



BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF MARCH 3, 2020 TO BE HELD AT 11:00 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

11:00 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) BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Quincy Chamber of Commerce: 75th Annual Plumas-Sierra County Fair Parade, Saturday, August 15, 2020, 10:00 a.m., Quincy, California) **View Item**

B) CLERK OF THE BOARD

Approve Board minutes for February 2020

C) FACILITY SERVICES/AIRPORTS

- 1) Approve and authorize the Director of Facility Services to sign all documents related to the 2020 FAA grant funding for updating the Pavement Evaluation and Management Plan for Gansner Field, Roger's Field, and Beckwourth-Nervino (\$65,000 per airport) **View Item**
- 2) Adopt **RESOLUTION** authorizing Applicant to Apply for and Receive Grant Funds from the State of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds **View Item**
- 3) Approve and authorize the Chair to sign agreement, not to exceed \$22,000, between County of Plumas and Smith Power Products for county facilities emergency generator maintenance/repair; approved as to form by County Counsel **View Item**

D) BEHAVIORAL HEALTH

Approve and authorize the Chair to sign agreement, not to exceed \$10,000, between County of Plumas and current employee of Behavioral Health for the MHSA Workforce Education and Training Behavioral Health Employee Loan Assumption Program; approved as to form by County Counsel **View Item**

E) ENGINEERING

Approve budget transfer of \$10,000 from Salaries (51000) to Professional Services (521900) to cover costs of outside engineering firm performing record of surveys, in the absence of an Engineering Technician; approved by the Auditor/Controller [View Item](#)

F) PUBLIC WORKS

Authorize Public Works to recruit and fill vacant, funded and allocated 1.0 FTE Public Works Road Maintenance Worker position, Quincy [View Item](#)

2. DEPARTMENTAL MATTERS

A) ENVIRONMENTAL HEALTH – Jerry Sipe

Presentation of Plumas County Environmental Health 2019 Annual Report [View Item](#)

B) AUDITOR/CONTROLLER – Roberta Allen

Authorize the Auditor/Controller to make necessary budget adjustments per FY 2019-2020 mid-year budget review; discussion and possible action [View Item](#)

C) PUBLIC WORKS – Robert Perreault

Approve budget transfer of \$30,000 from Public Works Industrial Equipment to Office Equipment for purchase of fixed assets (emergency backup generator); and approve and authorize the Chair to sign agreement, not to exceed \$62,636, between County of Plumas and Converse Construction, Inc.; approved as to form by County Counsel [View Item](#)

3. BOARD OF SUPERVISORS

A. 11:15 **PUBLIC HEARING:** Adopt **RESOLUTION** to Transfer Real Property Tax Revenue from Tax Rate Area 001-002 with the City of Portola (Holsinger). **Roll call vote** [View Item](#)

B. Correspondence

C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

D. Appointments

PLUMAS COUNTY BOARDS, COMMISSIONS AND COMMITTEES

Appoint and/or re-appoint members to Plumas County Boards, Commissions and Committees

FAR NORTHERN COORDINATING COUNCIL

Re-appoint Deborah Anderson to the Far Northern Coordinating Council for a two-year period beginning March 13, 2020

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (2) of Government Code § 54956.9 Harry Rogers v. County of Plumas, Plumas Superior Court, Case No. CV19-00187; County of Plumas v. Harry Rogers, Third District Court of Appeals, Case No. C090668
- B. Conference with Legal Counsel: Existing litigation – “Adler, et al., Petitioners v. County of Plumas, et al., Respondents, and Genesee Valley Ranch, LLC, et al., Real Parties in Interest”, California Court of Appeal, Third Appellate District, Case No. C091033
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code § 54956.9 (Workers Compensation Case No. TIBV-600185)
- D. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- E. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- F. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- H. 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

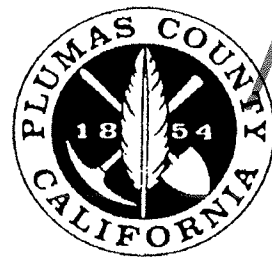
REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, March 10, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California

BOARD OF SUPERVISORS

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



March 3, 2020

Department of Transportation (Caltrans)
Attn: Permits Engineer
1000 Center Street
Redding, CA 96001

Attention: Permits Engineer

Subject: Encroachment Permit Request

QUINCY CHAMBER OF COMMERCE

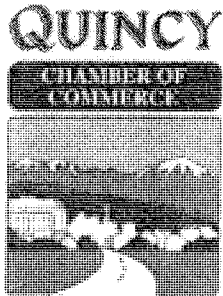
75TH Annual Plumas-Sierra County Fair Parade
Saturday, August 15, 2020 at 10:00 a.m., Quincy, California

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Kevin Goss, Chair

Cc: Plumas County Director of Public Works



Quincy Chamber of Commerce

75th Annual Fair Parade

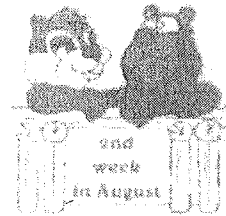
PO Box 215

Quincy, CA 95971

www.quincychamber.com

info@quincychamber.com

(530) 394-0541



Plumas County Board of Supervisors
520 Main Street
Quincy, California 95971

RE: 75th Annual Plumas-Sierra County Fair Parade
Saturday, August 15th, 2020 at 10:00 am

Honorable Plumas County Supervisors,

At the request of California Department of Transportation, I am seeking your permission for the 75th Annual Plumas-Sierra County Fair Parade on Saturday, August 15, 2020 at 10:00 am in Quincy, California. The parade route will begin on Lindan Street and travel West on Main Street. The parade will make a left turn on Court Street and then travel East on Jackson Street. The parade will end at the corner of Jackson and Lindan Streets, which is the same route we have used for the last several years.

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

Respectfully,

A handwritten signature in cursive script that reads "Cheryl Koib".

Cheryl Koib
Parade Coordinator



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correia
Director

Board Meeting: March 3, 2020

To: The Honorable Board of Supervisors

From: Kevin Correia, Director

Subject: Approve and Authorize Director of Facility Services and Airports to sign all paperwork related to this year's 2020 FAA grants for updating the Pavement Evaluation and Management Plan for Gansner field, Rogers field and Nervino field. Not to exceed \$65,000 per airport in grant funds.

Background

Plumas County receives \$450,000 each year (\$150,000 per airport) from FAA provided that we have projects scheduled to be completed. This year we have been recommended by the FAA to update our Pavement Evaluation and Management Plans since they have not been updated since 2009. FAA would like to see these plans no more than 5 years old as it can affect the grant qualification process for our airports. These plans will be updated by Brandley Engineering, our airport consultants.

Recommendation

Approve and Authorize the Director of Facility services to sign all records of negotiations, supplemental service agreements, Pre-applications, Applications and contracts not to exceed \$65,000 in grant funds per airport for the 2020 grant cycle.

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RESOLUTION NO. 20 –

**(APPROVING THE APPLICANT TO APPLY FOR AND RECEIVE GRANT FUNDS FROM THE STATE OF CALIFORNIA,
DEPARTMENT OF PARKS AND RECREATION, OFF-HIGHWAY VEHICLE GRANT FUNDS)**

WHEREAS, the people of the State of California have enacted the Off-Highway Motor Vehicle Recreation Act of 2003, which provides funds to the State of California and its political subdivisions for Operation and Maintenance, Restoration, Law Enforcement, and Education and Safety for off-highway vehicle recreation; and

WHEREAS, the Off-Highway Motor Vehicle Recreation Division with the California Department of Parks and Recreation has been delegated the responsibility to administer the program; and

WHEREAS, procedures established by the California Department of Parks and Recreation require the Applicant's Governing Body to certify by resolution the approval to receive grant funding from the Off-Highway Motor Vehicle Grant funds; and

WHEREAS, this Project appears on, or is in conformance with this jurisdiction's adopted general or master plan and is compatible with the land use plans of those jurisdictions immediately surrounding the Project

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Plumas, State of California, Hereby:

1. Approves the filing of an Application(s) for an Off-Highway Vehicle Grant or Cooperative Agreement; and
2. Certifies that this agency understands its legal obligations to the State upon approval of the Grant; and
3. Certifies that this agency understands the California Public Resources Code requirement that Acquisition and Development Projects be maintained to specific conservation standards; and
4. Certifies that the Project will be well-maintained during its useful life; and
5. Certifies that this agency will implement the Project with diligence once funds are available and the Applicant has reviewed, understands, and agrees with the Project Agreement; and
6. Certifies that this agency will provide the required matching funds; and
7. Certifies that the public and adjacent property owners have been notified of this Project (as applicable); and
8. Appoints the Director of Facility Services & Airports, as agent to conduct all negotiations, execute and submit all documents including, but not limited to Applications, agreements, amendments, payment requests and so on, which may be necessary for completion of the Project, subject to the terms and conditions of the Plumas County Purchasing Policy and other applicable County policies and procedures.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the _____ by the following vote:

AYES: SUPERVISORS:

NOES: SUPERVISORS:

ABSTAIN/ABSENT: SUPERVISORS

Chair of the Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors



Kevin Correira
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: March 3, 2020

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Chair Goss to sign contract between Facility Services and Smith Power Products, Inc.

