

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

9:00 A.M. - COMMUNITY DEVELOPMENT COMMISSION

**AGENDA FOR REGULAR MEETING OF SEPTEMBER 18, 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) SHERIFF

Receive and file the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code §4025 for FY 2017-2018

B) SOCIAL SERVICES

- 1) Authorize Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Program Manager position, created by promotion
- 2) Approve and authorize the Director of Social Services to sign all documents related to the donation of five (5) vehicles to the Quincy Fire Department to be used for training purposes
- 3) Approve and authorize the Director of Social Services to sign Training Services Agreement, not to exceed \$15,300, between County of Plumas and University of California, Davis for professional training services, Child Welfare Services staff; and authorize an extension of the agreement for an additional twelve-month period following the conclusion of the current term, and subject to availability of funding; approved as to form by County Counsel

C) ENGINEERING

Solid Waste Division: Approve and authorize the Chair to sign Professional Services Agreement, not to exceed \$18,315, between County of Plumas and Vestra Resources, Inc. to perform gas monitoring compliance, sampling and reporting for Chester Landfill; approved as to form by County Counsel

D) BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to sign FY 2018-2019 Service Agreement, not to exceed \$476,400, between County of Plumas and Environmental Alternatives to provide mental health services and support; approved as to form by County Counsel
- 2) Adopt the Mental Health Services Act (MHSA) Reversion Plan Update to the current MSHA Program and Expenditure Plan, FY 2017-2020, as required by AB 114, and authorize the Behavioral Health Department to submit the Plan Update to the California Department of Healthcare Services

E) FACILITY SERVICES

- 1) Approve and authorize the Chair to sign Repair-Construction Agreement, not to exceed \$25,618, between County of Plumas and Skyline Home Improvements for roof repair of the County Courthouse; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign contract, not to exceed \$58,800, between County of Plumas and Bob's Janitorial Service for Courthouse Annex janitorial services; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign contract, not to exceed \$27,663, between County of Plumas and KJ's Cleaning Service for janitorial services in District 3; approved as to form by County Counsel

F) PUBLIC WORKS

Approve and authorize the Chair to sign Professional Services Agreement, not to exceed \$450,000, between County of Plumas and Stantec Services, Inc. for On-Call Environmental/CEQA & NEPA Services for miscellaneous Public Works and Road improvement projects; approved as to form by County Counsel

2. DEPARTMENTAL MATTERS

A) AUDITOR/CONTROLLER – Roberta Allen

Adopt **RESOLUTION** Adopting the Basic Tax Rate for Plumas County and the Rates for the Plumas Unified School District and the Plumas District Hospital Bonds for Fiscal Year 2018/19. **Roll call vote**

3. BOARD OF SUPERVISORS

- A. Approve and authorize the Chair to sign response to the FY 2017-2018 Grand Jury Report; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. FY 2018-2019 Plumas County Budget:
 - 1) Report and update by Susan Scarlett, Budget Consultant on the FY 2018-2019 Budget; discussion and possible action regarding various county departments and programs
 - 2) **CONTINUED PUBLIC HEARING:** The Plumas County Board of Supervisors will continue its hearing on the FY 2018-2019 County Budget
 - 3) Adopt **RESOLUTION** adopting the Final Budget for Plumas County and the Dependent Special Districts Therein for Fiscal Year 2018-2019, in Accordance with Government Code §29092, and other Budgetary Administrative Controls in Accordance with §29092. **Roll call vote**

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- C. 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, October 2, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California



GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services


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

1A

Memorandum

DATE: September 4, 2018

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of September 18, 2018

Recommended Action:

Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2017-2018.

Background and Discussion:

The Sheriff's Office is responsible for managing the IWF Program. The Sheriff is officially responsible for the oversight of this fund. Programs qualifying as inmate programs are those that provide direct benefit to the inmates as deemed appropriate by the Sheriff. The costs associated with providing these programs are funded by the IWF. Penal Code Section 4025 requires the annual report to be presented to the Board of Supervisors each year.

This is an informational item only as required by law.

**Plumas County Sheriff Inmate Welfare Fund
Annual Report Summary**

**Statement of Revenues, Expenditures and and changes in Fund Balance
Fiscal Year ending June 30, 2018**

Fund: 00171

Dept: 22911

Fund Balance as of July 1, 2017	\$	27,364.23
FY 17/18 Revenues	\$	54,324.17
FY 17/18 Expenditures	\$	41,932.88
Fund Balance as of June 30, 2017	\$	<u>39,755.52</u>

**INMATE WELFARE FUND
EXPENDITURE REPORT
JULY 1, 2017 - JUNE 30, 2018**

<u>Account</u>	<u>Total Exp</u>	<u>Description</u>
PHONES	\$ 169.38	Inmate Phone
MAINT BLDG & GROUNDS		
	\$ 2,642.11	Dishwasher Sanitizer
	\$ 97.62	Safety Equipment
	\$ 48.25	Kitchen Safety Equipment
	\$ 29.89	TV remotes
Total	\$ 2,817.87	
MISC EXPENSES		
	\$ 215.00	Bus Tokens
	\$ 68.04	TV Remotes
	\$ 104.76	Safety Items (sunscreen, etc)
	\$ 456.15	Inmate Program Supplies
	\$ 619.89	Medical Computer
	\$ 29.33	Pencils/Erasers
	\$ 85.78	Inmate CD player
Total	\$ 1,578.95	
PROFESSIONAL SERVICES	\$ 1,260.00	Inmate Haircuts
REF MANUAL/LAW,CODE BOOKS	\$ 181.00	Inmate Law Library
SUBSCRIPTIONS	\$ 384.00	Magazines/Newspaper
COMMISSARY EXPENSES	\$25,511.74	Inmate Commissary
CABLE RADIO/TV	\$ 569.08	Inmate Cable/TV Service
KITCHEN EQUIPMENT	\$ 496.58	Kitchen Safety Supplies
COMPUTER HARDWARE	\$ 3,459.92	Inmate Medical Computer
SUPPORT - CARE OF PERSONS	\$ 1,979.36	Indigent Inmate Care
COST ALLOCATION PLAN	\$ 3,525.00	County Cost Allocation Charges - Offset by Revenue from Sheriff's AB443 budget
	<hr/>	
	\$41,932.88	



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

NEAL CAIAZZO
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: AUGUST 31, 2018

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR *Neal Caiazzo*
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 18, 2018, CONSENT AGENDA

RE: AUTHORIZATION TO FILL A VACANT AND FUNDED PROGRAM MANAGER
POSITION IN THE DEPARTMENT'S EMPLOYMENT SERVICES PROGRAM

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill a vacant and funded Program Manager position in the Department of Social Services as soon as administratively possible.

Background and Discussion

The Department of Social Services has experienced a recent vacancy in the class of Program Manager. This position became vacant August 21, 2018 when the incumbent received a promotion. As explained more completely in the accompanying documents, this position is part of our Employment Services system and is therefore, critical for assuring the determination and administration of benefits to eligible residents of Plumas County.

A Table of Organization showing the vacancy is also attached

Financial Impact

This position is funded in this year's County budget. There is no impact to the County General fund as the position is funded by State, Federal and Realignment dollars.

Copy: PCDSS Management Staff
Nancy Selvage, Human Resources Director

Enclosures: 3

Position Classification: Program Manager

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes.

Mandates for Employment and Financial Services programs are found in the Welfare and Institutions Code at Sections 10530, 10600, and in Title 22 of the California Code of Regulations.

Position Description:

This is a mid management position, as shown on the attached Table of Organization, this position encompasses a broad range of management oversight for all of the Department's Categorical Assistance programs and the Employment Services Programs.

The staff in the Employment and Financial Services Division conducts eligibility determinations and perform ongoing case management for CalWORKs cash assistance, Foodstamps or CalFresh, Medi-Cal, County Medical Services Program (CMSP) and the County General Assistance program. Staff also performs case management services for recipients that are required to engage in employment services activities connected with the CalWORKs program.

The Program Manager directly supervises one Staff Services Analyst whose duties include training oversight, program integrity assistance, civil rights and employee safety programs. The Program Manager also supervises a Benefits Assistance Counselor Supervisor and an Employment Services Supervisor. In addition, the manager supervises an Office Supervisor and SIU Investigator.

As shown on the attached Table of Organization, the Program Manager reports to and is supervised by the Social Services Director.

Funding Sources:

The funding to support these positions comes from federal pass through dollars, state general fund and county realignment dollars. There is no cost to the County's General Fund associated with these positions.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent received a promotion.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Program Manager – Employment Services

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Medi-Cal, CalWORKs and CalFresh (Foodstamp) administration is a state mandated service. The Program Manager oversees the administration and eligibility determinations for these services

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.

- How long has the position been vacant?

Answer: The position became vacant effective August 21, 2018.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to process applications for Medi-Cal, CalWORKs and CalFresh in accordance with the state requirements.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.

- 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?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

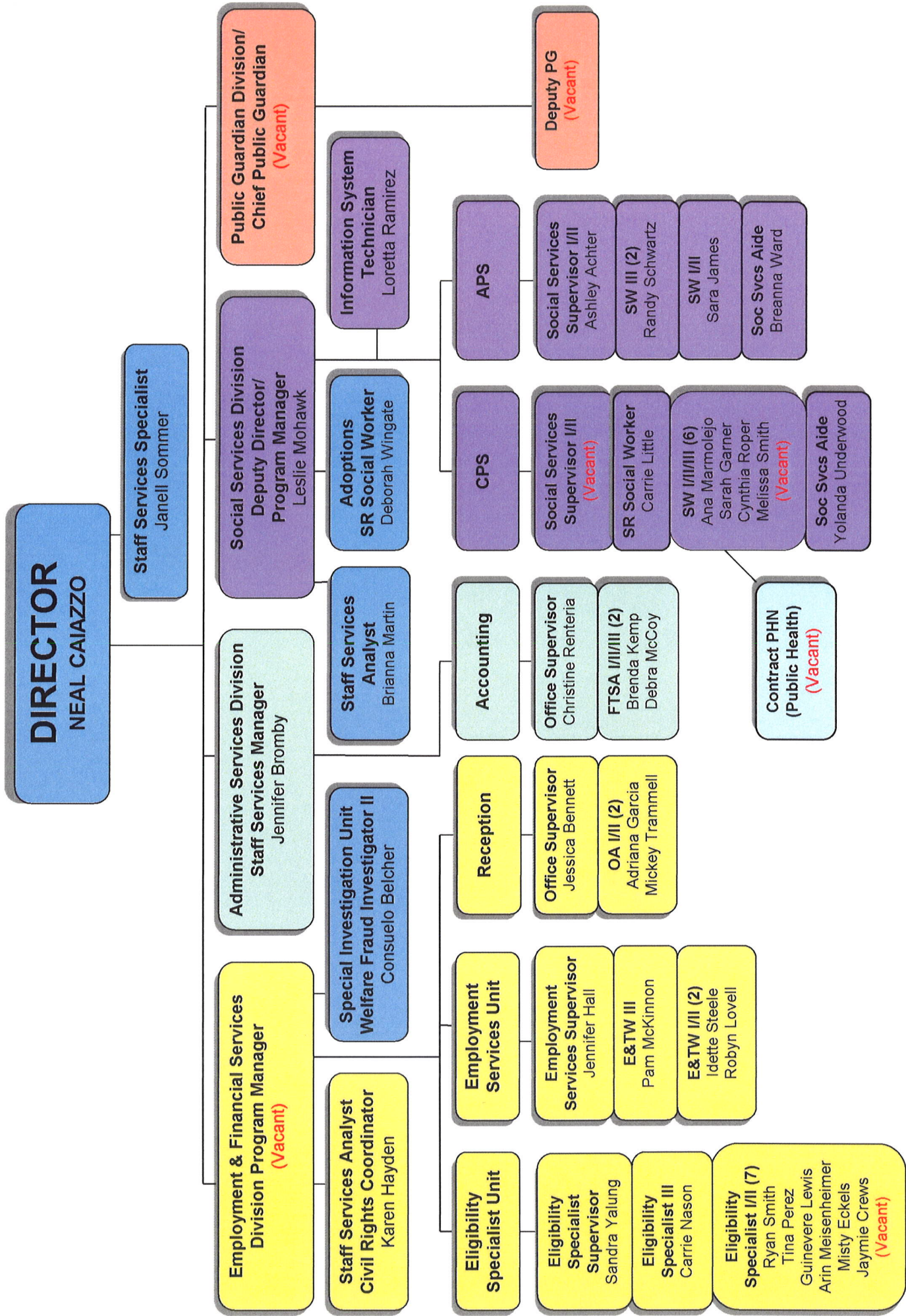
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

- **Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





NEAL CAIAZZO
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: SEPTEMBER 4, 2018

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR *Neal Caiazzo*
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 18, CONSENT AGENDA

RE: AUTHORIZATION FOR DEPARTMENT OF SOCIAL SERVICES TO DONATE FIVE
VEHICLES TO THE QUINCY FIRE DEPARTMENT

It is Recommended that the Board of Supervisors

Approve and authorize the Director of Social Services to sign all documents related to the donation of vehicles to the Quincy Fire Department.

Background and Discussion

The Department of Social Services has five vehicles that are no longer operable.

The Department requests that the Board accept the request to donate these vehicles to the Quincy Fire Department to be used for training. Quincy Fire Department will be responsible for the removal of the five vehicles (See Attachment) and authorize the Director of the Department of Social Services to sign any necessary paperwork for the donation as the Board's designee.

Financial Impact

There is no direct financial impact to the county General Fund as a result of this donation. The vehicles will be removed as assets to the Department of Social Services.

Copy: DSS Management Staff

YEAR	MAKE	MODEL	LIC #	VIN #	CURRENT MILEAGE	TIRE SIZE
<u>DO NOT RUN</u>						
1999	DODGE	DURANGO	1108626	1B4HS28Y2XF594520	196,032	235/75/R15
2005	FORD	ESCAPE	1181782	1FMYU93135KB17904	228,014	235/70/R16
2002	FORD	EXPLORER II	1149168	1FMZU73E22ZC48207	223,147	235/70/R16
2005	FORD	EXPLORER IV	1359059	1FMZU73E85ZA17624	179,776	245/65/R17
2004	FORD	EXPLORER III	1181812	1FMZU74K74UB75470	215,755	245/65/R17



NEAL CAIAZZO
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: SEPTEMBER 5, 2018

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR *Neal Caiazzo*
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 18, 2018 - CONSENT
AGENDA

RE: APPROVAL AND AUTHORIZATION TO SIGN CONTRACT WITH
U.C. DAVIS FOR STAFF TRAINING

It is Recommended that the Board of Supervisors

1. Approve contract CW-2018-26, in the amount of \$15,300 with the University of California, Davis for professional training services to be provided to Department of Social Services, Child Welfare Services staff.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.
3. Authorize the Department of Social Services to execute extensions of the agreement for an additional twelve-month period following the conclusion of the current term, subject to the availability of state and federal funding.

Background and Discussion

Each year the Department of Social Services receives an allocation of state and federal funds that are designated specifically for staff development and training. The Department has joined together with other social services departments in the state to form the Inter-County Training Consortium (ICTC). Together, the counties in the consortium utilize their funds to purchase high quality professional training services from the Center for Human Services Training located at U.C. Davis. Although most of the training takes place locally, the agreement also enables us to take advantage of other training opportunities scheduled in neighboring counties that are consortium members.

For training that is scheduled locally, we also have the latitude to include our community partners and others as appropriate. This enables us to use this program as a community resource serving a broader base of human service providers.

The agreement that is enclosed is for training for the Department's Child Welfare Services. The agreement is for four units of training.

Financial Impact

The total value of the training under the agreement is \$17,000. The University Extension offsets the normal county share of cost through an in-kind contribution that offsets \$1,700. This yields a net cost to the Department of \$15,300, which is claimable to state and federal funding sources.

An appropriation exists within the approved county budget for the Department of Social Services to pay for this agreement. There is no cost to the County General Fund.

Other Agency Involvement

County Counsel has reviewed the contract and approved it as to form.

Copies: PCDSS Management Staff (memo only)
Karen Hayden, Staff Services Analyst

Enclosure

1C

**PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION**

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268

Robert A. Perreault, Jr., P.E.

Director of Public Works

CONSENT AGENDA REQUEST

For the September 18, 2018 meeting of the Plumas County Board of Supervisors

September 10, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Request Authorization to approve a new professional services contract with Vestra Resources Inc. to perform for gas monitoring compliance, sampling and reporting for the Chester Landfill.

Background

Vestra Resources Inc. prepared and submitted a required Landfill Gas Monitoring Plan for the Chester Landfill to the state agency CalRecycle in 2010 for the Department of Public Works – Solid Waste Division. Per the CalRecycle approved monitoring plan, Plumas County is required to conduct quarterly monitoring and annual reporting of the Chester Landfill gas probes. Plumas County staff have undertaken monitoring since that time and submitted results directly to CalRecycle, however reporting in the past few years has been inconsistent. As the Department of Public Works – Solid Waste Division currently lacks qualified staff to conduct monitoring and availability to prepare additional reports for CalRecycle compliance, the Department requests a new Professional Services Agreement with Vestra to provide monitoring and reporting compliance services. Vestra staff are qualified to conduct the required monitoring, have prior reporting experience with CalRecycle, and have the ability to perform sampling during site visits concurrently with other contracted landfill services.

