twenty members:
15 nominated members: 3 from each of the Supervisorial Districts – Chester/Lake Almanor; Indian Valley; Quincy/Meadow/Valley/Canyon; Mohawk Valley; Portola /Sierra Valley (plus 1 alternate from each area) and 5 appointed members: 1 member appointed by each of the 5 County Supervisors from his/her district.
- B. There is no age requirement but it is recommended that at least 60% of the members be 60 years of age or older.

III. Terms of Office

- A. Members shall serve for a term of two years. There are no term limits
- B. Appointed members shall serve at the pleasure of the Supervisor.

IV. Nominations

- A. Nominations for the Commission shall take place in June of even numbered years

B. The completion date for the nominations shall be set by the Commission at its April meeting of even numbered years

C. Nominations for members and alternates shall originate in each of the five Supervisorial Districts, with ample publicity and notice.

D. If more than 3 members and one alternate are nominated in a District, an election shall take place in that District by secret ballot.

V. Officers

- A. Election of officers shall take place at the July meeting of even numbered years.
- B. Officers shall be Chair and five Vice-Chairs (one from each District) and Secretary.
- C. Term of office shall be for two years.

VI. Meetings

- A. The Commission shall meet five times a year: March, May, July, September and November, alternating between the give communities.
- B. Meetings shall be on the second Thursday of the month, unless another date has been agreed upon.
- C. Special meetings may be called by the Chair in consultation with the Vice-Chairs or at the request of a member of the Board of Supervisors.

VII. Amendments

It is recommended that these By-laws be regularly reviewed.

- A. By-laws may be amended by a majority of members at a meeting at which a quorum of eleven members is present and every District is represented.
- B. Amendments shall be presented in writing at a regular meeting. Maker(s) of the amendment can call for a discussion, which shall be allowed by a majority vote, Both pros and cons (if any) shall be heard.
- C. Copies of the proposed amendment(s) shall be mailed out with the agenda for the next meeting, at which time the amendment(s) shall be voted on.

Adopted, as amended, at a regular meeting on October 9, 2003

Further amended at a regular meeting September 10, 2009



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



Erin Metcalf
Chief Probation Officer

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

DATE: April 3, 2018
TO: Honorable Board of Supervisors
FROM: Erin Metcalf, Chief Probation Officer
SUBJECT: Plumas County Community Corrections Partnership Executive Committee -
New member appointment recommendation.

Recommendation

The Plumas County Community Corrections Partnership (CCP) Executive Committee respectfully recommends that Contract Public Defender, Mr. Bill Abramson, be appointed to the Executive Committee in lieu of Mr. Prouty's resignation from the committee.

Background and Discussion

Mr. Prouty resigned from his position as a Contract Public Defender due to his appointment to Superior Court Judge, therefore vacating his position on the CCP Executive Committee. Mr. Bill Abramson is currently a Contract Public Defender and, therefore, eligible for appointment to the CCP Executive Committee.

At the CCP Executive Committee meeting on March 21, 2018, the committee voted unanimously to approve the appointment of Mr. Bill Abramson to the CCP Executive Committee, therefore, the CCP Executive Committee respectfully recommends the Board of Supervisors appoint Mr. Bill Abramson as a member of the Community Corrections Partnership Executive Committee.