Recommendation

Approve and authorize Chair Goss to sign contract between Facility Services and Smith Power Products, Inc.

Background and Discussion

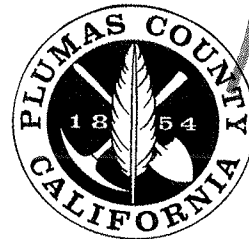
Smith Power Products, Inc. provides generator maintenance, repair, emergency repair, and scheduled annual inspections for all of Plumas County's emergency generators. Contract not to exceed \$22,000.

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

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: March 3, 2020
To: Honorable Board of Supervisors
From: Tony Hobson, Director
Re: Item for Consent Agenda

Item Description: Requesting the Board of Supervisors to approve and authorize the Chair to sign a Service Agreement not to exceed \$10,000 between the County and a current employee of Plumas County Behavioral Health for the MHSA Workforce Education and Training Behavioral Health Employee Loan Assumption Program.

Recommendation: It is respectfully requested that the Board of Supervisors authorize and approve the Chair to sign a Service Agreement not to exceed \$10,000 between the County and a current employee of Plumas County Behavioral Health, as part of the Department's Mental Health Services Act (MHSA) *Behavioral Health Employee Loan Assumption Program*, a Workforce Education and Training program (WET – 70579) described in the current, approved MHSA Program and Expenditure Plan, 2017-20.

Background: Plumas County has identified a need for greater local incentives in efforts to "grow our own" licensed behavioral health staff for hard-to-fill and -to-retain clinical and other staff positions. To broaden availability of the current statewide Mental Health Loan Assumption Program, the Behavioral Health Department is offering a local incentive program to current eligible employees of the Department who have completed a degree toward licensure in hard-to-fill positions within the Department. Such positions may include, but are not limited to, degrees such as a Master in Social Work (MSW), that lead to continued employment of licensed professionals, e.g., Marriage and Family Therapists (LMFT), Licensed Clinical Social Workers (LCSW), and Psychologists, as well as psychiatric nurse practitioners and professional administrators – who choose to work for a local public mental health plan.

The program will enroll up to six full-time Department employees through its competitive application process, for up to \$10,000/per year loan assumption paid by the Department for each employee who has demonstrated completion of the equivalent of twelve continuous months of full-time employment. The mandated MHSA lifetime maximum per employee is \$60,000 combined, whether they apply for local WET funds or through the statewide competitive program. Having a local loan assumption program allows for PCBH to offer this incentive regardless of reauthorization by the State legislature to of the statewide program.

Local authority to develop a County Mental Health Loan Assumption Program is described in California Code of Regulations Title 9, Division 1, Chapter 14, Article 8 – Workforce Education and Training, Subsection 3850(a), which states, "Workforce Education and Training funds may be used to establish a locally administered Mental Health Loan Assumption Program to pay a portion of the educational costs of individuals who make a commitment to work in the Public Mental Health System in a position that is hard-to-fill or in which it is hard to retain staff, as determined by the County. This program may be established at the county level."

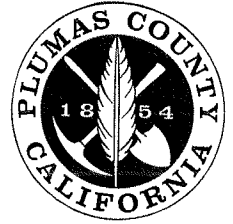
No General Fund monies will be used for this program. The Service Agreement has been approved to form by County Counsel.

Thank you.

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Tony Hobson, Ph.D., Director



BEHAVIORAL HEALTH EMPLOYEE SERVICE AGREEMENT FOR LOAN ASSUMPTION PROGRAM

Employee educational loan assumption payments are made directly to the financial institution on behalf of the Plumas County Behavioral Health employee, subject to the conditions stated in this agreement. Use of this authority in no way constitutes a right, promise, or entitlement for continued employment or further financial incentives. Authority for a county-level loan mental health assumption program is provided under CA State statute (Code of Regulations Title 9, Division 1, Chapter 14, Article 8 – Workforce Education and Training, §3850(a)).

Subject to the conditions stated in this agreement, the County of Plumas agrees to provide an employee incentive benefit to:

Employee: Taylor Storey

Title/Position: Behavioral Health Therapist I/MSW Intern

Conditions of Employment:

As the employee receiving the loan assumption incentive, I agree to:

- Complete employment with Plumas County Behavioral Health equivalent to full-time status of one year for each payment up to \$10,000.00, to be awarded (equivalent of 2,080 hours/year in service) after completion of service.
- Payments under this award will be made to:

On File

(Financial Institution Name)

On File

(Financial Institution Mailing Address)

On File

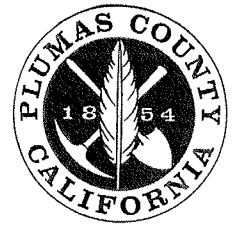
(Employee's Educational Loan Account Number)

- Maintain an acceptable level of performance based on recommendation of the Plumas County Employee Merit Evaluation process.
- Not violate any of the conditions of this Service Agreement.

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Tony Hobson, Ph.D., Director



Conditions of Financial Incentive Benefit:

Plumas County Behavioral Health will make payment(s) to the financial institution listed herein based on the above-named employee's proof of completion of the equivalent of one full-time year of continuous employment by the employee, as provided by a Plumas County Human Resources and Auditor's Office Payroll employment cumulative time calculation, demonstrating a total service of 2,080 hours per educational loan assumption request, up to \$10,000.00.

Total amount of the lifetime award will not exceed the maximum of \$60,000.00 in combined local and statewide MHSA funds, as allowed by State statute (Code of Regulations Title 9, Division 1, Chapter 14, Article 8 – Workforce Education and Training, §3850(c)(3)), and will be payable up to a \$10,000.00 maximum at the time of submission of the employee's educational loan repayment statement for each year of service that the employee has met the annual full-time equivalent of hours.

Repayment of the educational loan shall cover the employee service period from August 17, 2017 to September 14, 2019. Amount of educational loan assumption to be made for this Service Agreement period shall not exceed Ten Thousand Dollars (\$ 10,000.00).

Discontinuation of the Financial Incentive Benefit:

I understand that I will no longer be eligible to apply for additional educational loan assumptions through Plumas County Behavioral Health's Employee Loan Assumption Program, if I:

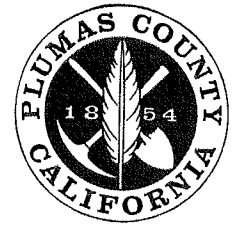
- Separate from employment with Plumas County Behavioral Health;
- Do not maintain an acceptable level of performance per annual County Employee Merit Evaluation process;
- Fail to provide requested educational-related loan repayment balance statements or other documentation required for enrollment in this program;
- Am removed from the employment by PCBH because of my performance or misconduct on my part before the end of the next Service Agreement period; or
- Violate any of the conditions of this agreement.

I further understand that if during the period of the Service Agreement I leave the position I was occupying when entering into this agreement, further benefits under this program do not transfer with me.

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Tony Hobson, Ph.D., Director



CERTIFICATION: I certify that all information I have provided to Plumas County Behavioral Health as part of the loan assumption application process and within this Service Agreement herein are true and correct.

Taylor Storey
Print: Employee Name

Employee Signature

Date

COUNTY OF PLUMAS:

Tony Hobson, Ph.D.
Behavioral Health Director


Date

Kevin Goss
Chair, Board of Supervisors

Date

Attest: _____
Nancy DaForno, Clerk of the Board

APPROVED AS TO FORM:



Gretchen Stuhr
Deputy County Counsel

2/18/2020
Date

1E

PLUMAS COUNTY ENGINEERING DEPARTMENT
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6134
Robert A. Perreault, Jr., P.E. *County Engineer*

CONSENT AGENDA REQUEST

For the March 3, 2020 meeting of the Plumas County Board of Supervisors

February 24, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer



Subject: Authorize Budget Transfer of \$10,000 from Salaries (account 51000) to Professional Services (account 521900) within the Engineering budget. Discussion and possible action.

Background:

On September 17, 2019, the Board of Supervisors adopted a Resolution to adopt the final budget for Plumas County and the Dependent Special Districts Therein for Fiscal Year 2019-2020, which included the Engineering Department, a General Fund Budget Unit.

Due to the retirement of 1 Engineering Technician in the prior fiscal year, and the vacancies within the Department during the current fiscal year, the Engineering Department has realized a savings in several of its Salaries and Benefits accounts. At the same time, a review of the remaining workload – determined following the retirement of the Engineering Technician – is now known to be expectantly greater than anticipated at the time of budget adoption. This has resulted in the need to increase the budgeted expenses in the Professional Services lines item.