The new Professional Services Agreement will allow for gas monitoring compliance, sampling and reporting at the Chester Landfill in satisfaction of state requirements. The estimated costs for a new 2018-2021 contract are Twenty Thousand, Seven Hundred and Fifteen Dollars and no cents (\$20,715.00) to perform required tasks through the expiration date of August 31, 2021. For the next fiscal year FY 2018/19, the compensation available under the Agreement is an amount not to exceed \$11,000 (Eleven Thousand Dollars and no cents). The Department has sufficient funding in our Solid Waste Division budget to cover these new costs. The Department will have funds available to cover these services for the duration for the contract period.

The attached professional services agreement has been reviewed and approved as to form by County Counsel.

CONSENT AGENDA REQUEST

For the September 18, 2018 meeting of the Plumas County Board of Supervisors

Page 2

Recommendations

The Director 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 Professional Services Agreement with Vestra Resources Inc. to perform for gas monitoring compliance, sampling and reporting for the Chester Landfill.

Attachment: Professional Services Agreement with Vestra Resources Inc. for Gas Monitoring Compliance, Sampling and Reporting for the Chester Landfill.

**PROFESSIONAL SERVICES AGREEMENT
FOR
GAS MONITORING COMPLIANCE, SAMPLING AND REPORTING
FOR CHESTER LANDFILL**

THIS AGREEMENT is made and entered into this ____ day of September, 2018 ("Effective Date"), by and between **COUNTY OF PLUMAS**, a political subdivision of the State of California ("County"), and **VESTRA RESOURCES, INC.**, a California corporation ("Consultant").

W I T N E S S E T H:

- A. **WHEREAS**, County proposes to have Consultant provide storm water compliance, sampling and reporting for the Chester Landfill as described herein below; and
- B. **WHEREAS**, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 31000, and holds all necessary licenses to practice and perform the services herein contemplated; and
- C. **WHEREAS**, County and Consultant desire to contract for specific services in connection with the project described below (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. **WHEREAS**, no official or employee of County has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

- 1.1. **Scope of Services.** Consultant shall provide the professional compliance support services described in the Scope of Work for the Chester Landfill, attached hereto as Exhibit "A", incorporated herein by reference.
- 1.2. **Professional Practices.** All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices.
- 1.3. **Warranty.** Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment

and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5. Non-Exclusive Agreement. Consultant acknowledges that County may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of County. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform ancillary services contemplated by this Agreement at Consultant's sole cost and expense.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the Cost Estimate set forth in Exhibit "B" attached hereto and made a part of this Agreement (the "Fee Schedule"), and Rate Schedule set forth in Exhibit "C" attached hereto and made a part of this Agreement (the "Rate Schedule"). Consultant's compensation shall in no case exceed Eighteen Thousand, Three Hundred and Fifteen Dollars and no cents (\$18,315.00) until the termination date written in Section 4.1 of this Agreement.

2.1.1 Rate Schedule. Consultant rate schedules are typically based on an annual basis. Accordingly, the Director of Public Works is authorized to approve a revised rate of schedule each calendar year.

2.2 Contingency of Funding. Consultant acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds from the County's Solid Waste Surcharge Program. If such funding and/or appropriations are not forthcoming, or otherwise limited, County may immediately terminate or modify this Agreement without penalty. Consultant will be compensated for work performed prior to date of termination..

2.3. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in Exhibit A ("Scope of Work") attached hereto, unless the County or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.4. Method of Billing. Consultant may submit invoices to County's Project Manager for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Consultant's services which have been completed to County's sole satisfaction. County shall pay Consultant's invoice within forty-five (45) days from the date County receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as

“Additional Services” and shall identify the number of the authorized change order, where applicable, on all invoices.

2.5. Records and Audits. Records of Consultant’s services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to County or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by County as set forth in Exhibit “D” attached hereto and incorporated herein by this reference. The Project Schedules may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on September 1, 2018 and continue for a period of time, ending on August 31, 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The County reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the County.

VESTRA may terminate this Agreement by giving 30 days written notice to the other party. In the event of such termination, VESTRA shall be entitled to compensation for services rendered and direct non-salary expenses incurred to the date of termination at the rate set forth herein, with or without cause. Unless VESTRA is responsible for early termination, Client agrees to release VESTRA from all liability for services performed.

4.3. Compensation. In the event of termination, County shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of County’s written notice of termination. Compensation for work in progress shall be prorated as to the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work

in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the County or in the possession of the Consultant.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the County within ten (10) days of delivery of termination notice to Consultant, at no cost to County. Any use of uncompleted documents without specific written authorization from Consultant shall be at County's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Comprehensive general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three (3) years after completion of the work hereunder.

5.2. Endorsements. Consultant and County agree to the following with respects to insurance provided by Consultant:

- (a) Consultant agrees to obtain endorsements for third party general liability coverage required here to include as additional insureds County, its officials, employees and agents. Consultant also agrees to require this same provision of all subcontractors, joint ventures or other parties engaged by or on behalf of Consultant in relation to this agreement.
- (b) Consultant agrees to require insurers to provide notice to County thirty (30) days prior to cancellation of such liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Consultant shall assure that this provision also applies to any subcontractors, joint venturers or any other party engaged by or on behalf of contractor in relation to this Agreement. Certificate(s) are to reflect that the issuer will provide thirty (30) days notice to County of any cancellation of coverage.

- (c) It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to County.
- (d) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.
- (e) No liability insurance coverage provided to comply with Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to loss, Consultant waives its right to subrogation against the County.

5.3. **Certificates of Insurance.** Consultant shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement.

5.4. **Non-limiting.** Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. **Representatives.** The County Administrative Officer or his designee shall be the representative of County for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the County, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. **Project Managers.** County shall designate a Project Manager to work directly with Consultant in the performance of this Agreement. Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by County.

6.4. **Notices.** Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time

of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Wendy Johnston, P.E., Vice President
Vestra Resources, Inc.
5300 Aviation Drive
Redding, CA 95002

Tel: (530) 223-2585

Fax: (530) 223-1145

IF TO COUNTY:

Robert A. Perreault, Jr., P.E., Director
Plumas County Department of Public Works
1834 East Main Street
Quincy, CA 95971

Tel: (530) 283-6268

Fax: (530) 283-6323

For purposes of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail.

6.5. Drug Free Workplace. Consultant certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Consultant's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by County.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), Consultant shall assume the defense of, and indemnify, and hold harmless the County of Plumas, and all of its officers, directors, representatives, attorneys, agent's employees and agents, including but not limited to the County Board of Supervisors, County consultants, Project Manager and all other County Representatives (singularly and collectively referred to as "County Party" or "County Parties") from claims, suits, actions, losses and liability of every kind, nature and description, including but not limited to claims and fines of regulatory agencies and attorneys' fees and consultants' fees, directly or indirectly arising out of, connected with or resulting from performance of the Scope of Work, failure to

perform the Scope of Work, or condition of the Scope of Work which is caused in whole or part by any act, omission or negligence of Contractor, subcontractors (of any tier), designers, suppliers, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether it is caused by the concurrent negligent act or omission, whether active or passive, of County Parties. Provided, however, that the indemnification in this Agreement shall not apply to the extent that a final judgment of a court of competent jurisdiction establishes that a Claim against one County Party was caused solely by the negligence or willful misconduct of that County Party. In that event, however, this indemnification shall remain valid for all other County Parties.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of County. Consultant shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11. PERS Eligibility Indemnification. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in PERS as an employee of County and entitlement to any contribution to be paid by County for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of County. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of County. Consultant shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by County or its authorized representative, at no additional cost to the County.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, and provided to County may be subject to public disclosure as required by the California Public Records Act (California

Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs County of such trade secret. The County will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The County shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the County's representative, regarding any services rendered under this Agreement at no

additional cost to County. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to County, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of County and to participate in any meeting required with regard to the correction.

6.15. Prohibited Employment. Consultant will not employ any regular employee of County while this Agreement is in effect.

6.16. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Scope of Work such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the attachments.

6.17. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Interpretation. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the

substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

6.26. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Amendment, insufficient funds are appropriated to make the payments called for by this Amendment and/or the original Agreement, the Agreement shall be of no further force or effect. County shall notify VESTRA within 10 days of the County's determination/decision of reduced appropriation or non-appropriation of funds for this project. In this event, the County shall have no liability to pay any further funds whatsoever to Vestra or furnish any other consideration under the Agreement and Vestra shall not be obligated to perform any further services under the 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 the Agreement with no further liability incurring to the County, or offer an amendment to Vestra 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. Vestra acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute. Consultant will be compensated for work performed prior to the date of termination.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

FOR VESTRA RESOURCES, INC.

Wendy Johnston, Vice President

Date: _____

Kimberly Wilkes, Chief Financial Officer

Date: _____

Taxpayer ID Number: 68-0150306



FOR PLUMAS COUNTY

APPROVED AS TO SCOPE OF WORK:

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

Date: _____

APPROVED AS TO FORM:

R. Craig Settlemire
County Counsel

Date: 8/30/18

CONCURRENCE:

Jeff Engel,
Chair, Plumas County Board of Supervisors

Date: _____

EXHIBIT A

SCOPE OF WORK

(see attached Scope of Work)

Exhibit "A"
SCOPE OF WORK
LANDFILL GAS MONITORING - CHESTER LANDFILL
2018-2021

SCOPE OF WORK

Task 1 Landfill Gas Monitoring

Under the Landfill Gas Monitoring Plan submitted to CalRecycle in September 2010, and approved via email in November 2010, Plumas County is required to conduct quarterly monitoring of methane concentrations in Gas Probes GP-1 through GP-7. Under the original plan proposed to CalRecycle in April 2010, Monitoring Wells CL-1, CL-2, CL-4A, and CL-5 were to be monitored in lieu of installing additional gas probes. The original monitoring plan also proposed sampling only be performed only annually. CalRecycle deemed this proposal inadequate and required the installation of additional gas probes (GP-4 through GP-7) and quarterly monitoring. Gas Probes GP-4 through GP-7 were installed in the summer of 2010. Quarterly monitoring has been undertaken by Plumas County staff since that time and the results submitted directly to CalRecycle.

The methane concentration at Gas Probes GP-1 through GP-7 will be measured using an appropriately calibrated gas meter. While rental meters are calibrated prior to shipment, they are typically calibrated at or near sea level. Given the elevation of the site at 5100 feet, calibration immediately prior to analysis is necessary. The cost under this task thus includes the rental of the gas meter, calibration kit rental, and purchase of the calibration gas. Alternatively, if Plumas County wishes to acquire a gas meter, VESTRA personnel can use that unit for methane monitoring and return it to the County once monitoring is complete. The estimated cost for this task assumes four site visits for the performance of quarterly landfill gas monitoring during the next year (2019). The estimated cost assumes that sampling during subsequent years will be performed annually following approval of a reduction in monitoring by CalRecycle. This is discussed in more detail under Task 3 of this Scope. Travel time and mileage costs are also included in this estimate.

Task 2 Data Evaluation and Reporting

The results of the methane monitoring will be submitted to the County, along with field and calibration logs. It is our understanding that the County has been reporting these results directly to CalRecycle. Results are required to be submitted annually.

Task 3 Monitoring Reduction Request

CalRecycle may reduce the required landfill gas monitoring frequency from quarterly to annually following the completion of two to three years of monitoring. This requires the preparation and submittal of a brief technical report presenting the 2-3 years of methane results and demonstrating that methane produced by the landfill does not pose a human health hazard or potential nuisance condition. The estimated cost for a letter-style technical report is included under this task. This includes data collation, modeling, report preparation, review, and submittal.

Task 4 Project Management

Project management activities generally include, but are not limited to, coordination of monitoring activities, discussions with Plumas County staff and regulatory agencies, and other professional support necessary to ensure compliance with relevant regulations.

EXHIBIT B

FEE SCHEDULE

(see attached Cost Estimate)

Exhibit "B"

The estimated costs to complete the work are summarized in Table 1.

Task No./ Description	Estimated Costs		
	2018/19 ¹	2019/20 ²	2020/21 ²
Task 1 Landfill Gas Monitoring			
Fieldwork – Sample Collection	\$2,000	\$825	\$850
Expenses (Including Meter Rental)	\$1,500	\$550	\$600
Task 1 - Subtotal	\$3,500	\$1,375	\$1,450
Task 2 Data Evaluation and Reporting			
Annual Landfill Gas Monitoring Report	\$3,000	\$3,000	\$3,000
Task 2 - Subtotal	\$3,000	\$3,000	\$3,000
Task 3 Monitoring Reduction Request			
Monitoring Reduction Request Technical Report	\$3,500	--	--
Task 3 – Subtotal	\$3,500	--	--
Task 4 Project Management			
Project coordination, planning, correspondence, and regulatory interaction	\$1,000	\$440	\$450
Task 4 - Subtotal	\$1,000	\$440	\$450
Fiscal Year Totals	\$11,000	\$4,815	\$4,900

Notes:

- 1 Assumes one calendar year of quarterly monitoring
- 2 Assumes annual monitoring following monitoring reduction request approval

Costs presented are estimated costs and may vary based on responses from the governmental agencies or parameters outside of VESTRA's control. The work will be performed on a time-and-materials basis at the rates shown in the attached VESTRA 2017 Rate Schedule. Additional activities and/ or requirements requested by the client or outside agencies will be addressed by a contract addendum at that time.

EXHIBIT C

RATE SCHEDULE

(see attached Rate Schedule)

Exhibit "C"
RATE SCHEDULE
LANDFILL GAS MONITORING - CHESTER LANDFILL
2018-2021

VESTRA

2018 VESTRA RATE SCHEDULE

Staff Classification	Per Hour
Environmental Services	
Environmental Technician	\$50.00 - \$85.00
Regulatory Compliance Specialist	\$75.00 - \$100.00
Environmental GIS Analyst	\$95.00
Associate Geologist	\$85.00-\$105.00
Associate Hydrologist	\$85.00-\$100.00
Environmental Scientist	\$75.00-\$110.00
Senior Regulatory Compliance Specialist	\$100-\$110.00
Professional Geologist	\$120.00-\$150.00
Professional Hydrologist	\$120.00-\$150.
Project Manager	\$100-\$150.00
Senior Project Manager	\$165.00-\$190.00
Principal Consultant	\$165.00-\$190.00
Biological Services	
Biological Technician	\$50.00 - \$85.00
Senior Biologist	\$95.00-\$110.00
Engineering Services	
Engineering Technician	\$55.00 - \$75.00
Staff Engineer	\$90.00
Associate Engineer	\$100.00
Professional Land Surveyor	\$110.00 - \$115.00
Senior Engineer	\$145.00 - \$160.00
Survey Crew	\$110.00 - \$190.00
Equipment Classifications	
	Rate
Large Format Color Printer	\$38.00/hour
Small Format Color Printer – Color Copies	\$1.00/copy
Small Format Color Printer – Black & White	\$0.50/copy
Small Format Black & White Printer	\$0.15/copy
Faxes	\$2.00/page
Vehicle Mileage	\$0.60/mile
Administration	
Admin Clerk/ Document Production Technician	\$30.00-\$50.00
Admin Supervisor I/ Document Production Supervisor	\$60.00-\$80.00

Materials and Travel Expenses: Billed as direct reimbursement plus 15%

Subcontractors: Billed as direct reimbursement plus 15%

Terms: Due and payable upon receipt. 1 ¾ % per month (21% per annum) finance charge will be added to any balance 30 days past due.

Note: Rate Schedule will be modified annually to reflect annual increases not to exceed 10 percent.

EXHIBIT D

PROJECT SCHEDULE

(see attached Project Schedule)

Exhibit "D"
PROJECT SCHEDULE
LANDFILL GAS MONITORING - CHESTER LANDFILL
2018-2021

Year 1 (FY 2018-2019)

- Landfill Gas Monitoring
 - Landfill gas analysis (Four events, once per quarter)
 - Meter rental (Four one-day rentals)
 - Calibration gas purchase (One-time purchase)
- Preparation and submittal of annual LFG monitoring report to CalRecycle
 - Due January 31
- Preparation and submittal of Monitoring Reduction Request to CalRecycle
 - Tentative submittal date in end of January

Year 2 (FY 2019-2020)

- Landfill Gas Monitoring (Concurrent with Pre-Winterization Inspection in Late September)
 - Landfill gas analysis
 - Meter rental and calibration gas purchase
- Preparation and submittal of annual LFG monitoring report to CalRecycle
 - Due January 31

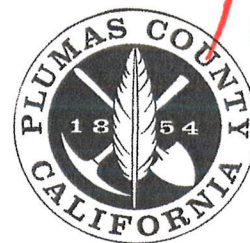
Year 1 (FY 2020-2021)

- Landfill Gas Monitoring (Concurrent with Pre-Winterization Inspection in Late September)
 - Landfill gas analysis
 - Meter rental and calibration gas purchase
- Preparation and submittal of annual LFG monitoring report to CalRecycle
 - Due January 31

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971

PHONE (530) 283-6307 FAX (530) 283-6045



Tony Hobson, Ph.D., Director

Date: September 10, 2018

To: Honorable Board of Supervisors

From: Tony Hobson, Director

Agenda: Agenda Item for September 18, 2018 BOS meeting

Item Description: Approve and authorize the Chair to sign FY 2018-19 Service Agreement (MHSA1819EA-PC), not to exceed \$476,400, between County of Plumas and Environmental Alternatives to provide mental health services and supports; approved as to form by County Counsel.