Currently, over \$1,700 is outstanding to the agency that is performing the record of surveys in the place of the Engineering Technician that has retired. It is anticipated that there will be additional expenditures to this vendor before June 30, 2020.

As a result, the County Engineer is recommending that the Board of Supervisors approve the attached Budget Transfer Request to allow the Engineering Department to pay expenditures out its Professional Services line item.

Attached is a completed "Budget Transfer" form signed by the Department's Fiscal Officer and the County Auditor.

Recommendation:

The County Engineer respectfully recommends that the Board of Supervisors authorize the Engineering Department to transfer \$10,000 from Salaries (account 51000) to the Transfers Out expenditure line item (account 580000).

Attachment: Signed Budget Transfer Request

Exhibit A – Engineering Department Monthly Projections Report as of 1/31/2020

TRANSFER NUMBER
(Auditor's Use Only)

Approval Required

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

☒ TRANSFER FROM OR ☐ SUPPLEMENTAL REVENUE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20210	51000	Regular Wages	10,000.00
Total (must equal transfer to total)				10,000.00

☒ **TRANSFER TO OR** ☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20210	521900	Professional Services	10,000.00
Total (must equal transfer to total)				10,000.00

Supplemental budget requests require Auditor/Controller's signature

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Professional Services expenses higher than budgeted for FY19/20

B) The line item for "Regular Wages" is anticipated to come in lower than budget as a result of 1 vacancy for 7+ months.

C) Payment needs to be made from FY19/20 budget

D)

Approved by Department Signing Authority:

Dan Fink

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

[Signature]

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

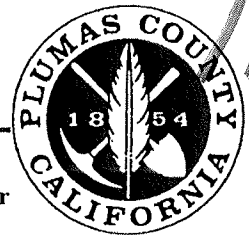
If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

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 March 3, 2020 meeting of the Plumas County Board of Supervisors

February 24, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Maintenance Worker position.

Background:

One (1) FTE PW Maintenance Worker has resigned from the Quincy Maintenance District effective February 25, 2020.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY19/20 budget of the Department of Public Works.

The completed Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Maintenance Worker in the Department.

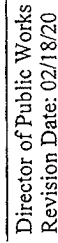
QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Worker I/II Worker Position Quincy

- Is there a legitimate business, statutory or financial justification to fill the position?
Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges.
- Why is it critical that this position be filled at this time?
Maintenance Workers are subject to 24 hour "call out" for road related emergencies and snow removal.
- How long has the position been vacant?
Effective 2/25/2020.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 19/20 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
None
- Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?

16/17	\$0	17/18	(\$600,000)	18/19	\$600,000
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DIRECTOR OF PUBLIC WORKS <Robert Perreault, P.E.> (1) ☐



Director of Public Works



Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

3A

Date: February 21, 2020
To: Honorable Board of Supervisors
From: Jerry Sipe
Agenda: Agenda Item for March 3, 2020

Item Description/Recommendation: Receive the 2019 Annual Report on Environmental Health Programs and Activities.

Background and Discussion: Environmental Health administers a variety of local and state mandated environmental health and safety programs throughout Plumas County. The 2019 Annual Report showcases the work of Environmental Health staff, summarizes major EH program objectives, and highlights some notable accomplishments of the past year.

The Board is asked to receive Environmental Health's 2019 Annual Report and is invited to discuss program objectives and activities.

A copy of the Annual Report is attached for your review. If you have any questions, please contact me at 283-6367.

Thank you.

Plumas County Environmental Health 2019 Annual Report



Rainbow over the American Valley

OVERVIEW

Promoting an environment that enhances human health and well-being is the foundation of environmental health. Chemical, physical and biological conditions are all important variables in determining human health. Environmental Health works to protect human health by limiting exposure to disease-causing factors in the environment.

Environmental Health's mission is to preserve the environment and enhance public health through outreach, education, planning and sensible application of environmental health principles, laws and statutes. We implement and carry out a variety of programs that protect human health and the environment.

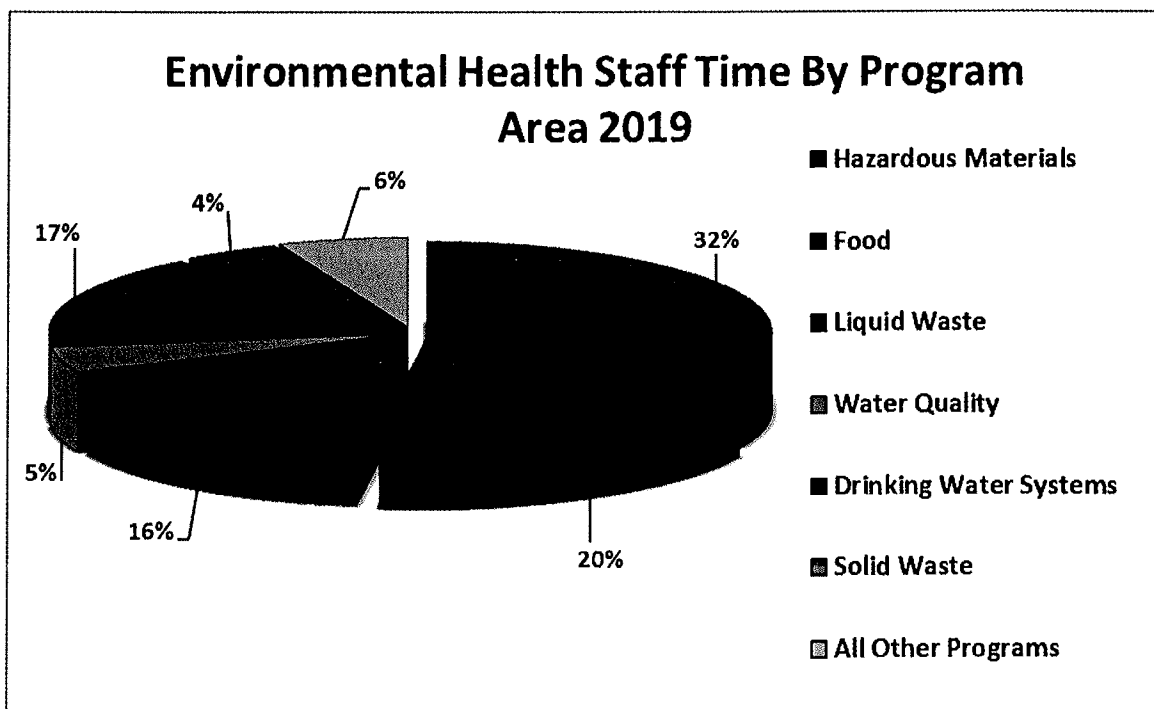
This annual report is a look back at some of Environmental Health's notable activities and accomplishments in 2019.

PROGRAMS

In Plumas County, Environmental Health services are generally grouped into one of ten core program areas. The amount of time spent in each program area depends on a variety of risk factors, state mandates, and the service needs of the community. In Plumas County these ten essential environmental health programs include:

- Hazardous Materials Management
- Drinking Water Protection
- Food Safety
- Liquid Waste Management
- Solid Waste Management
- Water Quality Protection
- Land Use and Development
- Rabies and Vector Control
- Recreational Health
- Housing and Institution Safety

In 2019, staff time was allocated as shown in the following chart and some notable programs and activities are summarized below.



HAZARDOUS MATERIALS MANAGEMENT

Hazardous Materials Management continues to be our largest program area. Environmental Health is the Certified Unified Program Agency (CUPA) for Plumas County. We permit, inspect and enforce a variety of hazardous materials and hazardous waste regulations under certification by the California Environmental Protection Agency (CalEPA). CalEPA evaluates Environmental Health's program every 3 years to ensure it complies with state program standards. Environmental

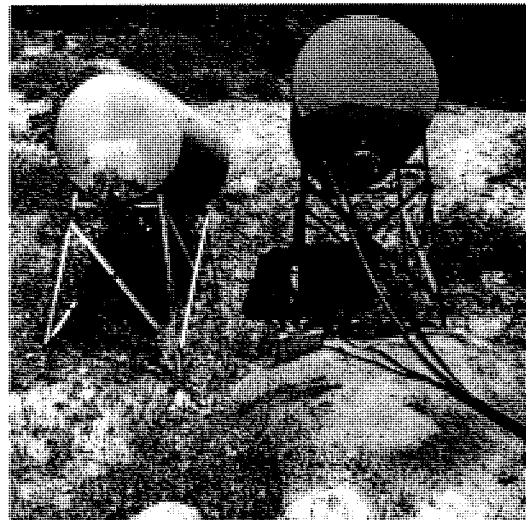
Health successfully completed the 2019 evaluation cycle with only a few minor areas needing correction. The five main elements of the CUPA program include:

Hazardous Materials Business Plan Program (HMBP)

- Assuring that businesses electronically report hazardous material handling, use and storage (volumes greater 55 liquid gallons, 500 solid pounds, or 200 cubic feet of gases) and develop release response plans.
- Coordinating with and training local fire departments and other emergency responders on preparedness and response to chemical emergencies.

Above Ground Storage Tank (AST) Program

- Tracking, permitting and inspecting AST facilities, operations and equipment.
- Reviewing and verifying Spill Prevention Control and Countermeasure Plans (SPCC) are in place.
- Ensuring tanks are properly managed to minimize the chances of a spill.



Poorly managed AST's. These tanks have since been relocated and the spill hazards mitigated.

Underground Storage Tank (UST) Program



Underground Tank Removal, Pacific Street Portola

- Tracking, permitting, and inspecting UST facilities and equipment.
- Ensuring underground tanks and piping are properly operated, monitored and maintained to avoid risks of spills, leaks, or releases.
- Inspecting the construction, repair, upgrade and removal of underground tanks.
- Verifying that closed and removed tanks have not leaked.

Because of special certification required in the UST program, Plumas County provides UST services to Sierra County.

California Accidental Release Program (Cal ARP)

- Tracking, permitting and inspecting facilities that handle certain quantities of acutely hazards material (such as chlorine gas or anhydrous ammonia).
- Reviewing Risk Management Plans (RMP) intended to reduce the risk and consequences of accidental releases.

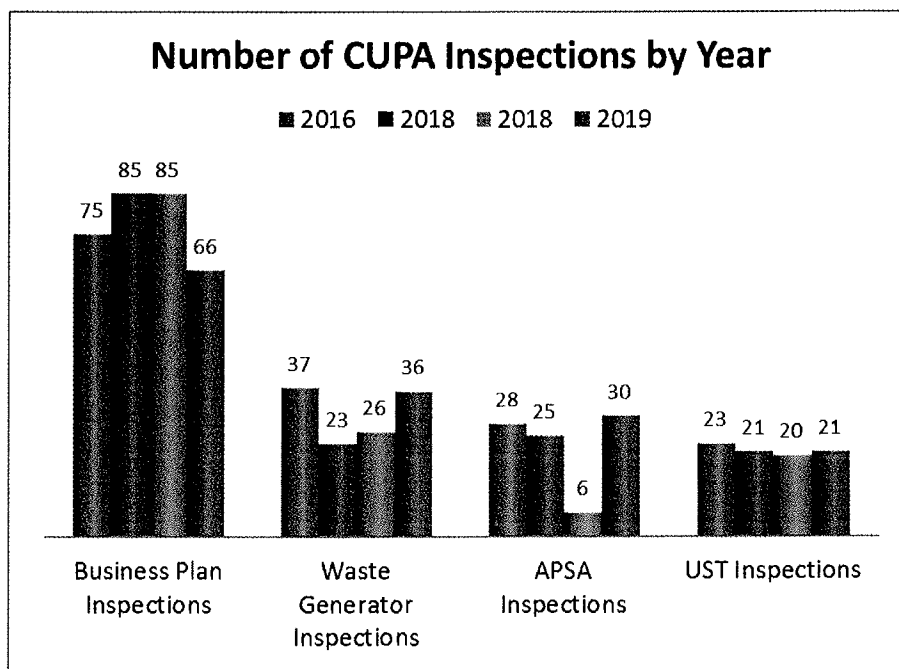
Hazardous Waste Generator Program

- Tracking, permitting, and inspecting facilities that generate hazardous wastes such as waste oil, solvents, and used chemicals.
- Ensuring the proper storage, management, handling and disposal of these wastes.

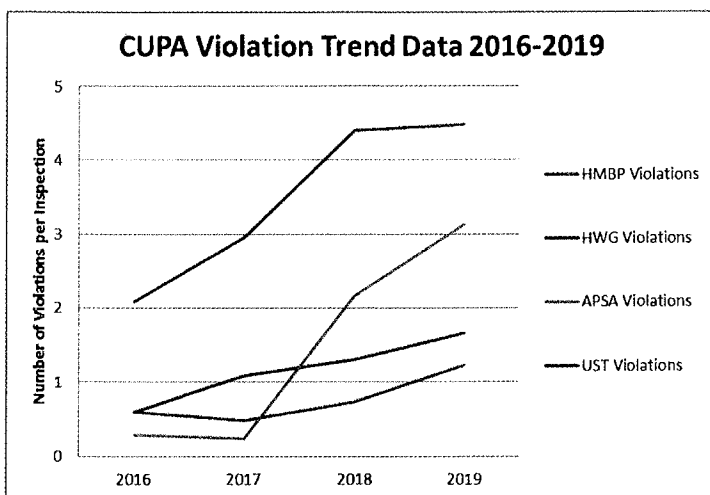


Waste containers at Simple Fuels, Chilcoat

Since Cal EPA implemented the California Electronic Data Reporting System (CERS), Environmental Health tracks the number of inspections conducted and violations cited in each of the CUPA program elements. Inspection and enforcement data for the past four years is shown on the charts below. In 2019, Environmental Health completed 153 CUPA inspections which are up from 138 completed last year.



Environmental Health also tracks the number of violations encountered during each CUPA inspection. Trend data for the last four years shows that the number of violations per inspection continues increasing for both hazardous waste and business plan elements. The increasing trend for underground tanks appears to have tapered off at just over 4 violations per inspection.



Unfortunately, the strong upward trend in aboveground tank violations is continuing. This is likely due to increasing state emphasis on above ground tank compliance and the frequency of site inspections occurring only once every three years. Since Environmental Health strives for compliance through outreach and education rather than through issuing notices for violations or other

enforcement actions, we are evaluating the costs and benefits of increasing aboveground tank inspections. With 3 years between visits, some businesses may backslide into established habits and patterns and would benefit from seeing a CUPA inspector every year or every other year, especially until sound hazmat practices are firmly established. We are hopeful the increased inspection frequency will increase voluntary compliance and this trend is something to watch in the future.

Another important part of the hazardous materials management program is emergency response and overseeing site cleanups. In 2019 Environmental Health staff responded to five hazardous materials incidents, which is considerably fewer than the 17 logged the year before. We work with the responsible party, land owners, state agencies, and others to ensure cleanup is timely and effective. Fortunately, we did not have any significant releases in 2019.