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Approve and authorize the Chair to sign FY 2018-19 Service Agreement between the County of Plumas and Environmental Alternatives to provide mental health services and supports, as described in the current Mental Health Services Act (MHSA) Program and Expenditure Plan, 2017-20.

Background and Discussion: Plumas County Behavioral Health partners with multiple County agencies and non-profit organizations for service delivery through Mental Health Services Act (MHSA) program funding. These services and the program description are provided in detail in the current MHSA Program and Expenditure Plan, 2017-20.

The Department is requesting approval and authorization for the Chair to sign the FY 2018-19 Service Agreement (MSHA1819EA-PC), not to exceed \$476,400, between the County of Plumas and Environmental Alternatives to provide mental health services and supports, including intensive case management and transitional housing to high-risk clients living with a severe mental illness.

There are sufficient funds available in MHSA fund balance (0014A), including projected revenue allocations in FY 2018-19 to fund the program. The Service Agreement is approved as to form by County Counsel. A copy of this service agreement is on file with the Clerk of the Board. No General Fund monies will be used for these purposes.

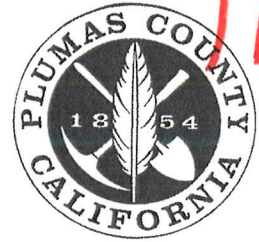
Thank you.

A handwritten signature in cursive script, appearing to read 'Tony Hobson'.

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971

PHONE (530) 283-6307 FAX (530) 283-6045



Tony Hobson, Ph.D., Director

Date: September 10, 2018

To: Honorable Board of Supervisors

From: Tony Hobson, Director 

Agenda: Agenda Item for September 18, 2018 BOS meeting

Item Description: Adopt the Mental Health Services Act (MHSA) Reversion Plan Update to the current MSHA Program and Expenditure Plan, 2017-20, as required by Assembly Bill 114, and authorize the Department to submit the Plan Update to the CA Department of Healthcare Services.

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Adopt the Mental Health Services Act (MHSA) Reversion Plan Update to the current Program and Expenditure Plan, 2017-20, and authorize the Department to submit the Plan Update to the California Department of Healthcare Services, as required by Assembly Bill 114.

Background and Summary: CA Assembly Bill (AB) 114 became effective on July 10, 2017. The bill amended certain Welfare and Institution Code (WIC) sections related to the reversion of county Mental Health Services Act (MSHA) funds, which have a three-year expiration date.

AB 114 implemented provisions concerning MHSA funds subject to reversion as of July 1, 2017. Funds that could be subject to reversion as of July 1, 2017, were distributed to Plumas County from FY 2005-06 through FY2014-15. AB 114 also extended fund allocation expiration dates for small counties like Plumas County from three to five years.

The Department has proposed in the Plan Update to accept DHCS' identified reversion amounts of \$2,541,619 as of July 1, 2017, with a plan to expend the entirety of this amount by June 30, 2020, on existing Community Services and Supports (CSS), Prevention and Early Intervention (PEI) programming, and a future Innovation (INN) project proposal. In addition, the Department is requesting use of \$251,200 of MHSA CSS Housing Program funds, which remain unexpended, to provide housing supports for additional numbers of severely mentally ill (SMI) clients and their families.

On July 1, 2018, Plumas County Behavioral Health posted the draft Reversion Plan Update to the Department website, per the requirements of AB 114. Additionally, the Department widely advertised public notice of the required 30-day stakeholder comment period and asked the Behavioral Health Commission to schedule a public hearing on the proposed Reversion Plan Update, which was held at their regular meeting on September 5, 2018. At the meeting, the Commission recommended adoption of the Update.

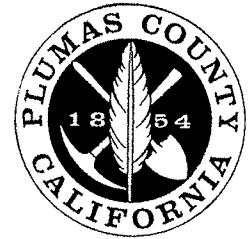
Substantive stakeholder feedback has been summarized and written comments have been incorporated into the final draft of the Plan Update. The Update will be posted to the Department MSHA webpage and submitted to DHCS within 30 days of adoption.

Thank you.

PLUMAS COUNTY BEHAVIORAL HEALTH

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

Tony Hobson, Ph.D., Director



Plumas County MHSA Reversion Plan Assembly Bill (AB) 114 - Final Draft

AB 114 became effective July 10, 2017. The bill amended certain Welfare and Institution Code (WIC) Sections related to the reversion of MHSA funds.

AB 114 implemented provisions concerning funds subject to reversion as of July 1, 2017. Funds subject to reversion as of July 1, 2017, are deemed to have been reverted and reallocated to the county of origin for the purposes for which they were originally allocated (WIC Section 5892.1(a)). Funds that could be subject to reversion as of July 1, 2017, were distributed to counties from Fiscal Year (FY) 2005/2006 through FY 2014-15. By July 1, 2018, counties are required to have a plan to spend those funds by July 1, 2020 (WIC Section 5892.1(c)).

Every county must develop a plan to spend its reallocated funds and post it to the county's website. The county must submit a link to the plan to DHCS (Department of Health Care Services) by July 1, 2018. Each county's Board of Supervisors (BOS) must adopt a final plan within 90 days of the county posting the plan to the county's website. Each county must submit its final plan to DHCS and the MHSOAC (Mental health Services Oversight and Accountability Commission) within 30 days of adoption by the county's BOS. A county may not spend funds that are deemed reverted and reallocated to the county until the county's BOS has adopted a plan to spend those funds.

In addition, each county must comply with the following:

- The expenditure plan must account for the total amount of reverted and reallocated funds for all impacted FYs
- The county must include the plan in the County's Three-Year program and Expenditure Plan or Annual Update, or as a separate update to the County's Three-Year Program and Expenditure Plan, and comply with WIC Section 5847 (a);
- Reallocated funds must be expended on the component for which they were originally allocated to the county;
- If reallocated funds were originally allocated to the INN component, the funds are subject to the requirements of California Code of Regulations, Article 9, sections 3900-3935;
- The county must follow the stakeholder process identified in WIC Section 5848 when determining the use of reallocated funds; and
- The county must report expenditures of reallocated funds, by component, on its Annual MHSA Revenue and Expenditure Report.

A county may expend reallocated funds for an already approved program/project or use the reallocated funds to expand an already approved program/project provided the program/project is the same component as the component for which the funds were originally allocated to the county, which must be in compliance with applicable MHSA statutes and regulations.

If a county fails to prepare a plan and submit a link to the plan by the required deadlines, the county will be substantially out of compliance with the MHSA. Per WIC Section 5899(e), DHCS will work with the SCO (State Controller's Office) to develop a process to withhold 25% of the county's monthly allocations from the MHF (Mental Health Fund) until the county submits a link to the plan.

Plumas County AB 114 MHSA Funds Subject to Reversion by Fiscal Year by Component

Plumas County	CSS	PEI	INN	Housing Program	Total
FY 2005-06					
FY 2006-07					
FY 2007-08		\$39,861			\$39,861
FY 2008-09		\$71,345	\$98,000		\$169,345
FY 2009-10	\$80,512	\$108,663	\$98,000	\$251,200	\$538,375
FY 2010-11	\$757,303	\$59,891	\$171,095		\$988,289
FY 2011-12	\$699,856	\$5,531	\$71,272		\$776,659
FY 2012-13		\$29,090			\$29,090
FY 2013-14					
FY 2014-15					
Total	\$1,537,671	\$314,381	\$438,367	\$251,200	\$2,541,619

	No Funds Allocated
	No Funds Subject to Reversion
	Annual Revenue and Expenditure Report Data Not Complete

Plumas County's financial accounting system does not have measures in place to differentiate between components within fund cash balance for CSS and PEI, nor does it allow setting aside identified reverted MHSA funds in a separate cash account. However, there are separate cash fund accounts for INN, Prudent Reserve, and MHSA cash interest.

Because of this arrangement, Plumas County Behavioral Health's MSHA and fiscal staff rely on MHSA and Behavioral Health cost reporting for actual revenue and expenditures and fund balance planning estimates. For at least the past four years, the department's cost reporting has been completed by an outside consultant, and there have been substantial lags in completion of the annual MSHA Revenue and Expenditure Reports (RER). For example, Plumas County's FY16-17 RER was due on by DHCS no later than December 31, 2017, and the report is not yet completed nor submitted.

Developing a reversion plan and ongoing program and fiscal planning has been made more difficult by these factors. Additionally, Plumas County MHSA is currently undergoing a program and fiscal audit by DHCS. The forthcoming Findings and Recommendations report (expected mid-July 2018) will determine FY18-19 and FY19-20 programming and budget changes; for example, Plumas County MHSA is expecting audit results that will require moving programs which have been funded in the CSS component to the PEI component. Doing so will create a funding deficit for existing programs in PEI, because funding levels for PEI are 20% compared to CSS funding at 80% of the gross allocation. The department will work with county stakeholders to set new priorities for PEI funding and will amend the MHSA Program and Expenditure Plan, 2017-20 through the Annual Update to reflect these revisions (due to DHCS by December 31, 2018).

Plumas County's Plan to spend reallocated funds includes:

- 1) *CSS (Community Services and Supports)* – Any reallocated funds from past years will be utilized on existing CSS programs that are in Plumas County's current, approved MHSA Program and Expenditure Plan, 2017-20. The reallocated funds will be the first funds spent, and most of these dollars will be utilized during FY18-19 (based on assumption of budget shortfalls and adjustments due to lags in completed Revenue and Expenditure reporting, as well as lack of transparency within the County's accounting system concerning component funds that cannot be identified as either CSS or PEI).
- 2) *PEI (Prevention and Early Intervention)* – Any reallocated funds from past years will be utilized on existing PEI programs that are in Plumas County's current, approved MHSA Program and Expenditure Plan, 2017-20.
- 3) *INN (Innovation)* – Any reallocated funds from past years will be utilized on a future Innovation Project that is approved by the MHSAOAC. Plumas County's previous Innovation Project program, entitled, "A School-Based Response Team" transitioned on May 1, 2018 to the Prevention and Early Intervention (PEI) component. Plumas County will plan and submit a proposed Innovation Project for MHSAOAC consideration and approval prior to June 30, 2020. A future program plan will be proposed in a subsequent Plan Update or the Annual Update. Any future approved INN Plan will utilize the Innovation reallocated funds.
- 4) *MHSA Housing Program* – In December 2008, Plumas County Mental Health requested to California Department of Mental Health an MHSA Housing Program "opt out," removing Plumas County from the obligation to submit a housing application and assign funds to the California Housing Finance Agency (CalHFA). Instead, the department requested permission to use the allocated funds in the amount of \$251,200 for CSS funding of Full-Service Partnership one-time housing support, as part of the Plumas County MHSA CSS work plan for FY 2009-10. These MHSA Housing Program monies were not expended in FY09-10 and remain in fund cash balance in a separate line item. Plumas County MHSA program will use these monies in FY18-19 for Full-Service Partnership housing supports, including rental subsidies and move-in assistance.

For all MSHA components, reallocated funds will be the first funds spent and will be expended prior to June 30, 2020.

This reversion plan will be provided to county stakeholders through the MHSA Community Planning Process and the Local Review Process. Plumas County MHSA will advertise the reversion plan document on its county website, through stakeholder noticing via e-mail, 20,000 Lives newsletters, posting notice flyers, newspaper advertising, through the County Behavioral Health Commission, and through agency partnerships. Additionally, a notice for public comment and a public hearing date will be set within the 90-day approval window, to allow for stakeholder feedback and local Board of Supervisors approval of the Plan Update. The final, approved MHSA Program and Expenditure Plan Update will be submitted to DHCS and MHSOAC no later than September 30, 2018.

**Stakeholder Feedback and Written Comments Received
from the 30-Day Public Comment Period and Public Hearing**

1. Plumas County District Attorney, David Hollister, resubmitted prior stakeholder feedback letters from December 2014 and March 2018 (see MHSA Annual Update, 2017-18 for reference), voicing continued concerns for Plumas County's criminal justice population remaining underserved and unserved and at increased risk of developing and suffering from severe mental illness.

In his e-mail submission of August 24, 2018, Mr. Hollister adds, "beyond my comments concerning the criminal justice system, using MHSA monies to support therapeutic services on each school campus (rather than in each community) would be a cost-effective use of this funding and provide great value for our county."

2. Plumas County Chief Probation Officer, Erin Metcalf, provided comment at the September 5th public hearing by asking for consideration of using reverted and existing MHSA Innovation (INN) funds on a future Innovation project proposal addressing the need to fill a gap in services to the Transition Age Youth (TAY) population and their families who are experiencing a crisis and need additional support, but don't meet criteria for involvement in a higher level of supervision, such as intake into a Juvenile Hall setting.
3. Feather River College President, Kevin Trutna, submitted a written letter and provided public comment at the September 5th public hearing requesting continued Prevention and Early Intervention (PEI) funding for the FRC Student Mental Wellness Center (attached).
4. Plumas Unified School District Superintendent of Schools, Terry Oestreich, submitted a written letter requesting continued MSHA funding for the District's countywide Positive Behavior Intervention and Supports (PBIS) program and the Student Services Coordinator personnel (attached).

5. Greenville community stakeholder, Heidi Wakefield, submitted a written letter with feedback concerning the County's financial accounting system, cost reporting lags, and the Department's use of specialized consultants to complete state-required cost reports (attached).



Feather River College

570 Golden Eagle Avenue, Quincy, California 95971

530-283-0202 • info@frc.edu • www.frc.edu

September 5, 2018

Tony Hobson, Ph.D.
Plumas County Behavioral Health Director
270 County Hospital Road #109
Quincy, CA 95971

Subject: Requesting Continued Support for Feather River College Mental Health & Wellness Center through MHSA Funding

Dear Tony,

The purpose of this letter is to request continued funding of the FRC Mental Health & Wellness Center as it provides a vital service to FRC students. As you know, the Center is currently funded through Prevention and Early Intervention (PIE) funds from the MHSA grant. I am requesting that this funding level continue as it provides a necessary service, the county cannot provide equivalent services for these large caseloads, and the Center supports PIE goals.

In its first year of existence since September 2017, the Center compiled the following statistics:

- 145 students appointments during September 2017 – May 2018
- 328 appointments were held, either individual or group sessions
- 435 students, faculty and staff attended prevention presentations on three occasions throughout the year

This kind of success is rarely found in mental health services. I am asking that the current level of funding for the FRC Mental Health & Wellness Center continue. Plumas District Hospital and Plumas County Behavioral Health are not prepared for this level of use, or in the alternative, services will not be provided. I am asking that the modest amount from MHSA continue so that we all can continue to provide the same level of support in Prevention and Early Intervention for the 145 individuals who used the Center this year.

Sincerely,

Kevin Trutna, Ed.D.
Superintendent/President

CC: Plumas County Behavioral Health Commission
Plumas County Board of Supervisors



Plumas County Office of Education
Plumas Unified School District
 1446 East Main Street, Quincy, California 95971
 Telephone: (530) 283-6500 ~ FAX: (530) 283-6630
 Website: www.pcoe.k12.ca.us

Terry R. Oestreich, Superintendent of Schools and Director of Human Resources

Laurie J. Pendray
 Deputy Superintendent
 PCOE Business Services

Kristy M. Warren
 Assistant Superintendent
 Instructional Services

Lisa M. Cavin
 Associate Superintendent
 PUSD Business Services

Laura S. Blesse
 Director
 Pupil Services/SELPA

August 28, 2018

Aimee Heaney
 MHSA Coordinator
 Plumas County Behavioral Health
 270 County Hospital Road, Suite 109
 Quincy, CA 95971

Dear Aimee,

Plumas Unified School District (PUSD) would like to express our gratitude for the support that we receive from the Plumas County Mental Health Services Act (MHSA).

With the funding that we receive from the MHSA, PUSD is able to provide staffing in each of our communities who connect our students with the services and support necessary for improved mental wellness. In addition, the funding that we receive allows us to have a lead Student Services Coordinator trainer which ensures consistent services and best practices amongst our Student Services Coordinators.

This increased support will help our students be more successful now and in the future.

Sincerely,

Terry R. Oestreich
 Superintendent of Schools

Plumas County Office of Education Board of Trustees
 Plumas County Office of Education Board of Trustees
 Plumas County Office of Education Board of Trustees
 Plumas County Office of Education Board of Trustees

Our mission is to collectively inspire every child in every classroom every day.

We ensure an exemplary education with access to opportunities and we accept no limits on the learning potential of any child.

5/2018

Heidi Wakefield

Greenville, CA 95947

To Arnee Heaney - MHSR Coordinator, Plumas County
Tony Hobson, Ph.D. Director - Plumas County Behavioral Health
Lori Simpson, Board of Supervisors - Interim Chair for Plumas
County Behavioral Health Commission
and fellow Plumas County Board of Supervisors.

Re: Plumas County MHSR Reversion Plan Assembly Bill (AB) 114. Draft

Dear Ms Heaney, Dr. Hobson, Ms Simpson and fellow Supervisors,

I have read the draft regarding AB 114. This summary was well written and concise, and was well advertised.