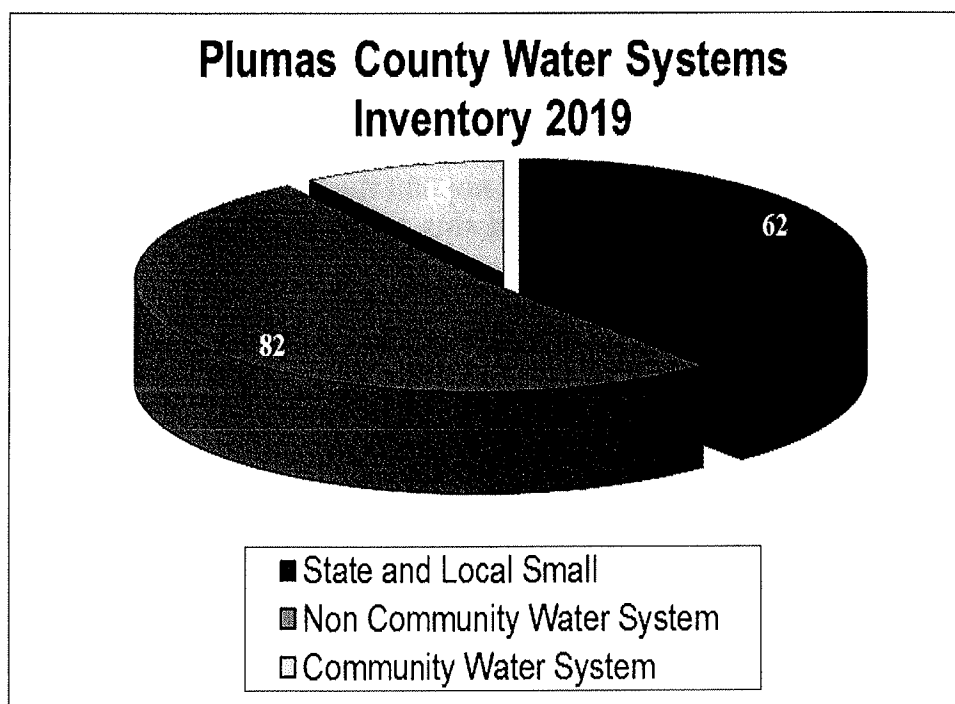


Spill cleanup Highway 49 near Vinton, November 2019

DRINKING WATER PROTECTION

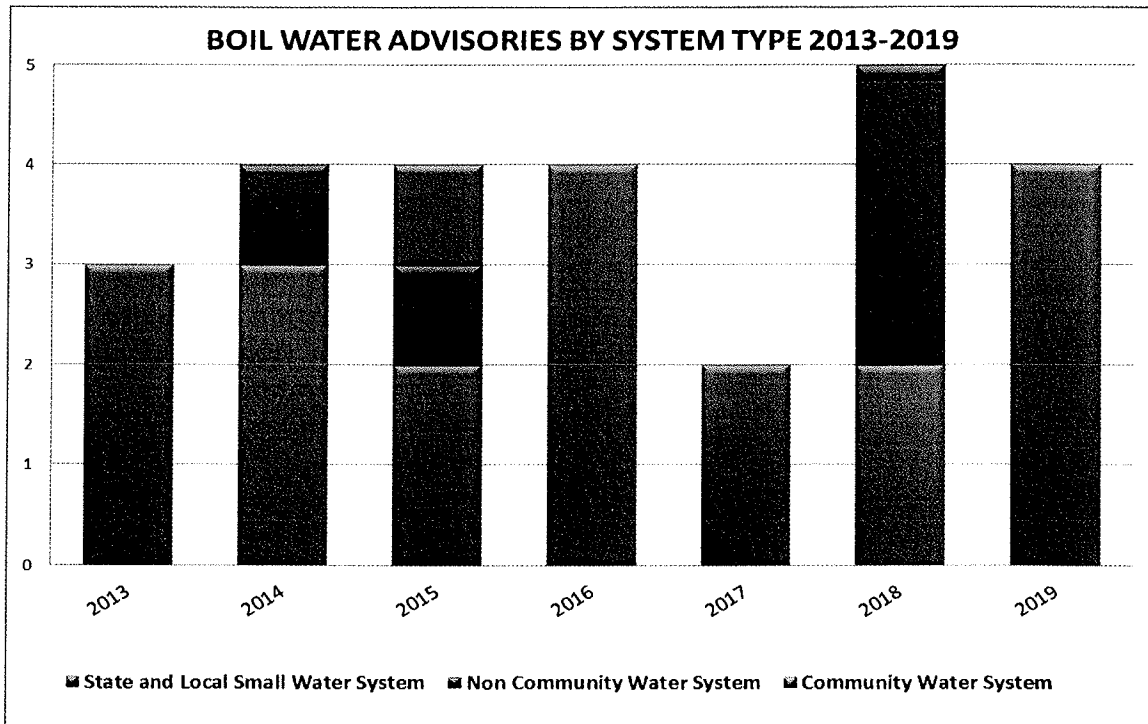
Ensuring safe and potable drinking water supplies is a vital function of Environmental Health. During 2019, almost 20% of EH staff time was spent in this program. As part of this program, Environmental Health maintains state certification as the Local Primacy Agency (LPA) for smaller drinking water systems serving less than 200 connections. Annual program evaluations by State Water Resources Control Board (SWRCB) ensure this program meets state and federal oversight requirements. EH staff serves as a local resource for water system operators, helping ensure that our drinking water remains the highest quality possible. Last year, we were also able to partner with the California Rural Water Association to offer water system operator training in Quincy for many of the local water purveyors.

Drinking water systems are categorized based on the size of the system and the nature of the population served. Community systems typically serve year-round residents, with state and local small systems serving up to 15 connections, and small community systems serving up to 200 connections. These systems make up almost half of the regulated inventory. Non-community systems provide water to areas without residential populations such as parks, resorts, campgrounds, or workplaces. These 82 systems account for the other half of our system inventory.



To ensure the water provided by all these systems remains safe to drink, we review and track nearly two thousand (2,000) bacteriological reports each year. In addition, we also track numerous chemical data for each of these systems.

If there is an immediate risk to human health, the system operator is required to issue a Boil Water Advisory. The few number of Boil Water Advisories issued as compared to the number of samples taken is a strong indicator of the safety of Plumas County's drinking water quality.

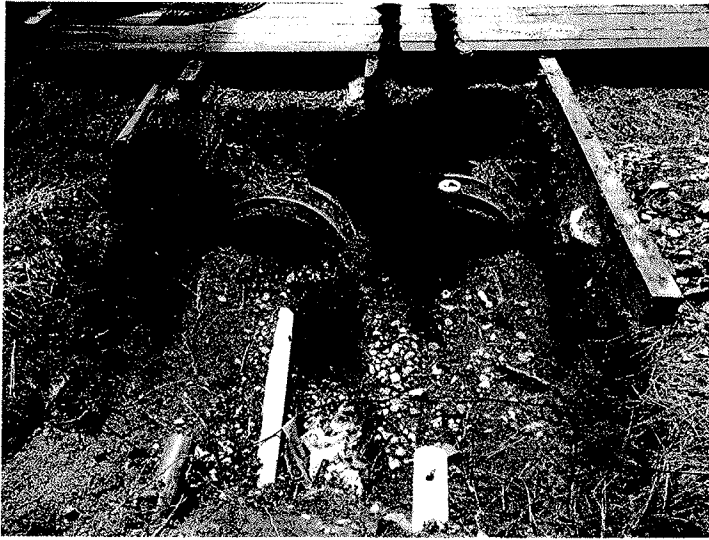


Important Boil Water Advisories affected the western portion of Quincy in June and September of last year. Because this water system is larger than can be delegated, it is under State Division of Drinking Water oversight and does not appear on the chart above. Nevertheless, Environmental Health spent considerable time and resources on these two incidents. Our primary responsibilities were to notify vulnerable populations, such as the hospital and schools, and ensure they had alternative potable water supplies. We also worked with restaurants, markets, and the public to ensure that they implemented safeguards for their cooking, sanitation and potable ice needs.



Repairing Water Supply Line Serving the Quincy Community

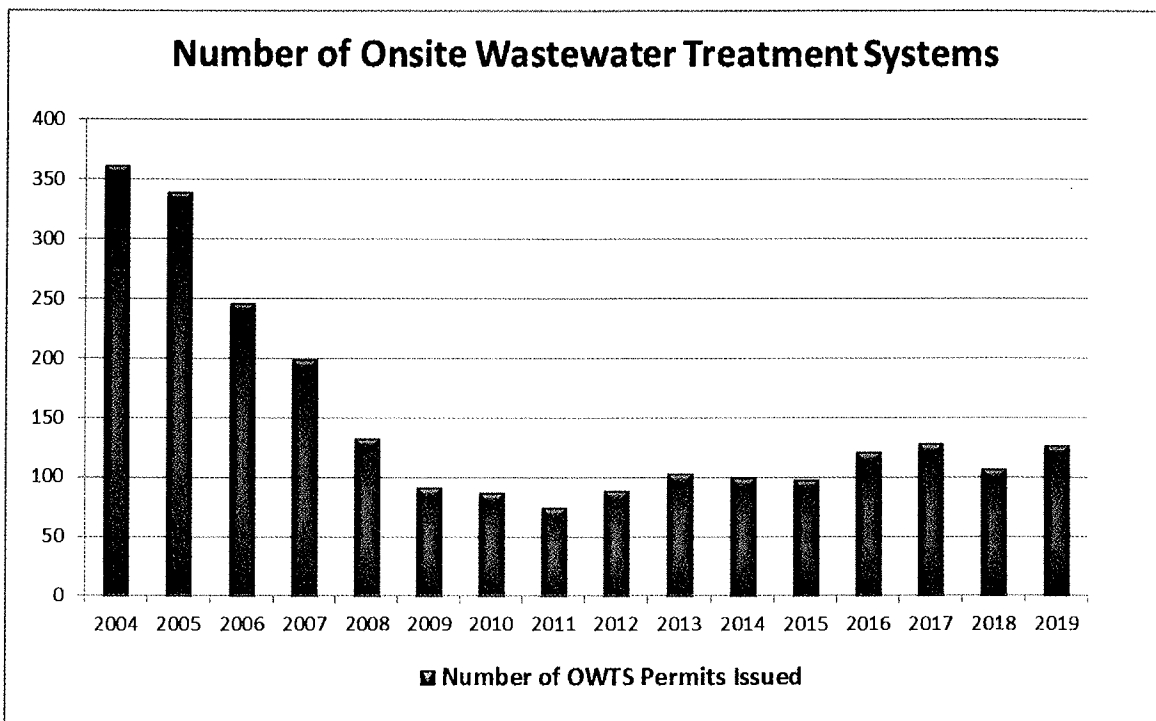
LIQUID WASTE MANAGEMENT

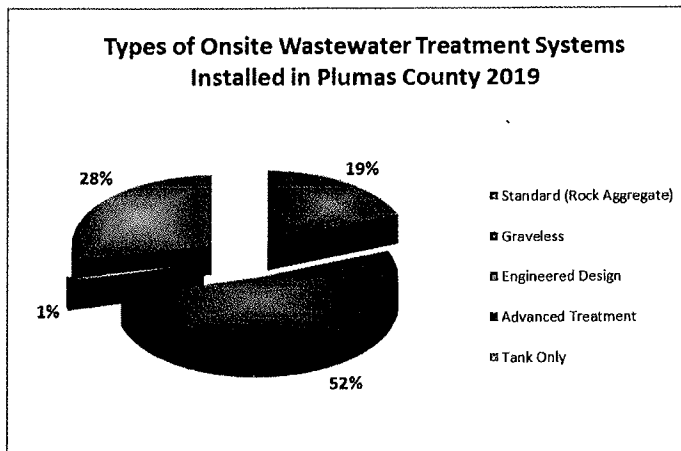


Root-clogged Onsite Wastewater Treatment System near Lake Almanor

Environmental Health ensures that sewage and liquid wastes are properly handled, treated and disposed. This includes preventing human exposure to contaminated wastewater as well as preventing contamination of surface and groundwater. We specify the location, design, construction, installation and repair criteria of all septic or on-site wastewater treatment systems (OWTS) through a permit and inspection program.