Thank you for this good work on citizens' behalf

It appears that accounting and recording is an ongoing bottleneck. Is there any reason why the Plumas County's "financial accounting system" cannot expand the categories necessary to facilitate administering MHSR funding so an outside consultant is no longer necessary for this critical process? Is it a question of IT management? Also, who is the outside consultant who has not completed the state mandated Revenue & Expenditure Reports? We are involving many agencies to fulfil MHSR fund objectives and they need to know they will be paid as planned before they invest in hires and such.

Re: ... AB 114 - Draft ... continued

It's dismaying to see the lack of financial facts recorded for fiscal years running from 2013 - 2017. However, it's good to have a clearer picture going forward of what needs doing.

I'm sure uses of the reverted monies will not be hard to categorize, so I'm suggesting that the accounting and deadlines to be satisfied be rectified as a high priority. Is there a head county officer in finance who can advise us? I do not want this process subject to more complications of 25% of the County's Mental Health Funds monthly allocation being garnished for being out of compliance.

I'm sure the uncertainty caused by mismanaged accounting and reporting will only hobble the good intentions of Plumas County Behavioral Health and MHSA planning.

Somewhere, there is a logical and effective path to manage this bureaucracy. Have other counties instituted working reliable systems with their MHSA funding?

Best to you as you serve our county ably.

Heide Wakefield



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

1E1

Kevin Correia
Director

Board Meeting: September 18, 2018

To: The Honorable Board of Supervisors

From: Kevin Correia, Director

Subject: Approve and Authorize Board chair to sign contract between Skyline Home Improvements and Plumas County for Installation of Counter flashing and roof drains to County Courthouse.

Background:

All roof drains at the courthouse have failed due to age and weathering. SHI will be retro fitting these failed drains and installing counter flashing around the building roof perimeter.

Recommendation

Approve and Authorize Repair contract between county and SHI to repair failed perimeter flashing and down spouts.

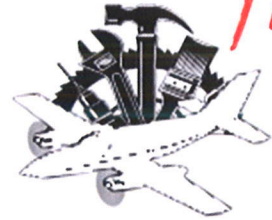


Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: September 17, 2018

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Chair Engel to sign the contract between the Facility Services and the Bob's Janitorial Service.

Recommendation

Approve and authorize Chair Engel to sign a contract between the Facility Services and Bob's Janitorial Service.

Background and Discussion

Recently, Miller's Cleaning Service notified Facility Services of their intent to cancel the janitorial contract for the Courthouse Annex building effective September 15, 2018. Tim Ringo, owner of Bob's Janitorial Service, has been providing excellent janitorial service to Plumas County for many years and has elected to pursue a janitorial contract for the Courthouse Annex building. Therefore, we respectfully request the Board of Supervisors approve and authorize Chair Engel to sign the contract for Bob's Janitorial Service not to exceed \$58,800.

A copy of the contract is on file with the Clerk of the Board.

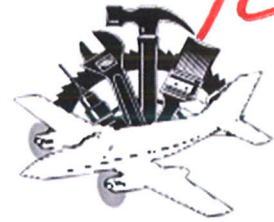


Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: September 17, 2018

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Chair Engel to sign the contract between the Facility Services and KJ's Cleaning Service.

Recommendation

Approve and authorize Chair Engel to sign a contract between the Facility Services and KJ's Cleaning Service.

Background and Discussion

Recently, Miller's Cleaning Service notified Facility Services of their intent to cancel the janitorial contract for the Almanor Rec Center, Chester Memorial Hall, Chester Library, Chester Complex, and Chester Park effective September 15, 2018. An informal RFP was released in the Chester Progressive for two consecutive weeks to which KJ's Cleaning Service was the only response received. John Lund, owner of KJ's Cleaning Service, has been providing excellent janitorial service to Plumas County for many years and he has elected to pursue a janitorial contract for the aforementioned facilities in Chester. Therefore, we respectfully request the Board of Supervisors approve and authorize Chair Engel to sign the contract for KJ's Cleaning Service not to exceed \$27,662.88.

A copy of the contract is on file with the Clerk of the Board.

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 September 18, 2018 meeting of the Plumas County Board of Supervisors

Date: September 11, 2018

To: Honorable Board of Supervisors

From: *FOR!* Robert Perreault, Director of Public Works

Subject: **Approval of Professional Services Agreement for "On-call Environmental/CEQA & NEPA Services for Miscellaneous Public Works and Road Improvement Projects."**

Background:

The County of Plumas, through its Department of Public Works, participates in regional, state and federal programs in a manner similar to other County agencies throughout the State that are recipient of state and/or federal highway funds. The Department of Public Works requires qualified environmental specialists to provide professional services in the areas of biology, botany, and archaeology in preparing technical studies and permit applications for submittal to State and Federal resource agencies for maintenance and construction projects in order to assure compliance with applicable State and Federal regulations.

Essential services include, but are not limited to: 1) Guidance and assistance with the preparation of all required environmental impact documentation, including Preliminary Environmental Studies associated with Caltrans Local Assistance Procedures, 2) CEQA and NEPA document preparation, 3) Preparation and/or peer review of technical environmental reports and analyses (biological studies, botanical studies, wetland delineations, archaeological reports, etc.), and 4) Providing assistance to Public Works staff with the preparation of permit applications for State and Federal agencies including, but not limited to: Corps of Engineers, Regional Water Quality Control Board, Department of Fish and Game, U.S. Fish and Wildlife, and the U.S. Forest Service.

Typical deliverables include CEQA documents, Environmental Studies, white papers, technical papers and reports, telephone consultations, e-mail or written memo communications, attendance at meetings, meeting notes and records, technical descriptions, interpretations, audiovisual presentations, Memoranda, PowerPoint or web based presentations and other deliverables as requested and deemed necessary by the County.

The project contract shall include a base contract. The specific scope of work for each task or project will be identified and established in the future, and with specific work to be accomplished through the

issuance of individual Task Orders, which include the specific Scope of Work, a not-to-exceed Fee Amount and a Timetable of Deliverables for each Task.

The Plumas County Public Works Department has secured funding for environmental work for over a dozen bridge projects and numerous emergency road repair and drainage improvement projects.

The proposed agreement is for a term of three (3) years and the total of all Task Orders is not to exceed \$450,000. The selection of Stantec Services, Inc. as the most highly qualified firm, represents the culmination of the consultant selection process which began in March of 2018 with the call for Statements of Qualifications. Twelve (12) firms submitted proposals which were reviewed and evaluated by a selection committee in April of 2018.

The selection committee was comprised of Assistant Public Works Director John Mannle, Senior Environmental Planner Jim Graham, and Public Works Director Bob Perreault.

The work slated to be performed by this Agreement will be funded primarily from State and Federal Local Assistance programs which are between 88.53% - 100 % reimbursable. Any local match will be come from the County's SB1 Local Streets and Roads funds. All work performed under this agreement will be for projects which are included within the Department of Public Works budget.

The attached Professional Service Agreement has been approved as to form by the County Counsel's Office.

In closing, it is noted that the Department of Public Works is proposing to enhance the efficiency of administration of this on-call environmental services contract by clarifying that approval of the base contract authorizes the Department to issue individual, project Task Orders without subsequent approval by the Board of Supervisors, provided that the cumulative total of all such Task Orders do not exceed the contract base amount of \$450,000.00, and, further provided that each such Task Order is approved as to form by the Office of County Counsel.

Recommendation by Public Works:

The Director of Public Works staff respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute the Professional Services Agreement between the County of Plumas and Stantec Services, Inc. for On-call Environmental/CEQA & NEPA Services for Miscellaneous Public Works and Road Improvement Projects in the amount of not-to-exceed \$450,000.

Attachment: Professional Services Agreement between the County of Plumas and Stantec Services, Inc.

PROFESSIONAL SERVICES AGREEMENT

On-Call Environmental/CEQA & NEPA Services For Miscellaneous Public Works Projects And Road Improvement Projects

THIS AGREEMENT is made and entered into this Consulting day of not, 2018 ("Effective Date"), by and between the COUNTY OF PLUMAS, a political subdivision of the State of California ("County"), and Stantec Services Inc., a California Corporation ("Consultant").

WITNESSETH:

WHEREAS, County proposes to have Consultant perform on-call environmental/CEQA & NEPA services for miscellaneous Public Works projects, and for road improvement projects consistent with Caltrans Local Assistance Procedures, and Federal, State, and local regulations at various locations within Plumas County, as requested, as described herein below; and

WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 31000, and holds all necessary licenses to practice and perform the services herein contemplated; and

WHEREAS, County and Consultant desire to contract for specific services in connection with the project described below and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

WHEREAS, no official or employee of County has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Work. The project contract shall include a base contract with the specific scope of work identified and established in the future through issuance of a Task Order. The purpose of this Agreement is to set forth the terms and conditions which shall be applicable to any project wherein County requests Stantec's services with details which may be applicable to any particular project to be addressed by Task Order. Each Task Order shall operate as an addendum to this Agreement. Each Task Order shall make specific reference to this Agreement, set forth the Scope of Services, Compensation, and Schedule of Performance involved with a specific project. The form of each Addendum shall be generally in the form attached hereto as Exhibit "A."

The services contemplated by the parties include, but are not limited to, the following:

- a. Guidance and assistance with the preparation of all required environmental impact documentation (including Preliminary Environmental Studies associated with Caltrans Local Assistance Procedures, CEQA and NEPA documents)
- b. Various environmental studies
- c. Preparation and/or peer review of technical environmental reports and analyses (biological studies, botanical studies, wetland delineations, archaeological reports, etc.)
- d. Assist County staff in the preparation of permit applications for State and Federal agencies including but not limited to: Corps of Engineers, Regional Water Quality Control Board, Department of Fish and Game, U.S. Fish and Wildlife, and the U.S. Forest Service.
- e. Typical deliverables include CEQA documents, Environmental Studies, white papers, technical papers and reports, telephone consultations, e-mail or written memo communications, attendance at meetings, meeting notes and records, technical descriptions, interpretations, audiovisual presentations, PowerPoint or web based presentations and other deliverables as requested and deemed necessary by the County.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with customarily acceptable professional practices. Consultant also represents that it is familiar with applicable laws that may affect its performance of this Agreement and shall advise County of any changes in applicable laws that may affect Consultant's performance of this Agreement.

1.3. Compliance with Laws. Consultant shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless County from any liability under any of the above-mentioned laws, which may be incurred to the extent caused by the Consultant's negligent performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5. Non-Exclusive Agreement. Consultant acknowledges that County may enter into agreements with other consultants for services similar to the services that are subject to this

Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated, subcontracted or assigned to any other person or entity without the prior written consent of County. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and incorporated herein by reference. Consultant's compensation shall in no case exceed Four Hundred Fifty Thousand Dollars and No Cents (\$450,000.00).

2.2. Contingency of Funding. Consultant acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds through the State and Federal transportation infrastructure improvement programs to Plumas County. If such funding and/or appropriations are not forth coming, or otherwise limited, County may immediately terminate or modify this Agreement without penalty. County shall provide notice to Consultant in the event the County fails to appropriate funds for a specific Task Order, and in such event Consultant's obligations on the Task Order shall immediately cease, except for completion of any service paid in advance if any.

2.3. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services set forth in subsequent Task Orders unless the County, acting through its Director of Public Works, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.4. Method of Billing. Consultant may submit invoices to County's Project Manager for approval on a progress basis, but no more than once monthly. Said invoice shall be based on the total of all Consultant's services which have been completed to County's sole satisfaction. County shall pay Consultant's invoice within forty-five (45) days from the date County receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any Additional Services approved pursuant to Section 2.3 and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.5. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to County or its Project Manager for inspection and/or audit at mutually convenient times for a period of four (4) years from payment of the final invoice. Notwithstanding the foregoing, the County's right to inspect, copy and audit shall not extend to the composition of the Consultant's rates and fees, percentage mark-ups or multipliers but shall apply only to their application to the applicable units.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the issuance of a specific Task Order or as otherwise set forth in the Task Order. Said services shall be performed in strict compliance with the Project Schedule approved by County as set forth as a component of the specified Task Order. Failure to commence work within a reasonable time and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. A delay beyond a party's control automatically extends the time in an amount equal to the period of the delay for the party to perform the obligation under this Agreement. The Parties shall prepare and sign an appropriate document acknowledging any extension of the time under this paragraph.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a term of three (3) years, unless terminated earlier as provided herein.

4.1.a Consultant shall provide services to County under this Agreement on an as-needed basis for highway improvement projects at various locations within Plumas County, California.

4.1.b Services to be performed under this Agreement will be specified through the use of a written Task Order, which will become a numbered amendment to this Agreement upon execution by the parties. A specific Task Order will confirm or modify the general Scope of Work as set forth in this agreement and establish a specific Project Schedule.

4.1.c. Services provided by Consultant under this Agreement shall not be the County's exclusive source for such types of services, and County reserves the right to use its own workforce or other contractors to perform similar services during the term of this Agreement.

4.2. Notice of Termination. The County reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing thirty (30) days' prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement. Non-payment by the County of the Consultant's invoices within forty-five (45) days of the Consultant rendering them is agreed to constitute a material breach of this Agreement and, upon written notice by the Consultant, the duties, obligations, and responsibilities of the Consultant are terminated.

4.3. Compensation. In the event of termination, County shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of County's written notice of termination. Compensation for work in progress shall be prorated as to the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder, up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein, whether delivered to the County or in the possession of the Consultant.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the County within ten (10) days of delivery of termination notice to Consultant, at no cost to County and upon payment in full of all monies owed to Consultant. Any use or modification by County of uncompleted documents, data studies, work product, design, drawings, maps, or reports (collectively "Project Materials") related to the subject shall be at the County's sole risk and without liability to Consultant. Any use or modification by County of completed or uncompleted Project Materials for work on another project shall be at County's sole risk and without liability to the Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), per claim and aggregate. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three (3) years after completion of the work hereunder.

5.2. Endorsements. Consultant and County agree to the following with respects to insurance provided by Consultant:

 Consultant Initials

- (a) Consultant agrees to obtain endorsements for third party general liability coverage required here to include as additional insureds County, its officials, employees and agents. Consultant also agrees to require this same provision of all subcontractors, joint ventures or other parties engaged by or on behalf of Consultant in relation to this agreement.
- (b) All policies required by this section shall be endorsed to state that County shall be provided with written notice thirty (30) days prior to cancellation of such liability coverage. Consultant shall assure that this provision also applies to any subcontractors, joint ventures or any other party engaged by or on behalf of contractor in relation to this Agreement. Certificate(s) are to reflect that the issuer will provide thirty (30) days notice to County of any cancellation of coverage.
- (c) It is acknowledged by the parties of this Agreement that all insurance coverage required to be provided by Consultant, or any subcontractor, is intended to apply on a primary non-contributing basis in relation to any other insurance or self insurance available to County.
- (d) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.
- (e) Workers compensation policies and professional liability policies shall be endorsed to state that Consultant waives its right to subrogation against the County.

5.3. Certificates of Insurance. Consultant shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County Counsel, prior to commencing or performing any services under this Agreement.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, and the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The Plumas County Director of Public Works, or his designee, shall be the representative of County for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the County, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative, for purposes of this Agreement, who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers.

The Director of Public Works shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with the County during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by County.

6.4. Notices.

Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Wirt Lanning *Consulting WL*
Stantec Services Inc.
5000 Bechelli Lane, Suite 203
Redding, CA 96002
Telephone: (530) 222-5347 ext. 128
Facsimile: (530) 222-4958
E-Mail: wirt.lanning@stantec.com

IF TO COUNTY:

Robert A. Perreault, Jr., P.E.,
Director of Public Works
1834 East Main Street
Quincy, CA 95971
Telephone: (530) 283-6268
Facsimile: (530) 283-6323
E-Mail: bobperreault@countyofplumas.com

For purposes of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail.

6.5. Drug Free Workplace. Consultant certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Consultant's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by County.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless (but not defend) County and its elected and appointed officials, officers and employees, ("County Indemnities") from any and all liabilities, expenses, including reasonable attorney fees, damage to property or injuries to or death of any person or persons or damages to the extent caused by the intentional or negligent acts, error or omissions of Consultant, its employees, agents or subcontractors in the performance of this Agreement. In the event an action for damages is filed in which negligence is alleged on the part of the County and Consultant, each party shall provide for its own defense. Consultant agrees to indemnify and reimburse the County on a pro-rata basis for all expenses of defense and any judgment or amount paid by the County in resolution of such claim, but only to the extent of Consultant's liability for damages in such action. Such pro rata share shall be based upon a final or ultimate judicial determination of negligence or in the absence of such determination, by mutual agreement.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of County. Consultant shall secure, at its expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the County, Consultant shall indemnify, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or

subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in PERS as an employee of County and entitlement to any contribution to be paid by County for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of County upon payment in full of all monies owed consultant. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of County. Consultant shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by County or its authorized representative, at no additional cost to the County. Any use or modification by County of uncompleted Project Materials related to the subject project shall be at County's sole risk and without liability to Consultant. Any use or modification by County of completed or uncompleted Project Materials for work on another project shall be at County's sole risk and without liability to Consultant.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, and provided to County may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualifies as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs County of such trade secret. The County will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The County shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the County's representative, regarding any services rendered under this Agreement at no additional cost to County. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to County, provide all services necessary to rectify and correct the matter to the reasonable satisfaction of County and to participate in any meeting with regard to the correction.

6.15. Prohibited Employment. Consultant will not employ any regular employee of County while this Agreement is in effect.

6.16. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Exhibits such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, (unless specifically stated in this Agreement to the contrary) the terms and conditions in this Agreement shall govern over the attachments.

6.17. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Interpretation. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments. Only a writing, executed by the parties hereto or their respective successors and assigns, may amend this Agreement.

6.22. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

6.26 Neither the County nor the Consultant shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected to this Agreement or the performance of the services on this Project. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, unrealized energy savings, diminution of property value or loss of reimbursement or credits from governmental or other agencies. No claim may be brought against Consultant in contract or tort more than two (2) years after the cause of action arose. As the County's sole and exclusive remedy under this Agreement or any Task Order, any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS

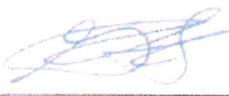
A political subdivision of the State of California

RECOMMENDED AS TO SCOPE OF WORK:

Director of Public Works

Date: _____

APPROVED AS TO FORM:

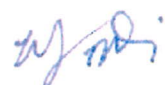
 Deputy
County Counsel

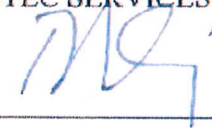
Date: 8/10/18

AGREED TO BY:

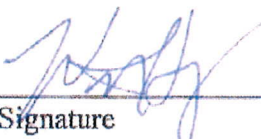
Chair, Board of Supervisors

Date: _____

CONSULTANT: consulting 
STANTEC SERVICES INC.


Signature
Timothy A. Reilly, Principal

Date: August 23, 2018


Signature
Wirt Lanning, Principal

Date: 08/20/18

Taxpayer ID Number – 11-2167170


Consultant Initials

EXHIBIT A

**TASK ORDER NO. _____
SERVICES AGREEMENT**

This Task Order is an addendum to the Services Agreement ("Agreement") between the COUNTY OF PLUMAS, a political subdivision of the State of California ("County"), and _____ ("Contractor"), dated _____, 201____.

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.** Contractor shall perform the following services:

3. **Compensation.** County shall compensate Contractor for the services described in Section 2 above, as follows:

4. **Schedule of Performance.** Contractor shall perform the services described in Section 2 above in accordance with the following schedule:

5. **Additional Provisions.** _____

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.

COUNTY OF PLUMAS
a political subdivision of the State of California

CONTRACTOR:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

 Consultant Initials

County Initials _____

EXHIBIT B

Fee Schedule

 Consultant Initials

County Initials_____



Exhibit 10-H2 Cost Proposal
Specific Rate of Compensation

Consultant: Stantec Consulting Services Inc. Prime Consultant

Date: June 2018

Combined Indirect Cost Rate (ICR) = 55.17% + 105.23% + 0.00% = 160.40%
FEE % = 10%

Prime Benefit % Overhead % General Administration % Combined %

BILLING INFORMATION

Billing Level	Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Billing Rates		Actual or Average Hourly Rate	% Annual Increase	Hourly Range - for Classifications Only
		Straight ³	OT(1.5x)	OT(2x)	From	To			
15	Wirt Lanning*/Project Director/Principal	\$192.29	\$192.29	\$192.29	1/1/2018	12/31/2018	\$67.13	3%	
		\$198.06	\$198.06	\$198.06	1/1/2019	12/31/2019	\$69.14	3%	
		\$204.00	\$204.00	\$204.00	1/1/2020	12/31/2020	\$71.22	3%	
		\$210.12	\$210.12	\$210.12	1/1/2021	12/31/2021	\$73.35	3%	
Exempt		\$216.42	\$216.42	\$216.42	1/1/2022	12/31/2022	\$75.56	3%	
14	Mark Wuestehube*/Project Manager/Principal	\$171.18	\$171.18	\$171.18	1/1/2018	12/31/2018	\$59.76	3%	
		\$176.31	\$176.31	\$176.31	1/1/2019	12/31/2019	\$61.55	3%	
		\$181.60	\$181.60	\$181.60	1/1/2020	12/31/2020	\$63.40	3%	
		\$187.05	\$187.05	\$187.05	1/1/2021	12/31/2021	\$65.30	3%	
Exempt		\$192.66	\$192.66	\$192.66	1/1/2022	12/31/2022	\$67.26	3%	
15	Keith Marine*/Aquatic Biology Task Leader/Principal	\$199.76	\$199.76	\$199.76	1/1/2018	12/31/2018	\$69.74	3%	
		\$205.76	\$205.76	\$205.76	1/1/2019	12/31/2019	\$71.83	3%	
		\$211.93	\$211.93	\$211.93	1/1/2020	12/31/2020	\$73.99	3%	
		\$218.29	\$218.29	\$218.29	1/1/2021	12/31/2021	\$76.21	3%	
Exempt		\$224.84	\$224.84	\$224.84	1/1/2022	12/31/2022	\$78.49	3%	
10	Connie MacGregor*/CEQA, NEPA, and Permitting Task Leader/Planner	\$104.18	\$104.18	\$104.18	1/1/2018	12/31/2018	\$36.37	3%	
		\$107.30	\$107.30	\$107.30	1/1/2019	12/31/2019	\$37.46	3%	
		\$110.52	\$110.52	\$110.52	1/1/2020	12/31/2020	\$38.58	3%	
		\$113.84	\$113.84	\$113.84	1/1/2021	12/31/2021	\$39.74	3%	
Exempt		\$117.25	\$117.25	\$117.25	1/1/2022	12/31/2022	\$40.93	3%	
15	Michelle Cross*/Cultural Resources Task Leader/Principal	\$196.93	\$196.93	\$196.93	1/1/2018	12/31/2018	\$68.75	3%	
		\$202.84	\$202.84	\$202.84	1/1/2019	12/31/2019	\$70.81	3%	
		\$208.92	\$208.92	\$208.92	1/1/2020	12/31/2020	\$72.94	3%	
		\$215.19	\$215.19	\$215.19	1/1/2021	12/31/2021	\$75.12	3%	
Exempt		\$221.64	\$221.64	\$221.64	1/1/2022	12/31/2022	\$77.38	3%	
10	Kurt Bainbridge*/Terrestrial Biology Task Leader/Scientist	\$94.98	\$94.98	\$94.98	1/1/2018	12/31/2018	\$33.16	3%	
		\$97.83	\$97.83	\$97.83	1/1/2019	12/31/2019	\$34.15	3%	
		\$100.77	\$100.77	\$100.77	1/1/2020	12/31/2020	\$35.18	3%	
		\$103.79	\$103.79	\$103.79	1/1/2021	12/31/2021	\$36.23	3%	
Exempt		\$106.90	\$106.90	\$106.90	1/1/2022	12/31/2022	\$37.32	3%	

Billing Level	Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Billing Rates		Actual or Average Hourly Rate	% Annual Increase	Hourly Range - for Classifications Only
		Straight ³	OT(1.5x)	OT(2x)	From	To			
7	Tim Hanson*/Wetlands and Biological Task Leader/Scientist	\$72.84	\$72.84	\$72.84	1/1/2018	12/31/2018	\$24.43	3%	
Exempt		\$75.03	\$75.03	\$75.03	1/1/2019	12/31/2019	\$26.19	3%	
		\$77.28	\$77.28	\$77.28	1/1/2020	12/31/2020	\$26.98	3%	
		\$79.60	\$79.60	\$79.60	1/1/2021	12/31/2021	\$27.79	3%	
		\$81.98	\$81.98	\$81.98	1/1/2022	12/31/2022	\$28.62	3%	
17	Senior Principal Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$95.13	3%	\$87.51 to \$102.75
Exempt					1/1/2019	12/31/2019	\$97.98	3%	\$90.14 to \$105.83
					1/1/2020	12/31/2020	\$100.92	3%	\$92.84 to \$109.01
					1/1/2021	12/31/2021	\$103.95	3%	\$95.62 to \$112.28
					1/1/2022	12/31/2022	\$107.07	3%	\$98.49 to \$115.65
16	Principal Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$81.14	3%	\$74.77 to \$87.50
Exempt					1/1/2019	12/31/2019	\$83.57	3%	\$77.01 to \$90.13
					1/1/2020	12/31/2020	\$86.08	3%	\$79.32 to \$92.83
					1/1/2021	12/31/2021	\$88.66	3%	\$81.70 to \$95.61
					1/1/2022	12/31/2022	\$91.32	3%	\$84.15 to \$98.48
15	Principal Senior Associate II Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$69.76	3%	\$64.76 to \$74.76
Exempt					1/1/2019	12/31/2019	\$71.85	3%	\$66.70 to \$77.00
					1/1/2020	12/31/2020	\$74.01	3%	\$68.70 to \$79.31
					1/1/2021	12/31/2021	\$76.23	3%	\$70.77 to \$81.69
					1/1/2022	12/31/2022	\$78.52	3%	\$72.89 to \$84.14
14	Principal Senior Associate I Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$60.63	3%	\$56.51 to \$64.75
Exempt					1/1/2019	12/31/2019	\$62.45	3%	\$58.21 to \$66.69
					1/1/2020	12/31/2020	\$64.32	3%	\$59.95 to \$68.69
					1/1/2021	12/31/2021	\$66.25	3%	\$61.75 to \$70.75
					1/1/2022	12/31/2022	\$68.24	3%	\$63.60 to \$72.88
13	Associate II Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$52.88	3%	\$49.26 to \$56.50
Exempt					1/1/2019	12/31/2019	\$54.47	3%	\$50.74 to \$58.20
					1/1/2020	12/31/2020	\$56.10	3%	\$52.26 to \$59.94
					1/1/2021	12/31/2021	\$57.78	3%	\$53.83 to \$61.74
					1/1/2022	12/31/2022	\$59.52	3%	\$55.44 to \$63.59
12	Associate II Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$46.26	3%	\$43.26 to \$49.25
Exempt					1/1/2019	12/31/2019	\$47.64	3%	\$44.56 to \$50.73
					1/1/2020	12/31/2020	\$49.07	3%	\$45.89 to \$52.25
					1/1/2021	12/31/2021	\$50.54	3%	\$47.27 to \$53.82
					1/1/2022	12/31/2022	\$52.06	3%	\$48.69 to \$55.43
11	Associate I Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$40.76	3%	\$38.26 to \$43.25
Exempt					1/1/2019	12/31/2019	\$41.98	3%	\$39.41 to \$44.55
					1/1/2020	12/31/2020	\$43.24	3%	\$40.59 to \$45.88
					1/1/2021	12/31/2021	\$44.53	3%	\$41.81 to \$47.26
					1/1/2022	12/31/2022	\$45.87	3%	\$43.06 to \$48.68
10	Staff III Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$36.26	3%	\$34.26 to \$38.25
Exempt/Non-exempt					1/1/2019	12/31/2019	\$37.34	3%	\$35.29 to \$39.40
					1/1/2020	12/31/2020	\$38.46	3%	\$36.35 to \$40.58
					1/1/2021	12/31/2021	\$39.62	3%	\$37.44 to \$41.80
					1/1/2022	12/31/2022	\$40.81	3%	\$38.56 to \$43.05
9	Staff II Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$32.51	3%	\$30.76 to \$34.25
Exempt/Non-exempt					1/1/2019	12/31/2019	\$33.48	3%	\$31.68 to \$35.28
					1/1/2020	12/31/2020	\$34.48	3%	\$32.63 to \$36.34
					1/1/2021	12/31/2021	\$35.52	3%	\$33.61 to \$37.43
					1/1/2022	12/31/2022	\$36.58	3%	\$34.62 to \$38.55
8	Staff I Engineer/Scientist/Planner/Consultant				1/1/2018	12/31/2018	\$29.27	3%	\$27.76 to \$30.77
Exempt/Non-exempt					1/1/2019	12/31/2019	\$30.14	3%	\$28.59 to \$31.69

Billing Level	Name/Job Title/Classification ¹	Hourly Billing Rates ²		Effective Date of Hourly Billing Rates		Actual or Average Hourly Rate	% Annual Increase	Hourly Range - for Classifications Only
		Straight ³	OT(1.5x)	OT(2x)	From	To		
Exempt/Non-exempt	Planner/Consultant				1/1/2020	12/31/2020	3%	\$29.45 to \$32.64
					1/1/2021	12/31/2021	3%	\$30.33 to \$33.62
					1/1/2022	12/31/2022	3%	\$31.24 to \$34.63
					1/1/2018	12/31/2018	3%	\$25.01 to \$27.75
Exempt/Non-exempt	Technician III Engineer/Scientist/ Planner/Consultant				1/1/2019	12/31/2019	3%	\$25.76 to \$28.58
					1/1/2020	12/31/2020	3%	\$26.53 to \$29.44
					1/1/2021	12/31/2021	3%	\$27.33 to \$30.32
					1/1/2022	12/31/2022	3%	\$28.15 to \$31.23
Non-exempt	Technician II Engineer/Scientist/ Planner/Consultant				1/1/2018	12/31/2018	3%	\$22.51 to \$25.00
					1/1/2019	12/31/2019	3%	\$23.19 to \$25.75
					1/1/2020	12/31/2020	3%	\$23.88 to \$26.52
					1/1/2021	12/31/2021	3%	\$24.60 to \$27.32
Non-exempt	Technician Engineer/Scientist/ Planner/Consultant				1/1/2022	12/31/2022	3%	\$25.34 to \$28.14
					1/1/2018	12/31/2018	3%	\$20.01 to \$22.50
					1/1/2019	12/31/2019	3%	\$20.61 to \$23.18
					1/1/2020	12/31/2020	3%	\$21.23 to \$23.87
Non-exempt	Clerical/Tech Editor				1/1/2021	12/31/2021	3%	\$21.87 to \$24.59
					1/1/2022	12/31/2022	3%	\$22.52 to \$25.32
					1/1/2018	12/31/2018	3%	\$38.26 to \$43.25
					1/1/2019	12/31/2019	3%	\$39.41 to \$44.55
Exempt/Non-exempt	Administrative Assistant				1/1/2020	12/31/2020	3%	\$40.59 to \$45.88
					1/1/2021	12/31/2021	3%	\$41.81 to \$47.26
					1/1/2022	12/31/2022	3%	\$43.06 to \$48.68
					1/1/2018	12/31/2018	3%	\$9.00 to \$35.00
Non-exempt					1/1/2019	12/31/2019	3%	\$9.00 to \$35.00
					1/1/2020	12/31/2020	3%	\$9.00 to \$35.00
					1/1/2021	12/31/2021	3%	\$9.00 to \$35.00
					1/1/2022	12/31/2022	3%	\$9.00 to \$35.00

Notes:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.



Exhibit 10-H2 Cost Proposal
Specific Rate of Compensation

Consultant: Stantec Consulting Services Inc.

Prime Consultant

SCHEDULE OF OTHER DIRECT COST ITEMS			
DESCRIPTION OF ITEMS	UNIT	UNIT COST	TOTAL
Special Tooling			
A. GPS	day	\$100.00	
B. Drilling		at cost	
C. Laboratory Testing		at cost	
D. Records Search Fees		at cost	
Travel			
A. Mileage (personal, company)	mile	at IRS rate	
B. Tolls	per toll	at cost	
C. Parking		at cost	
D. Rental Vehicle and Gas		at cost	
E. Lodging		at cost	
F. Meals		at cost	
G. Related Incidentals		at cost	
Document Production			
A. Color: 8 1/2 x 11 / 11 x 17 (internal)	page	\$0.25 / \$0.50	
B. Color: 8 1/2 x 11 / 11 x 17 (internal)	page	\$0.05 / \$0.10	
C. Printing (outside services)		at cost	
D. Postage/Shipping		at cost	

NOTES:

1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).

5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules. Local Assistance Procedures Manual EXHIBIT 10-H2 Cost Proposal Page 6 of 9 January 2018
7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10. Add additional pages if necessary.
11. Subconsultants must provide their own cost proposals.

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

**Note: Mark-ups are Not Allowed
Consultant or Subconsultant**

Curalium Consulting _____ Contract No. _____ Date 1/15/2018

Fringe Benefit 0.00% (- 0% if Included in OII)	+	Overhead 0.00% (- 0% if Included in OII)	+	General Administration 0.00% =	81% Combined Indirect Cost Rate (ICR)
---	---	---	---	--------------------------------	---------------------------------------

FF = 10%

BILLING INFORMATION			CALCULATION INFORMATION					
Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective date of hourly rate		Actual or Avg. hourly rate ³	% or \$ increase	Hourly range - for classifications only
	Straight	OT(1.5x)	OT(2x)	From	To			
Technical Writer	\$129.41			1/1/18	12/31/18	\$65	Rate subject to annual escalation	
							0.00% 0.00% 0.00%	
							0.00% 0.00% 0.00%	
							0.00% 0.00% 0.00%	
							0.00% 0.00% 0.00%	
							0.00% 0.00% 0.00%	

1. Names and classifications of consultant (key staff) team members must be listed. Provide separate sheets for prime and all subconsultant firms.
2. Billing rate - actual hourly rate * (1 + ICR) * (1 + Fee). Agreed upon billing rates are not adjustable for the term of contract.
3. For named employees enter the actual hourly rate. For classifications only enter the Average Hourly Rate for that classification.