The following chart tracks the number of OWTS permits Environmental Health has issued since 2004. In 2019, the number rebounded from 107 issued in 2018 to 127 issued in 2019. Still the number is well below the high numbers issued in the mid-2000s.

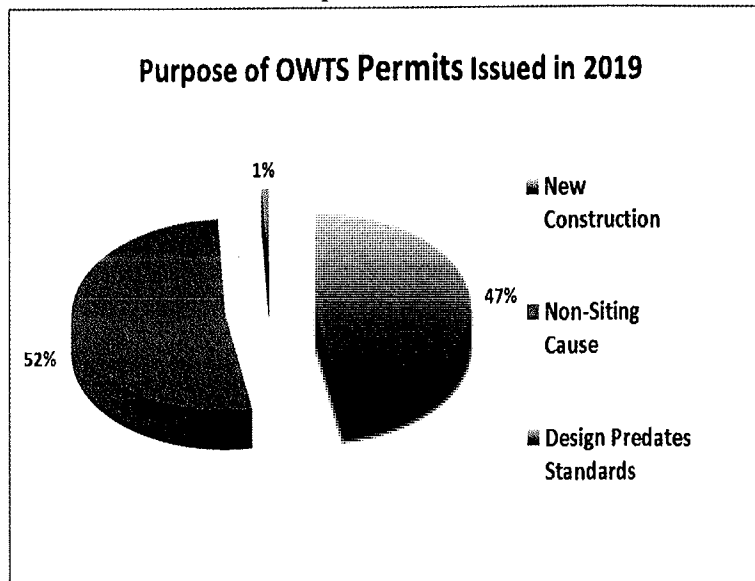




The trend towards gravel-less disposal field installation continues, with more than half of the systems installed using this design. Conventional rock disposal fields make up less than one fifth of leachfield installations. The number of tank only permits continues to rise, continuing the trend toward community treatment and disposal, such as found in Bailey Creek, Gold Mountain

and other development communities. Only a handful of Engineered and advanced treatment OWTS were permitted last year.

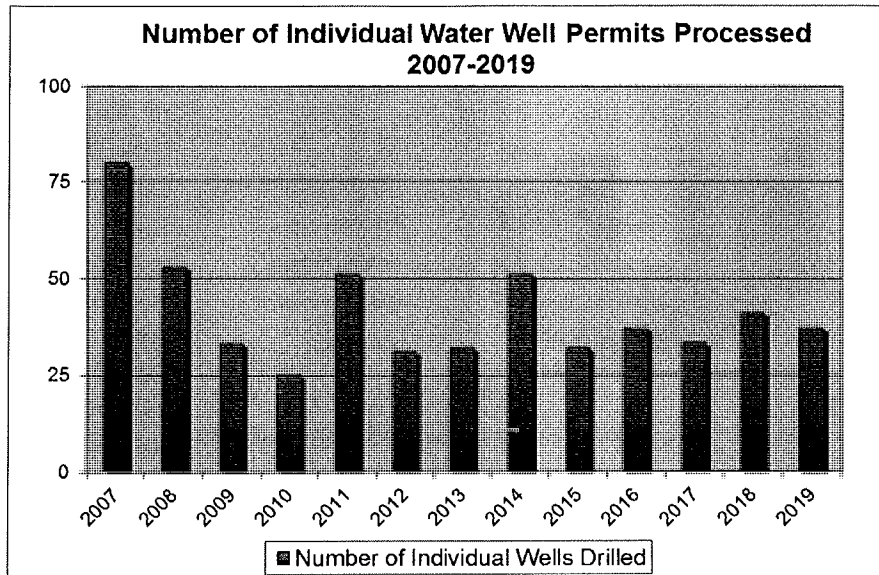
Plumas County conducts the liquid waste program under authority granted by the Central Valley Regional Water Quality Control Board. 2018 was the first year of comprehensive reporting to the Regional Board on various performance measures including OWTS failures, complaints, design deficiencies, and water quality monitoring, and this will be an ongoing program responsibility. Of the 127 permits issued in 2019, 60 were for new construction. 66 permits were issued for repairs for failing systems, and the vast majority of these failed due to root intrusion or other 'non-siting' causes. No replacement permits were issued because of failures due to groundwater intrusion, pollution or other health-based problems. Only 1 permit was issued to replace an antiquated system where the design predated current OWTS standards.



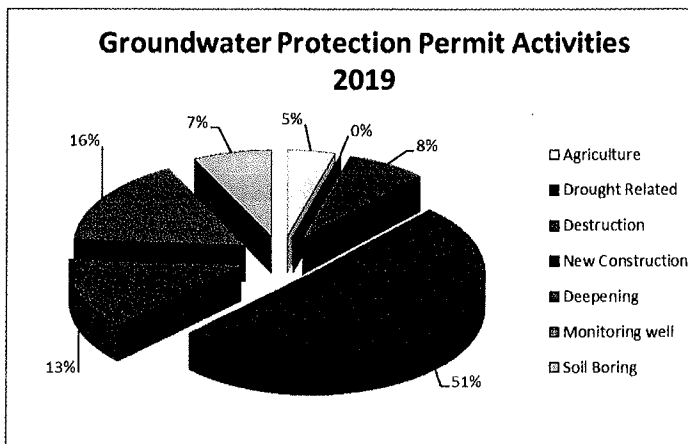
Our OWTS program also includes a groundwater monitoring component to ensure wastewater pathogens like E. coli or nutrients like nitrates are not contaminating drinking water supplies. At the end of five years, a comprehensive analysis of water quality data will need to be performed, but currently at the end of year 2 all data strongly indicate that the Plumas County OWTS program is effective and protecting public health and the environment.

WATER QUALITY ASSURANCE

Protecting the quality of Plumas County's lakes, streams and groundwater supplies are a core function of Environmental Health. An important part of this program is a permit process since improperly located or constructed wells can affect

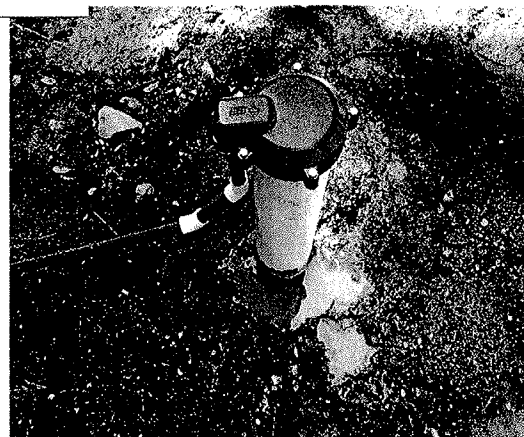


groundwater quality. The annual number of well permits issued is shown above. The number of well permits issued in 2019 was 37, down four from 2018.



We track new permits including residential water wells, agriculture wells, and public water supply well permits. We also track the purpose of the permit, such as if the well is required because of drought related impacts. In 2019 no drought-related well permits were issued.

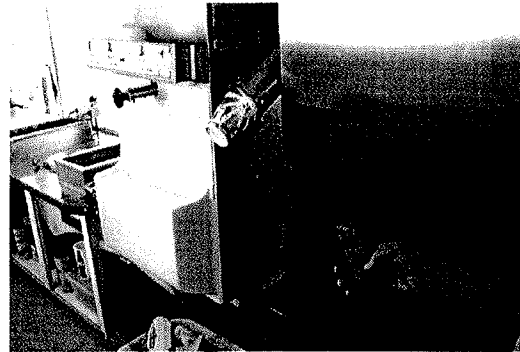
Finally, we also issue and track permits for other borings or excavations that pose a risk to contaminating groundwater such as monitoring wells or geotechnical soil borings. In 2019, 16 permits were issued for these activities. The summary of groundwater protection permit activities is shown on the chart above.



Newly Constructed Domestic Well near Quincy

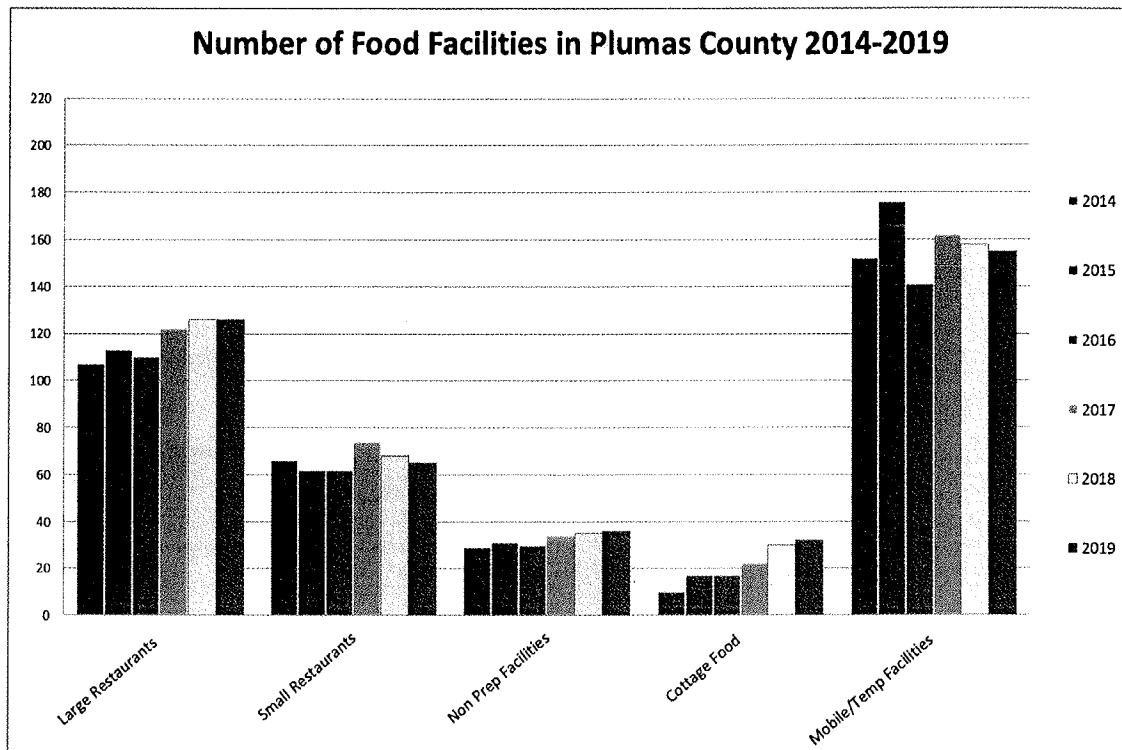
FOOD SAFETY

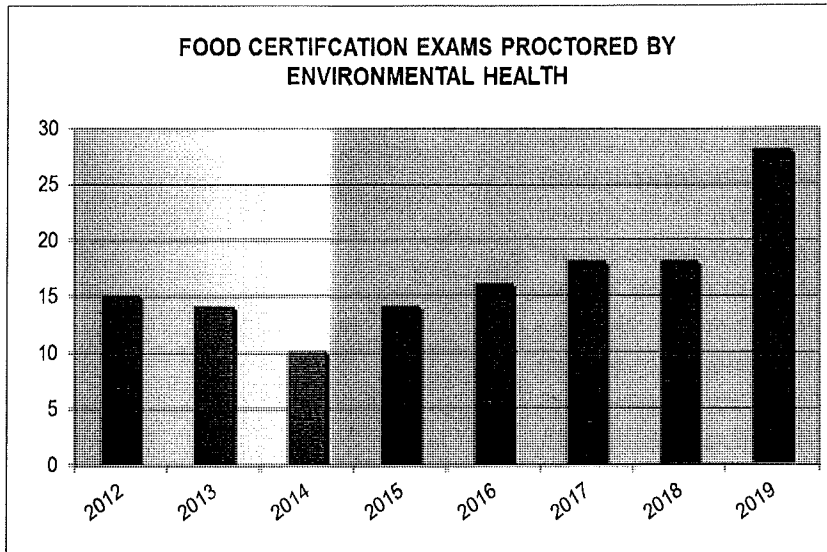
Our food safety program helps protect the public from food-borne illness. Food safety is achieved through education, outreach, and inspection of retail food facilities countywide. Facilities are evaluated for compliance with the California Retail Food Code. Registered Environmental Health Specialists are authorized to inspect, record and correct violations of safe food handling practices, and even close the facility if necessary to protect public health.



Checking Food Temperatures During Routine Inspection

In Plumas County, the inventory of retail food facilities includes large restaurants (with a seating capacity of more than 25 or food preparation area in excess of 500 square feet), small restaurants, non-prep facilities such as convenience markets, cottage foods (limited foods prepared in home kitchens), and mobile or temporary facilities serving community events like music festivals and the county fair. The inventory of facilities operating in Plumas County since 2014 is shown below. The total number of fixed facilities shows a slight but steady growth over the past 6 years. The fluctuating number of mobile facilities reflects the number of vendors participating in various fairs, festivals and other community events.





Every food facility that prepares, handles or serves potential hazardous foods must have an individual who is certified in food safety. Certification must be renewed every five years. In 2019, Environmental Health became authorized to proctor online Serv-Safe exams for local purveyors. Providing

this service to customers has been very popular as shown by the increase in the number of exams administered this past year.

Another part of our food safety program includes public education and outreach. As part of that effort, all fixed food facility inspection reports are available to the public through Environmental Health's Food Facility Inspection page on the county's website at <https://www.plumascounty.us/608/Food-Facility-Inspections>


**PLUMAS
COUNTY
CALIFORNIA**

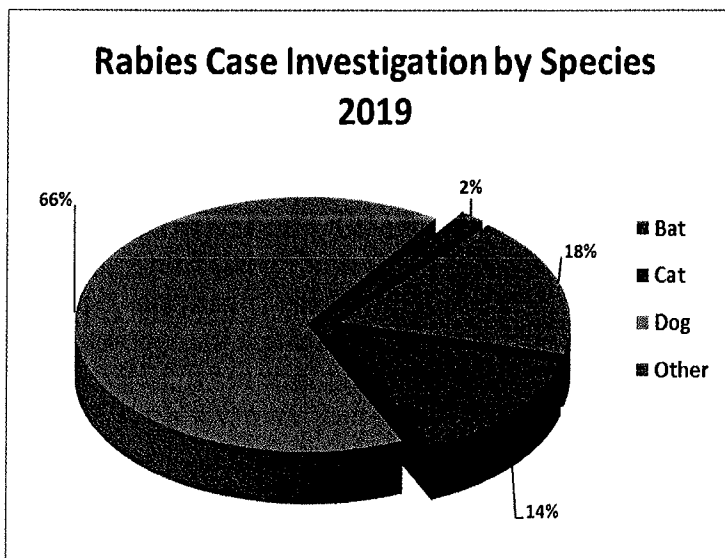
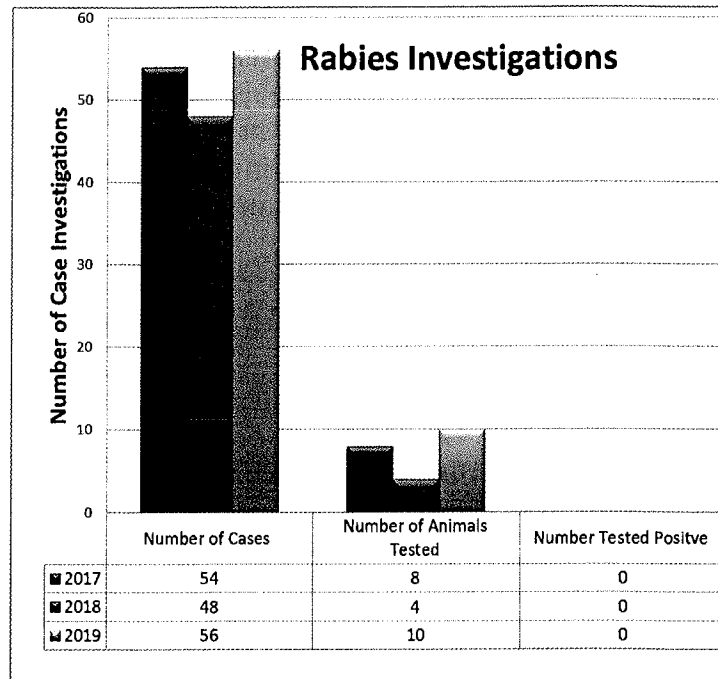
DEPARTMENTS
GOVERNMENT
ABOUT PLUMAS COUNTY
DOING BUSINESS
LIVING HERE

Canyon Dam Store	December 19, 2019 (PDF) December 19, 2017 (PDF) November 28, 2016 (PDF) June 6, 2016 (PDF)	Chester-Lake Almanor
Carey Candy Company	January 1, 2020 January 17, 2019 (PDF) April 18, 2018 (PDF) March 9, 2017 (PDF)	Quincy-Bucks Lake-La Porte-Meadow Valley
Caribou Crossroads Store & Cafe	November 13, 2019 June 29, 2018 (PDF) December 20, 2018 (PDF) March 13, 2018 (PDF)	Feather River Canyon-Greenville-Indian Valley
Carol's Cafe	May 9, 2019 September 21, 2018 (PDF) July 27, 2017 (PDF) September 9, 2016 (PDF)	Chester-Lake Almanor
Carol's Ranch House	September 22, 2019 September 8, 2017 (PDF) March 18, 2016 (PDF) November 20, 2015 (PDF)	Chester-Lake Almanor
Cedarling	Temporarily Closed December 5, 2019 December 13, 2018 (PDF) July 20, 2018 (PDF)	Quincy-Bucks Lake-La Porte-Meadow Valley
Chalet View Lodge	August 15, 2019 July 27, 2019 November 7, 2018 (PDF) December 1, 2017 (PDF)	Portola-Sierra Valley

Through this link, anyone can access inspection reports and make informed decisions about their dining choices.