- Denote all employees subject to prevailing wage with an asterisk (*)
- For "Other Direct Cost" listing, see page 2 of this Exhibit

AD Campbell 7/13/18

BILLING RATES

Consultant or Subconsultant	JRP Historical Consulting, LLC	Contract No.	TBD - Plumas County	Date	5/4/
-----------------------------	--------------------------------	--------------	---------------------	------	------

	Fringe Benefit%	+	Overhead%	+ General Administration %	Combined %
	Office Staff Rate	56.28%	29.94%	25.93% FEE%	112.15%
					=
					=
					10.00%

CALCULATION INFORMATION

Name/Classification	Loaded Hourly Billing Rate			Effective Date of Hourly Rate		% Escalation Increase	Actual/Average Hourly Rate	Hourly Range for Class
	Straight	OT (1.5X)	OT (2X)	From	To			
Stephen Wee Principal Investigator/ Historian Exempt	171.78	N/C	N/C	1/1/2018	12/31/2018	0.00%	73.61	N/A
	177.80	N/C	N/C	1/1/2019	12/31/2019	3.50%	76.19	N/A
	184.03	N/C	N/C	1/1/2020	12/31/2020	3.50%	78.86	N/A
Rebecca Meta Burnse Principal Investigator/ Architectural Historian Exempt	190.47	N/C	N/C	1/1/2021	12/31/2021	3.50%	81.62	N/A
	197.15	N/C	N/C	1/1/2022	12/31/2022	3.50%	84.48	N/A
	162.07	N/C	N/C	1/1/2018	12/31/2018	0.00%	69.45	N/A
	167.75	N/C	N/C	1/1/2019	12/31/2019	3.50%	71.88	N/A
	173.62	N/C	N/C	1/1/2020	12/31/2020	3.50%	74.40	N/A
Christopher McMorris Principal Investigator/ Architectural Historian Exempt	179.69	N/C	N/C	1/1/2021	12/31/2021	3.50%	77.00	N/A
	185.98	N/C	N/C	1/1/2022	12/31/2022	3.50%	79.70	N/A
	156.26	N/C	N/C	1/1/2018	12/31/2018	0.00%	66.96	N/A
	161.72	N/C	N/C	1/1/2019	12/31/2019	3.50%	69.30	N/A
	187.39	N/C	N/C	1/1/2020	12/31/2020	3.50%	71.73	N/A
Bryan Larson Principal Investigator/ Historian Exempt	173.25	N/C	N/C	1/1/2021	12/31/2021	3.50%	74.24	N/A
	179.32	N/C	N/C	1/1/2022	12/31/2022	3.50%	76.94	N/A
	135.35	N/C	N/C	1/1/2018	12/31/2018	0.00%	58.00	N/A
	140.09	N/C	N/C	1/1/2019	12/31/2019	3.50%	60.03	N/A
	144.98	N/C	N/C	1/1/2020	12/31/2020	3.50%	62.13	N/A
Scott Mittenberger Principal Investigator/ Historian Exempt	150.04	N/C	N/C	1/1/2021	12/31/2021	3.50%	64.30	N/A
	155.29	N/C	N/C	1/1/2022	12/31/2022	3.50%	66.55	N/A
	125.22	N/C	N/C	1/1/2018	12/31/2018	0.00%	53.66	N/A
	129.61	N/C	N/C	1/1/2019	12/31/2019	3.50%	55.54	N/A
	134.14	N/C	N/C	1/1/2020	12/31/2020	3.50%	57.48	N/A
Senior Architectural Historian / Historian II Non-Exempt	138.83	N/C	N/C	1/1/2021	12/31/2021	3.50%	59.49	N/A
	143.68	N/C	N/C	1/1/2022	12/31/2022	3.50%	61.57	N/A
	108.51	162.77	217.03	1/1/2018	12/31/2018	0.00%	46.50	\$40.00 - \$53.00
	112.32	168.48	224.64	1/1/2019	12/31/2019	3.50%	48.13	\$41.40 - \$54.86
	118.24	174.36	232.48	1/1/2020	12/31/2020	3.50%	49.81	\$42.85 - \$56.77
Senior Historian / Architectural Historian I Non-Exempt	120.30	180.45	240.60	1/1/2021	12/31/2021	3.50%	51.55	\$44.35 - \$58.76
	124.50	186.75	249.00	1/1/2022	12/31/2022	3.50%	53.35	\$45.90 - \$60.82
	99.18	148.77	198.36	1/1/2018	12/31/2018	0.00%	42.50	\$36.00 - \$49.00
	102.66	153.99	205.31	1/1/2019	12/31/2019	3.50%	43.99	\$37.26 - \$50.72
	106.25	159.38	212.50	1/1/2020	12/31/2020	3.50%	45.53	\$38.56 - \$52.49
Historian / Architectural Historian III Non-Exempt	109.96	164.94	219.92	1/1/2021	12/31/2021	3.50%	47.12	\$39.91 - \$54.33
	113.81	170.72	227.62	1/1/2022	12/31/2022	3.50%	48.77	\$41.31 - \$56.23
	91.01	136.52	182.02	1/1/2018	12/31/2018	0.00%	39.00	\$31.00 - \$47.00
	94.21	141.31	188.42	1/1/2019	12/31/2019	3.50%	40.37	\$32.08 - \$48.65
	97.50	146.25	195.00	1/1/2020	12/31/2020	3.50%	41.78	\$33.21 - \$50.35
Historian / Architectural Historian II	100.91	151.36	201.81	1/1/2021	12/31/2021	3.50%	43.24	\$34.57 - \$52.11
	104.43	156.65	208.86	1/1/2022	12/31/2022	3.50%	44.75	\$35.57 - \$53.93
	72.34	108.51	144.69	1/1/2018	12/31/2018	0.00%	31.00	\$26.00 - \$36.00

EXHIBIT 10-H COST PROPOSAL
SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

BILLING RATES

Note: Mark-ups are Not Allowed

Consultant or Subconsultant	JRP Historical Consulting, LLC	Contract No.	TBD - Plumas County	Date	5/4/
Office Staff Rate	Fringe Benefit%	Overhead%	General Administration %	Combined %	
56.28%	+	29.94%	25.93%	=	112.15%
			FEE %	=	10.00%

BILLING INFORMATION

CALCULATION INFORMATION

Name/Classification	Loaded Hourly Billing Rate			Effective Date of Hourly Rate		% Escalation Increase	Actual/Average Hourly Rate	Hourly Range for Class
	Straight	OT (1.5X)	OT (2X)	From	To			
Non-Exempt	74.69	112.33	149.77	1/1/2019	12/31/2019	3.50%	32.09	\$26.91 - \$37.26
	77.50	118.25	155.00	1/1/2020	12/31/2020	3.50%	33.21	\$27.85 - \$38.56
	80.21	120.31	160.42	1/1/2021	12/31/2021	3.50%	34.37	\$28.83 - \$39.91
Contracts Manager	83.01	124.51	166.02	1/1/2022	12/31/2022	3.50%	35.57	\$29.84 - \$41.31
	86.34	98.01	130.68	1/1/2018	12/31/2018	0.00%	28.00	\$23.00 - \$33.00
	87.63	101.44	135.26	1/1/2019	12/31/2019	3.50%	28.98	\$23.81 - \$34.16
Non-Exempt	89.99	104.96	139.97	1/1/2020	12/31/2020	3.50%	29.99	\$24.64 - \$35.35
	92.44	108.65	144.87	1/1/2021	12/31/2021	3.50%	31.04	\$25.50 - \$36.59
	94.98	112.47	149.96	1/1/2022	12/31/2022	3.50%	32.13	\$26.39 - \$37.87
Graphics/GIS Technician II	61.84	92.76	123.68	1/1/2018	12/31/2018	0.00%	26.50	\$23.00 - \$30.00
	64.01	96.02	128.02	1/1/2019	12/31/2019	3.50%	27.43	\$23.81 - \$31.05
	66.25	99.38	132.50	1/1/2020	12/31/2020	3.50%	28.39	\$24.64 - \$32.14
Non-Exempt/PT	68.56	102.84	137.13	1/1/2021	12/31/2021	3.50%	29.38	\$25.50 - \$33.26
	70.97	106.45	141.93	1/1/2022	12/31/2022	3.50%	30.41	\$26.39 - \$34.43
Historian / Architectural Historian I	56.01	84.01	112.02	1/1/2018	12/31/2018	0.00%	24.00	\$21.00 - \$27.00
	57.97	86.95	115.94	1/1/2019	12/31/2019	3.50%	24.84	\$21.74 - \$27.95
	60.00	90.00	120.00	1/1/2020	12/31/2020	3.50%	25.71	\$22.50 - \$28.92
Non-Exempt	62.10	93.15	124.20	1/1/2021	12/31/2021	3.50%	26.61	\$23.28 - \$29.94
	64.27	96.40	128.54	1/1/2022	12/31/2022	3.50%	27.54	\$24.10 - \$30.98
Graphics/GIS Technician I	52.51	78.76	105.01	1/1/2018	12/31/2018	0.00%	22.50	\$20.00 - \$25.00
	54.35	81.53	108.70	1/1/2019	12/31/2019	3.50%	23.29	\$20.70 - \$25.88
	56.26	84.40	112.53	1/1/2020	12/31/2020	3.50%	24.11	\$21.42 - \$26.78
Non-Exempt	58.22	87.34	116.45	1/1/2021	12/31/2021	3.50%	24.95	\$22.17 - \$27.72
	60.25	90.38	120.51	1/1/2022	12/31/2022	3.50%	25.82	\$22.17 - \$27.72
Assistant Contracts Manager	54.84	82.26	109.68	1/1/2018	12/31/2018	0.00%	23.50	\$20.00 - \$27.00
	56.75	85.13	113.51	1/1/2019	12/31/2019	3.50%	24.32	\$20.70 - \$27.95
	58.74	88.11	117.48	1/1/2020	12/31/2020	3.50%	25.17	\$21.42 - \$28.92
Non-Exempt	60.79	91.19	121.58	1/1/2021	12/31/2021	3.50%	26.05	\$22.17 - \$29.94
	62.92	94.37	125.83	1/1/2022	12/31/2022	3.50%	26.96	\$22.17 - \$29.94
Research Assistant III	49.01	73.51	98.01	1/1/2018	12/31/2018	0.00%	21.00	\$18.00 - \$24.00
	50.73	76.10	101.47	1/1/2019	12/31/2019	3.50%	21.74	\$18.63 - \$24.84
	52.51	78.76	105.01	1/1/2020	12/31/2020	3.50%	22.50	\$19.28 - \$25.71
Non-Exempt	54.35	81.53	108.70	1/1/2021	12/31/2021	3.50%	23.29	\$19.96 - \$26.61
	56.26	84.40	112.53	1/1/2022	12/31/2022	3.50%	24.11	\$19.96 - \$26.61
Research Assistant II	45.51	68.26	91.01	1/1/2018	12/31/2018	0.00%	19.50	\$17.00 - \$22.00
	47.09	70.64	94.19	1/1/2019	12/31/2019	3.50%	20.18	\$17.60 - \$22.77
	48.75	73.12	97.50	1/1/2020	12/31/2020	3.50%	20.89	\$18.21 - \$23.57
Non-Exempt	50.45	75.68	100.91	1/1/2021	12/31/2021	3.50%	21.62	\$18.85 - \$24.39

BILLING RATES

Consultant or Subconsultant	Contract No.	Date
JRP Historical Consulting, LLC	TBD - Plumas County	5/4/

	Fringe Benefit%	+	Overhead%		General Administration %	Combined %
	Office Staff Rate	56.28%	29.94%	25.93%	=	112.15%
					=	10.00%
					FEE %	

CALCULATION INFORMATION

Name/Classification	Loaded Hourly Billing Rate			Effective Date of Hourly Rate		% Escalation Increase	Actual/Average Hourly Rate	Hourly Range for Class
	Straight	OT (1.5x)	OT (2X)	From	To			
Research Assistant I Non-Exempt	52.23	78.34	104.45	1/1/2022	12/31/2022	3.50%	22.38	\$18.85 - \$21.39
	42.01	63.01	84.01	1/1/2018	12/31/2018	0.00%	18.00	\$16.00 - \$20.00
	43.48	65.21	86.95	1/1/2019	12/31/2019	3.50%	18.63	\$16.56 - \$20.70
	44.99	67.49	89.98	1/1/2020	12/31/2020	3.50%	19.28	\$17.14 - \$21.42
	46.56	69.83	93.11	1/1/2021	12/31/2021	3.50%	19.95	\$17.74 - \$22.17
Intern / Research Assistant I Non-Exempt	48.19	72.28	96.38	1/1/2022	12/31/2022	3.50%	20.65	\$18.36 - \$22.95
	42.01	63.01	84.01	1/1/2018	12/31/2018	0.00%	18.00	\$16.00 - \$20.00
	43.48	65.21	86.95	1/1/2019	12/31/2019	3.50%	18.63	\$16.56 - \$20.70
	44.99	67.49	89.99	1/1/2020	12/31/2020	3.50%	19.28	\$17.14 - \$21.42
	46.56	69.83	93.11	1/1/2021	12/31/2021	3.50%	19.95	\$17.74 - \$22.17
	48.19	72.28	96.38	1/1/2022	12/31/2022	3.50%	20.65	\$18.36 - \$22.95

1. Names and classifications of consultant (key staff) team members must be listed. Provide separate sheets for prime and all subconsultant firms.
2. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Agreed upon billing rates are not adjustable for the term of contract.
3. For named employees enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

* Denote all employees subject to prevailing wage with an asterisks (*)
 ** Overtime Rates for Prevailing Wage Earners are approximate

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Contract No. TBD - Plumas County
Consultant or Subconsultant JRP Historical Consulting, LLC
Date 5/4/2018

SCHEDULE OF OTHER DIRECT COST ITEMS											
PRIME CONSULTANT				JRP Historical Consulting, LLC				SUBCONSULTANT #2			
DESCRIPTION OF ITEMS	UNIT	UNIT COST	TOTAL	DESCRIPTION OF ITEMS	UNIT	UNIT COST	TOTAL	DESCRIPTION OF ITEMS	UNIT	UNIT COST	TOTAL
				Special Tooling				Special Tooling			
				A. Printing / Reproduction		Actual Cost		A.			
				B. Postage / Delivery Services		Actual Cost		B.			
				C. Photocopies		\$0.015		C.			
				D. Research Fees		Actual Cost		Travel			
				Travel				A.			
				A. Vehicle Mileage		At IRS Rate		B.			
				B. Parking / Tolls		Actual Cost		C.			
				C. Per Diem		At GSA Rates					
	</										

IMPORTANT NOTES:

1. List direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentations.
2. Proposed items should be consistently billed directly to all clients (Commercial entities, Federal Govt., State Govt., and Local Govt. Agency), and not just when the client will pay for them as a direct cost.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency.
7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is their standard procedure for all of their contracts and that they do not own any vehicles purpose. that could be used for the same purpose.

EXHIBIT 10-H2 COST PROPOSAL Form 3 of 3

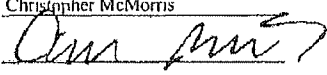
Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the

Prime Consultant or Subconsultant Certifying:

Name Christopher McMorris Title* Partner
Signature  Date of Certification (mm/dd/yyyy) 5/4/2018
Email cmcmorris@jrphistorical.com Phone Number 530-757-2521
Address 2850 Spafford Street, Davis, CA 95618

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice

List services the consultant is providing under the proposed contract:

Historic resources documentation and services

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed
Consultant Lawrence & Associates

☐ Prime Consultant ☒ Subconsultant ☐ 2nd Tier Subconsultant

Project No. _____ Contract No. _____ Participation Amount \$ _____ Date 07/10/2018

For Combined Rate	90 (OH + Fringe) Fringe Benefit % + General & Administrative %	40	=	130	Combined ICR%
OR					
For Home Office Rate	Fringe Benefit % + General & Administrative %		=		Home Office ICR%
For Field Office Rate	Fringe Benefit % + General & Administrative %		=		Field Office ICR%
Fee = 10 %					

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ⁴	% or \$ Increase	Hourly Range - for Classifications Only
	Straight ³	OT(1.5x)	OT(2x)	From	To			
Robert L. Ekin *	\$110.06	N/A	N/A	01/01/2018	12/31/2018	\$43.50		Not Applicable
Senior Environmental Assessor	\$110.06	N/A	N/A	01/01/2019	12/31/2019	\$43.50	0.0%	
	\$110.06	N/A	N/A	01/01/2020	12/31/2020	\$43.50	0.0%	
Bryan W. Gartner*	\$159.80	N/A	N/A	01/01/2018	12/31/2018	\$111.75		Not Applicable
Principal Geologist	\$159.80	N/A	N/A	01/01/2019	12/31/2019	\$111.75	0.0%	
	\$159.80	N/A	N/A	01/01/2020	12/31/2020	\$111.75	0.0%	
David Zaitz	\$85.01	N/A	N/A	01/01/2018	12/31/2018	\$33.60		Not Applicable
AutoCAD Level I Operator	\$85.01	N/A	N/A	01/01/2019	12/31/2019	\$33.60	0.0%	
	\$85.01	N/A	N/A	01/01/2020	12/31/2020	\$33.60	0.0%	
Della Bracket	\$65.02	N/A	N/A	01/01/2018	12/31/2018	\$25.70		Not Applicable
Clerical	\$65.02	N/A	N/A	01/01/2019	12/31/2019	\$25.70	0.0%	
	\$65.02	N/A	N/A	01/01/2020	12/31/2020	\$25.70	0.0%	

(Add pages as necessary)

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

EXHIBIT 10-H2 COST PROPOSAL Page 2 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Lawrence & Associates

Consultant ☐ Prime Consultant ☐ SubconsultantProject No. _____ Contract No. _____ Date July 10, 2018

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs			\$ at the IRS rate	\$
Equipment Rental and Supplies			\$ at the IRS rate	\$
Permit Fees			\$ at the IRS rate	\$
Plan Sheets			\$ at the IRS rate	\$
Test			\$ at the IRS rate	\$
Vehicle			\$ at the IRS rate	\$
Subconsultant 1:			\$	\$
Subconsultant 2:			\$	\$
Subconsultant 3:			\$	\$
Subconsultant 4:			\$	\$
Subconsultant 5:			\$	\$

Note: Add additional pages if necessary.

NOTES:

1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.

7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10. Add additional pages if necessary.
11. Subconsultants must provide their own cost proposals.

EXHIBIT 10-H2 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

7. Generally Accepted Accounting Principles (GAAP)
8. Terms and conditions of the contract
9. Title 23 United States Code Section 112 - Letting of Contracts
10. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
11. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
12. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: Bryan W. Gartner Title *: Principal Geologist
 Signature: Bryan W. Gartner Date of Certification (mm/dd/yyyy): July 10, 2018
 Email: bgartner@wrnc.com Phone Number: 530-275-4800
 Address: 3550 Iron Court, Shasta Lake, CA 96019

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Environmental Consulting, Phase I Initial Site Assessment (ISA), Hazardous Materials Sampling and Analysis.

EXHIBIT C

Project Schedule

The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the issuance of a specific Task Order or as otherwise set forth in the Task Order. Said services shall be performed in strict compliance with the Project Schedule approved by County as set forth as a component of the specified Task Order. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.



____ Consultant Initials

PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET ♦ ROOM 205 ♦ QUINCY, CA 95971-4111 ♦ (530) 283-6246 ♦ FAX (530) 283-6442
ROBERTA M. ALLEN, CPA ♦ AUDITOR / CONTROLLER



Date: September 5, 2018

To: The Honorable Board of Supervisors

From: Roberta Allen, Auditor / Controller 

Subject: Adoption of Basic and Bond Tax Rates for Fiscal Year 2018/19, Tax Year 2018

RECOMMENDATION:

Adopt a Resolution adopting the Basic Tax Rate for Plumas County and the rates for the Plumas Unified School District and the Plumas District Hospital Bonds for Fiscal Year 2018/19 Tax Year 2018.

BACKGROUND:

Government Code §29100 requires that the board shall adopt by resolution the rates of taxes on the secured roll on or before October 3 of each year.

RESOLUTION NO. 18-

**A RESOLUTION ADOPTING THE BASIC TAX RATE FOR PLUMAS COUNTY AND THE RATES FOR
THE PLUMAS UNIFIED SCHOOL DISTRICT AND THE PLUMAS DISTRICT HOSPITAL BONDS FOR
FISCAL YEAR 2018/19**

WHEREAS, Government Code §29100 requires that the tax rates be set and approved by the Board of Supervisors.

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

The ad valorem property tax rate for Plumas County is 1% of the assessed value (\$1,000.00 per \$100,000 of assessed value) for the 2018/19 year, tax year 2018, with the bond rates to be ADDED to the 1% rate as follows:

The additional tax rates for the **Plumas Unified School District Bond** for Secured Assessed Values

Measure A: 0.03033% (\$30.33 per \$100,000 of assessed value)

Measure B: 0.05229% (\$52.29 per \$100,000 of assessed value)

The additional tax rates for the **Plumas Unified School District Bond** for Unsecured Assessed Values

Measure A: 0.03961% (\$39.61 per \$100,000 of assessed value)

Measure B: 0.05885% (\$58.85 per \$100,000 of assessed value)

The additional tax rates for the **Plumas District Hospital Bond**, as calculated and approved, by resolution No. 2018.2, by the Plumas District Hospital's Board, are affixed at 0.03455% of the Secured assessed value (\$34.55 per \$100,000 of assessed value) and 0.03375% of the Unsecured assessed value for the fiscal year 2018/19 tax year 2018.

The additional tax rates for the Plumas Unified School District and Plumas District Hospital Bonds is affixed at 0.13152% (\$131.52 per \$100,000 of assessed value) of the assessed value of the Unitary/State Board Roll for the fiscal year 2018/19, tax year 2018.

The foregoing, Resolution No. 18-_____ was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 18th day of September, 2018 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

Approved as to form:


R. Craig Settlemire
Plumas County Counsel

PLUMAS HOSPITAL DISTRICT

RESOLUTION No. 2018-2

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLUMAS HOSPITAL DISTRICT
GENERAL OBLIGATION BONDS SERIES B
PROPERTY TAX RATE 2018-2019**

NOW, THEREFORE BE IT RESOLVED that the President and Secretary of the Board of the Plumas Hospital District Board of Directors are hereby authorized and empowered to take all actions necessary or appropriate:

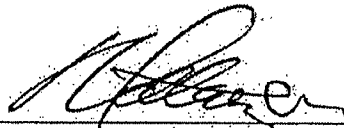
1. To authorize the Plumas County Tax Assessor's office to set the 2018-2019 Property Tax Rate for the Plumas District Hospital General Obligation Bond Series B at 0.0003455

PASSED AND ADOPTED this 6th day of September, 2018 by the following vote:

AYES: Director Flanigan
 Director Kimmel
 Director Price
 Director Satterfield
 Director Wickman

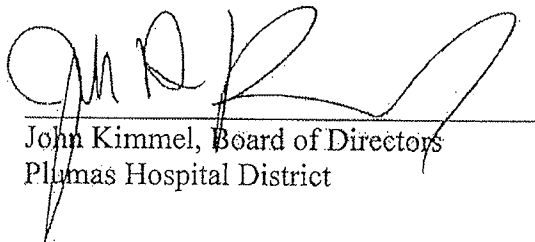
NAYES: None

ABSENT: None



Mark Satterfield MD, Board of Directors
Plumas Hospital District

ATTEST:



John Kimmel, Board of Directors
Plumas Hospital District

Schedule 3

**PLUMAS COUNTY
DEBT SERVICE**

Measure A & B School Bonds

FY 2018/19 Tax Year 2018

Note: this includes pmt due 2/1/2020

FY 2018/19 Bond Debt Requirement	\$	3,487,017.45	1 Reserves:		
Unitary portion of Debt Service	\$	727,732.03	2		
				Fund 8006/3029 Bal	\$ 548,189.36
				Reserve add on	\$ 150,000.00
				Use for Bond Pmt	\$ 698,189.36
Total Debt	\$	3,487,017.45	✓		
Total left in fund from Prior Year	\$	150,000.00	3		
Unitary Portion	\$	(727,732.03)			
Unsecured Portion	\$	(90,446.66)			
Total Debt for Secured	\$	2,818,838.76			
Total Unsecured Value	\$	106,444,534.00	4		
Minus 13.7% Delinquent Rate	\$	(14,582,901.16)		note: historical delq rate 2004	
Unsecured Rate (Prior Year Sec Rate)		0.09846%	5	note: was FY16/17 Secured Bond Rate	
Unsecured Portion	\$	90,446.66			
Total Secured / Utility Value	\$	3,524,293,347.00	6		
Plus HOE	\$	28,417,829.00	7		
Minus 4% Delinquent Rate	\$	(140,971,733.88)			
Total Value to collect on	\$	3,411,739,442.12			
Secured Debt Service	\$	2,818,838.76		3,181,818.21	
FY 2018/19 Secured Bond Rate		0.08262%			\$ 82.62
FY18/19 w/o 2016 GO		0.03033%			\$ 30.33
FY18/19 2016 GO only		0.05229%		0.08262175%	\$ 52.29
		0.00000%			82.62

<p>\$ 3,487,017.45</p> <p>Needs to equal total debt requirement on Allocation of Debt Service Revenue</p>

PLUMAS COUNTY

DEBT SERVICE

**Measure A School Bond 2002, 2005 and
2016 Refunding Bonds**

FY 2018/19 Tax Year 2018

FY 2017/18 Bond Debt Requirement	\$ 1,290,454.95	✓1
Unitary portion of Debt Service	\$ ✓ 269,314.80	2
Total Debt	\$ 1,290,454.95	
Reserve __old bond	\$ 50,000.00	3
Unitary Portion	\$ ✓ (269,314.80)	✓
Unsecured Portion	\$ (36,386.42)	
Total Debt for Secured	\$ 1,034,753.73	
Total Unsecured Value	\$ 106,444,534.00	4
Minus 13.7% Delinquent Rate	\$ (14,582,901.16)	
Unsecured Rate (Prior Year Sec Rate)	0.03961%	5
Unsecured Portion	\$ 36,386.42	
Total Secured / Utility Value	\$ 3,524,293,347.00	6
Plus HOE	\$ 28,417,829.00	7
Minus 4% Delinquent Rate	\$ (140,971,733.88)	
Total Value to collect on	\$ 3,411,739,442.12	
Secured Debt Service	\$ 1,034,753.73	
FY 2018/19 Secured Bond Rate	0.03033%	

Reserve Fund	
Fund 8006 Bal	\$ 268,630.46
Reserve add on	\$ 50,000.00
Use for Bond Pmt	\$ 318,630.46

note: historical delq rate 2004
note: was FY17/18 Secured Bond Rate for Measure A
Note: unsecured bond debt sv used for 2016GO

\$ 1,290,454.95	0.00
Needs to equal total debt requirement on Allocation of Debt Service Revenue	

\$ 30.33

PLUMAS COUNTY

DEBT SERVICE

Measure B School Bond 2016 GeneralObligation Bonds Only

FY 2018/19 Tax Year 2018

FY 2017/18 Bond Debt Requirement	\$ 2,196,562.50	1
Unitary portion of Debt Service	\$ 458,417.23	2
Total Debt	\$ 2,196,562.50	
Total add on in fund from Prior Year for Sinking Fund	\$ 100,000.00	3
Unitary Portion	\$ (458,417.23)	
Unsecured Portion	\$ (54,060.25)	
Total Debt for Secured	\$ 1,784,085.02	
Total Unsecured Value	\$ 106,444,534.00	4
Minus 13.7% Delinquent Rate	\$ (14,582,901.16)	
Unsecured Rate (Prior Year Sec Rate)	0.05885%	5
Unsecured Portion	\$ 54,060.25	
Total Secured / Utility Value	\$ 3,524,293,347.00	6
Plus HOE	\$ 28,417,829.00	7
Minus 4% Delinquent Rate	\$ (140,971,733.88)	
Total Value to collect on	\$3,411,739,442.12	
Secured Debt Service	\$ 1,784,085.02	
FY 2018/19 Secured Bond Rate	0.05229%	

Reserv Fund	
Fund 3029 Bal	\$ 279,558.90
Reserve add on	\$ 100,000.00
Use for Bond Pmt	\$ 379,558.90

note: historical delq rate 2004

note: was FY17/18 secured Bond Rate for Mea.

\$ 2,196,562.50
Needs to equal total debt requirement on Allocation of Debt Service Revenue

\$ 52.29

PLUMAS COUNTY

Allocation of Debt Service Revenue

FY 2018/19 | Tax Year 2018

	<i>i</i> data input x	<i>k</i> data input y	<i>m</i> Percentage	<i>o</i> data input z/1	<i>q</i> m*o	<i>s</i> calc	<i>t</i> calc z
	Prior Year 17/18 Service Revenue	Prior Year 17/18 Unitary Debt Service		Current Year Debt Requirement	Current Year Unitary Portion	Current Year Unitary Allocation	Current Year Debt Service Levy
School Bond A	\$ 1,382,755.62	\$ 80,633.24	5.83%	\$ 1,290,454.95	\$ 75,250.87	34.49%	\$ 269,314.80
School Bond B	\$ 2,193,758.37	\$ 127,925.59	5.83%	\$ 2,196,562.50	\$ 128,089.11	58.71%	\$ 458,417.23
Plumas Hospital	\$ 234,228.15	\$ 16,642.59	7.11%	\$ 254,645.90	\$ 18,093.33	6.81%	\$ 53,143.98
	\$ 3,810,742.14	\$ 225,201.42	-	\$ 3,741,663.35	\$ 221,433.31	100.00%	\$ 780,876.01
	\$ 3,576,513.99						from A1
Allocate Pr Yr	61.34%						
Allocate Pr Yr	208,558.83	208,558.83					

0 * 6

269,314.80 +
458,417.23 +
53,143.98 =
780,876.01 *

PLUMAS COUNTY

Calculation of Unitary Average Tax Rate

FY 2018/19 | Tax Year 2018

FY 2018/19 Ad Valorem Secured	\$ 3,716,763,177.00 ✓A
Plus Utility	\$ 598,301,499.00 ✓B
Plus HOE	\$ 29,194,829.00 ✓C
Total Secured, Utility, & HOE	\$ 4,344,259,505.00 D
Times the 1% Tax Rate	1.00000%
FY 2018/19 Gross County Wide Tax (Less Unsecured)	\$ 43,442,595.00 ✓
Divided by Secured Ad Valorem (see above 'D')	\$ 4,344,259,505.00
Unitary Rate - Countywide Tax Divided by Secured Ad Valorem - R&T Code 98.9(b)(1)	1.00000% ✓
Prior Year Unitary Debt Service Rate	0.04030% ✓F
Countywide Secured (including HOE) Debt Service Levy 2017/18 <i>immediate prior fiscal year</i>	\$ 3,181,818.24 ✓G
Countywide Secured (including HOE) Debt Service Levy 2016/17 <i>(second prior fiscal year)</i>	\$ 974,978.70 ✓H
Percentage of Difference Between 2 Preceding Years	326.34746%
Final Unitary Debt Service Tax Rate	0.13152% ✓
Current Year Unitary Value	\$ 593,740,664.00 ✓E
Current Year Unitary Debt Service Levy	\$ 780,876.01 ✓A1

County of Plumas
ASSESSOR TO AUDITOR CERTIFIED VALUES BY TRA
Model Num: final, Tax Year: 2018

TRA	PARCEL CNT	LAND	IMPS	PERS PROP	GROSS VALUE	HOX	OTHER EXEMPT	NET VALUE
055-002								
SECURED	240	9,968,582	7,782,309	63,000	17,813,891	35,000	0	17,778,891
UNSECURED	9	112,586	220	377,710	490,516	0	2,031	488,485
TOTALS	249	10,081,168	7,782,529	440,710	18,304,407	35,000	2,031	18,267,376
055-005								
SECURED	7	471,967	540,582	0	1,012,549	0	0	1,012,549
TOTALS	7	471,967	540,582	0	1,012,549	0	0	1,012,549
055-006								
SECURED	76	10,403,927	5,051,850	526,380	15,982,157	84,000	0	15,898,157
UNSECURED	2	0	19,380	28,848	48,228	0	0	48,228
TOTALS	78	10,403,927	5,071,230	555,228	16,030,385	84,000	0	15,946,385
055-007								
SECURED	29	4,977,201	934,394	0	5,911,595	0	1,205,148	4,706,447
UNSECURED	1	0		10,420	10,420	0	0	10,420
UTILITY	1	27,246		0	27,246	0	0	27,246
TOTALS	31	5,004,447	934,394	10,420	5,949,261	0	1,205,148	4,744,113
055-011								
SECURED	424	17,105,894	26,655,163	982,080	44,743,137	567,000	284,657	43,891,480
UNSECURED	25	9,246	8,291	529,109	546,646	0	8,093	538,553
UTILITY	1	374,022		0	374,022	0	0	374,022
TOTALS	450	17,489,162	26,663,454	1,511,189	45,663,805	567,000	292,750	44,804,055
055-012								
SECURED	7	1,639,661	313,673	286,634	2,239,968	7,000	0	2,232,968
TOTALS	8	1,639,661	313,673	286,634	2,239,968	7,000	0	2,232,968
055-013								
SECURED	137	4,843,524	2,306,155	0	7,149,679	14,000	0	7,135,679
TOTALS	137	4,843,524	2,306,155	0	7,149,679	14,000	0	7,135,679
055-016								
SECURED	2	64,944	166,530	582,940	814,414	0	0	814,414
TOTALS	2	64,944	166,530	582,940	814,414	0	0	814,414
055-017								
SECURED	31	1,680,678	2,278,522	15,081	3,974,281	63,000	0	3,911,281
UNSECURED	2	0		58,840	58,840	0	0	58,840
TOTALS	33	1,680,678	2,278,522	73,921	4,033,121	63,000	0	3,970,121
055-018								
SECURED	25,777	1,291,271,623	2,401,991,425	23,500,129	3,716,763,177	29,194,829	58,651,923	3,628,916,425
UNSECURED	3,090	17,804,039	38,645,028	57,474,125	113,923,192	87,985	2,563,493	111,271,714
UTILITY	45	76,424,225	495,808,547	26,068,727	598,301,499			598,301,499
PIPELINE								
TOTALS	28,912	1,385,499,887	2,936,445,000	107,042,981	4,428,987,868	29,282,814	61,215,416	4,338,489,638
U * *								
TOTAL TRA'S WITH NO VALUE			14					
TOTAL TRA COUNT			215					

3,716,763,177
29,194,829
598,301,499
4,338,489,638



Tax Year Of Rates: 2018

Tax Code Description

Tax Code	Description	Secured Bill Rate
00001	BASIC TAX	1.000000
00002	Unitary Rate	1.000000
00003	RR Unitary	1.000000
10001	Unitary Bond	0.000000
10010	Plumas Unified School District	0.000000
10030	Chester PUD	0.000000
10040	Chester PUD - Zone A	0.000000
10050	Eastern Plumas Hospital	0.000000
10070	School Bond Measure A 530-283-6500 x5230	0.039610
10071	School Bond Measure B 530-283-6500, x5230	0.058850
10075	Unitary Debt Service	0.040300
10076	RR Debt Service	0.040300
10080	Plumas District Hospital Bond	0.033750
19930	Portola	0.000000
19940	East Quincy Services	0.000000
19950	Greenville Sanitary	0.000000

Copy Links Curr Rates Xfer Rates Valid TRAS View From/To TRA Tax Codes TC-TRA Links MultiYear Rates

Save F7 Cancel F8 Zero Rates

21 Record(s) found.

mpts2010admin, 06/09/2011 5:08:18 PM

Plumas County Auditor/Controller
Bond Debt Calculation for FY18-19

Due Date	2005 GO	2016 Refunding	2016 GO	Total
2/1/2019	\$ 78,487.50	\$ 42,154.70	\$ 126,637.50	\$ 247,279.70
8/1/2019	\$ 1,003,487.50	\$ 70,154.70	\$ 1,961,637.50	\$ 3,035,279.70
2/1/2020	\$ 54,206.25	\$ 41,964.30	\$ 108,287.50	\$ 204,458.05
	<u>\$ 1,136,181.25</u>	<u>\$ 154,273.70</u>	<u>\$ 2,196,562.50</u>	<u>\$ 3,487,017.45</u>
Total		\$ 1,290,454.95		

"A"

"E"

County of Plumas
AUDITOR CERTIFIED VALUES BY TAX BASE
Model Num: final, Tax Year: 2018
AIRCRAFT VALUES EXCLUDED

TAX CODE: 00001 BASIC TAX			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	25,799	3,042	28,841
LOCAL	3,628,916,425	108,081,716	3,736,998,141
UTILITY	4,560,835		4,560,835
TOTAL	3,633,477,260	108,081,716	3,741,558,976
PLUS HOX	29,194,829	87,985	29,282,814
TOTAL	3,662,672,089	108,169,701	3,770,841,790

TAX CODE: 00003 RR Unitary			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	3	0	3
LOCAL			0
UTILITY	60,150,744		60,150,744
TOTAL	60,150,744		60,150,744
PLUS HOX			0
TOTAL	60,150,744		60,150,744

TAX CODE: 10010 Plumas Unified School District			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	24,689	2,975	27,664
LOCAL	3,520,133,780	106,356,549	3,626,490,329
UTILITY	4,159,567		4,159,567
TOTAL	3,524,293,347	106,356,549	3,630,649,896
PLUS HOX	28,417,829	87,985	28,505,814
TOTAL	3,552,711,176	106,444,534	3,659,155,710

TAX CODE: 10040 Chester PUD - Zone A			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	1,229	160	1,389
LOCAL	160,922,968	10,005,453	170,928,421
UTILITY			0
TOTAL	160,922,968	10,005,453	170,928,421
PLUS HOX	2,373,000		2,373,000
TOTAL	163,295,968	10,005,453	173,301,421

TAX CODE: 10070 School Bond Measure A 530-283-6500 x!			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	24,689	2,975	27,664
LOCAL	3,520,133,780	106,356,549	3,626,490,329
UTILITY	4,159,567		4,159,567
TOTAL	3,524,293,347	106,356,549	3,630,649,896
PLUS HOX	28,417,829	87,985	28,505,814
TOTAL	3,552,711,176	106,444,534	3,659,155,710

TAX CODE: 00002 Unitary Rate			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	20	0	20
LOCAL			0
UTILITY	533,589,920		533,589,920
TOTAL	533,589,920		533,589,920
PLUS HOX			0
TOTAL	533,589,920		533,589,920

TAX CODE: 10001 Unitary Bond			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	25,799	3,042	28,841
LOCAL	3,628,916,425	108,081,716	3,736,998,141
UTILITY	4,560,835		4,560,835
TOTAL	3,633,477,260	108,081,716	3,741,558,976
PLUS HOX	29,194,829	87,985	29,282,814
TOTAL	3,662,672,089	108,169,701	3,770,841,790

TAX CODE: 10030 Chester PUD			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	1,430	184	1,614
LOCAL	209,758,515	14,117,811	223,876,326
UTILITY			0
TOTAL	209,758,515	14,117,811	223,876,326
PLUS HOX	2,828,000		2,828,000
TOTAL	212,586,515	14,117,811	226,704,326

TAX CODE: 10050 Eastern Plumas Hospital			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	9,806	462	10,268
LOCAL	1,173,948,519	17,736,335	1,191,684,854
UTILITY	1,352,821		1,352,821
TOTAL	1,175,301,340	17,736,335	1,193,037,675
PLUS HOX	9,576,214		9,576,214
TOTAL	1,184,877,554	17,736,335	1,202,613,889

TAX CODE: 10071 School Bond Measure B 530-283-6500, x			
VALUE BASE 7 Net of All			
TYPE: OPERATING			
	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	24,689	2,975	27,664
LOCAL	3,520,133,780	106,356,549	3,626,490,329
UTILITY	4,159,567		4,159,567
TOTAL	3,524,293,347	106,356,549	3,630,649,896
PLUS HOX	28,417,829	87,985	28,505,814
TOTAL	3,552,711,176	106,444,534	3,659,155,710

County of Plumas
AUDITOR CERTIFIED VALUES BY TAX BASE
Model Num: final, Tax Year: 2018
AIRCRAFT VALUES EXCLUDED

TAX CODE: 10075 Unitary Debt Service

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	20	0	20
LOCAL			0
UTILITY	533,589,920		533,589,920
TOTAL	533,589,920		533,589,920
PLUS HOX			0
TOTAL	533,589,920		533,589,920

TAX CODE: 10076 RR Debt Service

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	3	0	3
LOCAL			0
UTILITY	60,150,744		60,150,744
TOTAL	60,150,744		60,150,744
PLUS HOX			0
TOTAL	60,150,744		60,150,744

TAX CODE: 10080 Plumas District Hospital Bond

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	4,735	886	5,621
LOCAL	633,488,793	38,237,119	671,725,912
UTILITY	959,886		959,886
TOTAL	634,448,679	38,237,119	672,685,798
PLUS HOX	9,535,033	82,341	9,617,374
TOTAL	643,983,712	38,319,460	682,303,172

TAX CODE: 19930 Portola

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	1,595	96	1,691
LOCAL	111,191,129	3,417,622	114,608,751
UTILITY	538,840		538,840
TOTAL	111,729,969	3,417,622	115,147,591
PLUS HOX	2,321,519		2,321,519
TOTAL	114,051,488	3,417,622	117,469,110

TAX CODE: 19940 East Quincy Services

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	1,568	235	1,803
LOCAL	230,035,549	7,778,158	237,813,707
UTILITY	373,267		373,267
TOTAL	230,408,816	7,778,158	238,186,974
PLUS HOX	3,645,156	51,941	3,697,097
TOTAL	234,053,972	7,830,099	241,884,071

TAX CODE: 19960 Peninsula Fire

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	3,494	510	4,004
LOCAL	776,036,583	9,341,164	785,377,747
UTILITY			0
TOTAL	776,036,583	9,341,164	785,377,747
PLUS HOX	1,477,000		1,477,000
TOTAL	777,513,583	9,341,164	786,854,747

TAX CODE: 19970 Seneca Hospital

VALUE BASE 7 Net of All

TYPE: OPERATING

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	7,467	1,165	8,632
LOCAL	1,513,048,241	40,856,805	1,553,905,046
UTILITY	354,830		354,830
TOTAL	1,513,403,071	40,856,805	1,554,259,876
PLUS HOX	6,104,000		6,104,000
TOTAL	1,519,507,071	40,856,805	1,560,363,876

TAX CODE: 20001 COUNTY

VALUE BASE 7 Net of All

TYPE: SPECIAL

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	25,799	3,042	28,841
LOCAL	3,628,916,425	108,081,716	3,736,998,141
UTILITY	4,560,835		4,560,835
TOTAL	3,633,477,260	108,081,716	3,741,558,976
PLUS HOX	29,194,829	87,985	29,282,814
TOTAL	3,662,672,089	108,169,701	3,770,841,790

TAX CODE: 20100 BECKWOURTH CSA

VALUE BASE 7 Net of All

TYPE: SPECIAL

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	105	1	106
LOCAL	8,739,765	3,300	8,743,065
UTILITY			0
TOTAL	8,739,765	3,300	8,743,065
PLUS HOX	161,000		161,000
TOTAL	8,900,765	3,300	8,904,065

TAX CODE: 20110 BECKWOURTH FIRE

VALUE BASE 7 Net of All

TYPE: SPECIAL

	<u>SECURED</u>	<u>UNSECURED</u>	<u>TOTAL</u>
PARCEL COUNT	560	41	601
LOCAL	53,619,249	2,393,147	56,012,396
UTILITY	5,058		5,058
TOTAL	53,624,307	2,393,147	56,017,454
PLUS HOX	336,000		336,000
TOTAL	53,960,307	2,393,147	56,353,454

3A

September ____, 2018

The Honorable Janet Hilde
Presiding Judge
Superior Court of California, County of Plumas
520 Main Street, Room 104
Quincy, CA 95971

Re: **RESPONSE TO 2017-2018 PLUMAS COUNTY GRAND JURY FINAL REPORT**

Dear Judge Hilde,

Please find the Plumas County Board of Supervisors response and comments to the 2017-2018 Plumas County Grand Jury final report written below:

CHILD PROTECTIVE SERVICES REPORT

FINDINGS AND RECOMMENDATIONS:

Findings:

Finding F1: *"The 2017-2018 Plumas County Civil Grand Jury finds that there is no written Child Protective Services policy and/or procedures when a Foster Care Juvenile must be immediately removed from a Foster Care Home, placing the Foster Care Juvenile and/or members of the Foster Care Home in a precarious situation."*

Response: The members of the Plumas County Board of Supervisors agree with this finding.

Recommendations:

Recommendation R1. *"The 2017-2018 Plumas County Civil Grand Jury recommends that Board of Supervisors direct the Child Protective Services to create a workable, written policy and/or procedure when a Foster Care Juvenile needs to be immediately removed from a Foster Care Home."*

Response: This response has not yet been implemented, but will be within the next six months. The Board will direct the Child Protective Services to create a workable, written policy and/or procedures when Foster Care Juvenile needs to be immediately removed from a Foster Care Home.

PLUMAS COUNTY ANIMAL SERVICES

FINDINGS AND RECOMMENDATIONS:

Findings:

Finding F1: *"The 2017-2018 Plumas County Civil Grand Jury finds that an inoperable crematorium may be costing the County lost revenues from private cremations and adding to the*

operational costs of the Animal Shelter. Currently euthanized animals are stored in a freezer until disposed at a Nevada landfill."

Response: Since this Finding does not address budgetary or personnel matters over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond. However, the Board of Supervisors did approve a contract for the repair and service of the crematorium on May 5, 2018 with American Crematory Equipment Company.

Finding F2: *"The 2017-2018 Plumas County Civil Grand Jury finds that the emergency power generator for the Animal Shelter is ineffective since it is not connected to the building. Furthermore, an operation manual is not available and employees are not trained on the operation of the generator."*

Response: Since the Finding does not address budgetary or personnel matter over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond.

Finding F3: *"The 2017-2018 Plumas County Civil Grand Jury finds that the security camera systems recording features are unusable due to a lost password preventing access to the system."*

Response: Since this Finding does not address budgetary or personnel matter over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond.

Finding F4: *"The 2017-2018 Plumas County Civil Grand Jury finds that the Animal Shelter security camera system is ineffective because the monitor showing the live feed from the six security cameras is located in a storeroom."*

Response: Since this Finding does not address budgetary or personnel matter over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond.

Finding F5: *"The 2017-2018 Plumas County Civil Grand Jury finds that reports and records required by the State of California are manually recorded into a notebook rather than by computer making for an arduous and time-consuming process for employees."*

Response: Since this Finding does not address budgetary or personnel matter over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond.

Finding F6: *"The 2017-2018 Plumas County Civil Grand Jury finds that using jail inmates at the Animal Shelter is not practical because inmates cannot be properly supervised."*

Response: Since this Finding does not address budgetary or personnel matter over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond.

Finding F7: *"The 2017-2018 Plumas County Civil Grand Jury finds the Animal Control Supervisor is not included in the Sheriff Department budget process."*

Response: The members of the Plumas County Board of Supervisors believe the Animal Control Supervisor is included in the budget, including the current FY 2018-2019 budget process which the Board is currently conducting.

Finding F8: *"The 2017-2018 Plumas County Civil Grand Jury finds that the Animal Shelter's operational efficiency may improve with an office policy and procedure manual."*

Response: Since this Finding does not address budgetary or personnel matter over which the Board of Supervisors has some decision-making authority, the Board respectfully declines to further respond.

Recommendations:

Recommendation R1. *"The 2017-2018 Plumas County Civil Grand Jury recommends the Board of Supervisors commission a cost analysis study to determine which is the most cost effective, using the crematorium for cremations or disposing of animals at a landfill."*

Response: This recommendation requires further analysis. The Board of Supervisors approved a contract for the repair and service of the crematorium on May 1, 2018. As such, the Board will need to determine if the crematorium is still out of service and/or whether arrangements have been made to repair the crematorium prior to commissioning a cost analysis study. It is expected a determination can be made as to whether a cost analysis is needed within 60 days.

Recommendation R2. *"The 2017-2018 Plumas County Civil Grand Jury recommends the Board of Supervisors to direct the County Facility Services Department to connect the Animal Shelter generator to the building. Test the emergency operation, and develop operating instructions to train Shelter personnel in the use of the generator."*

Response: The Board of Supervisors will direct the Facility Services Department to connecting the generator to the building. It is expected the Recommendation will be implemented by the end of Fiscal Year 2018-2019.

Recommendation R3. *"The 2017-2018 Plumas County Civil Grand Jury recommends the Board of Supervisors direct the Department of Facility Service to resolve the password issue."*

Response: The Board of Supervisors will direct the Facility Service Department to investigate and resolve, if possible, any password issues with the security camera system. It is expected the Recommendation will be implemented by the end of Fiscal Year 2018-2019.

Recommendation R4. *"The 2017-2018 Plumas County Civil Grand Jury recommends the Board of Supervisors direct the Department of Facility Service to relocate the security camera system monitor to the front desk and relocate cameras for optimum surveillance."*

Response: The Board of Supervisors will direct the Facility Service Department to investigate the ability of relocating the security camera system monitor to the front desk and relocating any cameras needed for optimum surveillance, and if feasible moving the monitor to the front desk and any cameras to optimum locations. It is expected the Recommendation will be implemented by the end of Fiscal Year 2018-2019.

Recommendation R5. *"The 2017-2018 Plumas County Civil Grand Jury recommends the Board of Supervisors authorize funds to purchase an Animal Shelter management computer program."*

Response: This response requires further analysis. The Board is currently engaged in the final budget process for the Fiscal Year 2018-2019 budget. The Sheriff's Office would need to locate a vendor and budget the cost of the software into its Fiscal Year 2018-2019 budget. Given the short timeline between this response and the mandatory date for adoption of the County's budget, it is not expected that this item will be included in the Fiscal Year 2018-2019 budget.

Plumas County Jail

FINDINGS AND RECOMMENDATIONS:

Findings:

Finding F1. *"The 2017-2018 Plumas County Civil Grand Jury finds that the current jail is antiquated and inadequate to meet the needs of today's inmate population."*

Response: The members of the Plumas County Board of Supervisors agree with this finding.

Finding F2. *"The County has been awarded a grant of 25 million dollars by the State of California to build a new jail."*

Response: The members of the Plumas County Board of Supervisors agree with this finding.

Recommendations:

Recommendation R1-2. *"The 2017-2018 Plumas County Civil Grand Jury recommends the Board of Supervisors, the Sheriff's Office and all other County Departments continue to work effectively with the State to ensure the 25 million dollar granting process continues to move forward smoothly for the building of the new jail."*

Response: The Board of Supervisors responded to this recommendation on June 5, 2018 and that response is reiterated by the Board of Supervisors again in response to the Grand Jury Final Report. The Board of Supervisors agrees to continue working

effectively with the State and to encourage all County Departments to continue to work toward the goal of successfully navigating the 25 million dollar granting process with the ultimate goal of building a new jail. The Board of Supervisors agrees the new jail is a needed addition for the County.

Respectfully submitted,

PLUMAS COUNTY BOARD OF SUPERVISORS

By: _____
Jeff Engel, Chair

Cc: 1. Plumas County Clerk
2. 2018-2019 Plumas County Grand Jury