RABIES AND VECTOR CONTROL

Our rabies and vector control program protects the public from exposure to vector-borne diseases such as Hantavirus, plague and West Nile Virus, but the majority of our time in this program is spent on rabies case investigations. We closely coordinate with state, federal and local partners while performing exposure investigations, environmental surveillance, consultation and other activities. Rabies case investigations and specimen testing both increased in 2019.



In 2019, Environmental Health tracked and investigated 56 animal contact cases for potential rabies exposure. About two-thirds of case investigations involve domestic dogs, but bats are also commonly encountered by humans. In fact, the last animal that tested positive for rabies in Plumas County was a bat found in Graeagle in 2016.

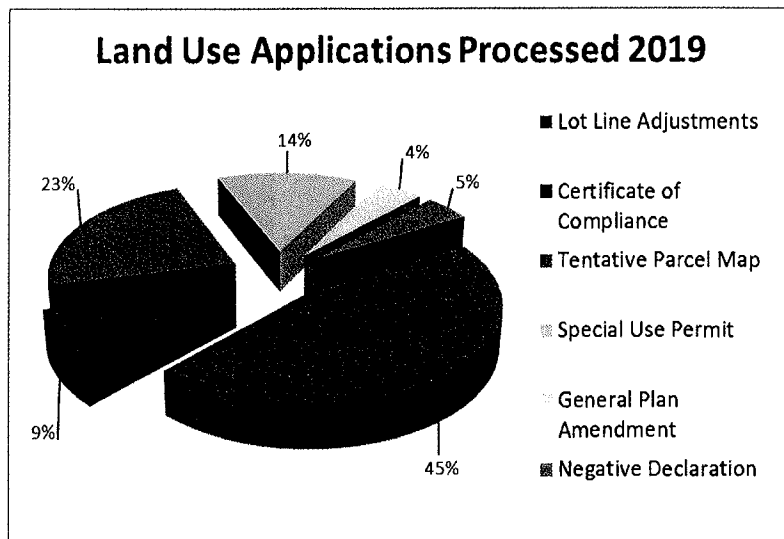
Plumas County is considered endemic for the rabies, meaning that the virus is constantly present in wild animal populations like bats, skunks and foxes. Rabies is a significant public health hazard, and the Director of the California Department of Public Health (CDPH) has declared all 58 counties in California as rabies areas every year since 1987.

LAND USE

Environmental Health works in conjunction with several other regulatory agencies, such as Planning and Building Services, Engineering, and Public Works for land use project review. Our role is to evaluate the foreseeable Environmental Health implications of proposed development projects. The land use program helps ensure today's development is sustainable into the future. In 2019, the Board of Supervisors reconvened the county's Development Review Committee, where agencies coordinate and streamline their review of development projects and Environmental Health participates on this committee.

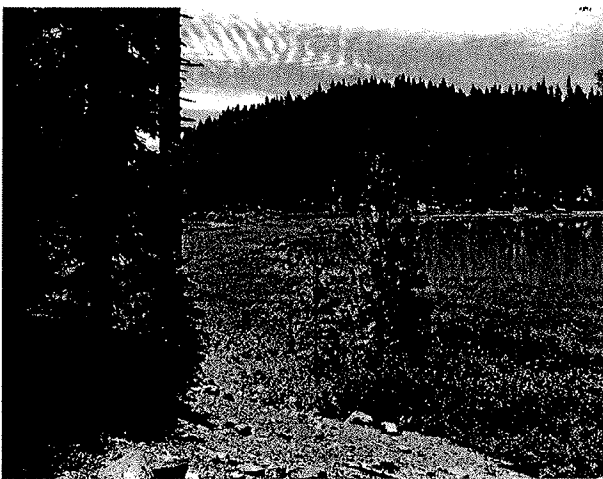
Last year we reviewed 22 land use applications. Lot line adjustment applications made up almost half of them, followed by tentative parcel map and special use permit requests. Also of note in 2019 was the negative declaration review for the proposed East Quincy CHP. Environmental

Health focused primarily on the sustainable potable water supply and wastewater disposal needs for the new facility.



RECREATIONAL HEALTH

Our recreational health program helps protect bather health and safety by ensuring the safe and sanitary operation of public swimming pools and spas. Environmental



Harmful Algal Bloom in Willow Lake, July 2019

Health provides routine design review, permitting, inspection, and technical assistance for the 29 existing pools and spas countywide. We also review construction plans and inspect repair or upgrade work to ensure the proposed work meets the minimum standards required by the California pool code.

An emerging issue in freshwater lakes and streams is an increase in the number and severity of harmful algal

blooms. Blue-green algae blooms (known as cyanobacteria) pose a risk to swimmers, pets and livestock. Dogs are especially at risk and several deaths statewide have been attributed to this toxin. Environmental Health coordinates with the State Water Board to post and inform the public of these risks.

More information is available on the State Water Board website at <https://mywaterquality.ca.gov/habs/>.

SOLID WASTE

Environmental Health is designated as the Local Enforcement Agency or LEA by CalRecycle. We are responsible for ensuring the proper, safe, and sanitary handling of the county's solid waste. We inspect and permit county landfills, transfer sites,



and investigate old or abandoned sites for hazards. Environmental Health staff also investigates complaints about litter, debris, and illegal dumping.

In 2019, Environmental Health staff completed 39 inspections of county transfer sites, 20 inspections of landfills, and 29 inspections of closed facilities. Results of these inspections are available at the CalRecycle website at

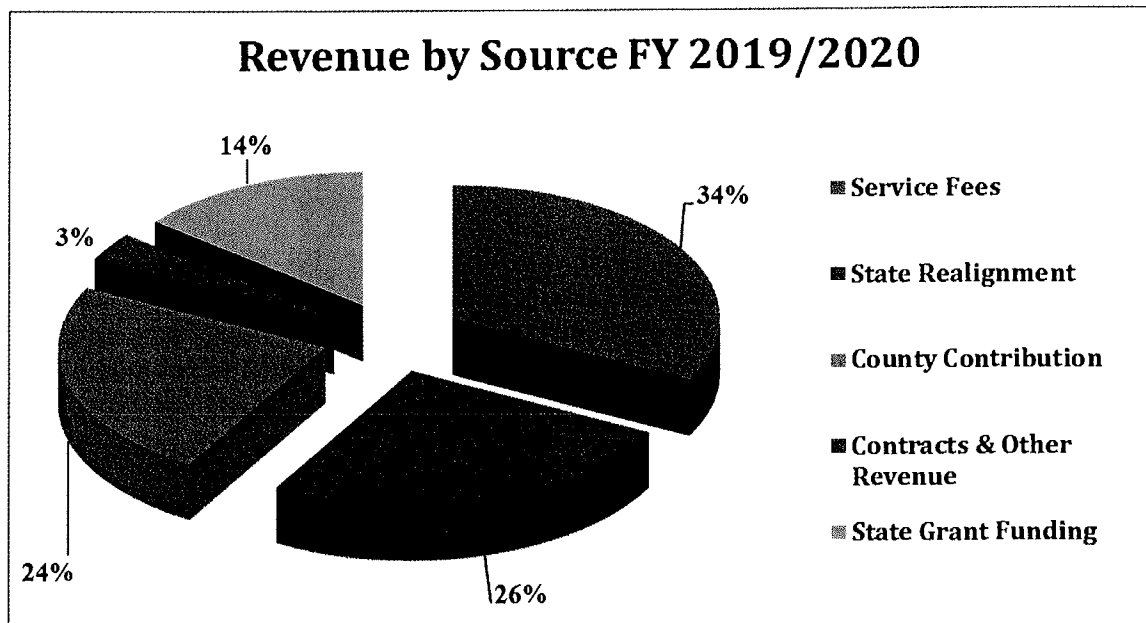
2019 Earth Day Cleanup at the Courthouse Annex

<https://www2.calrecycle.ca.gov/SWFacilities/Directory/>

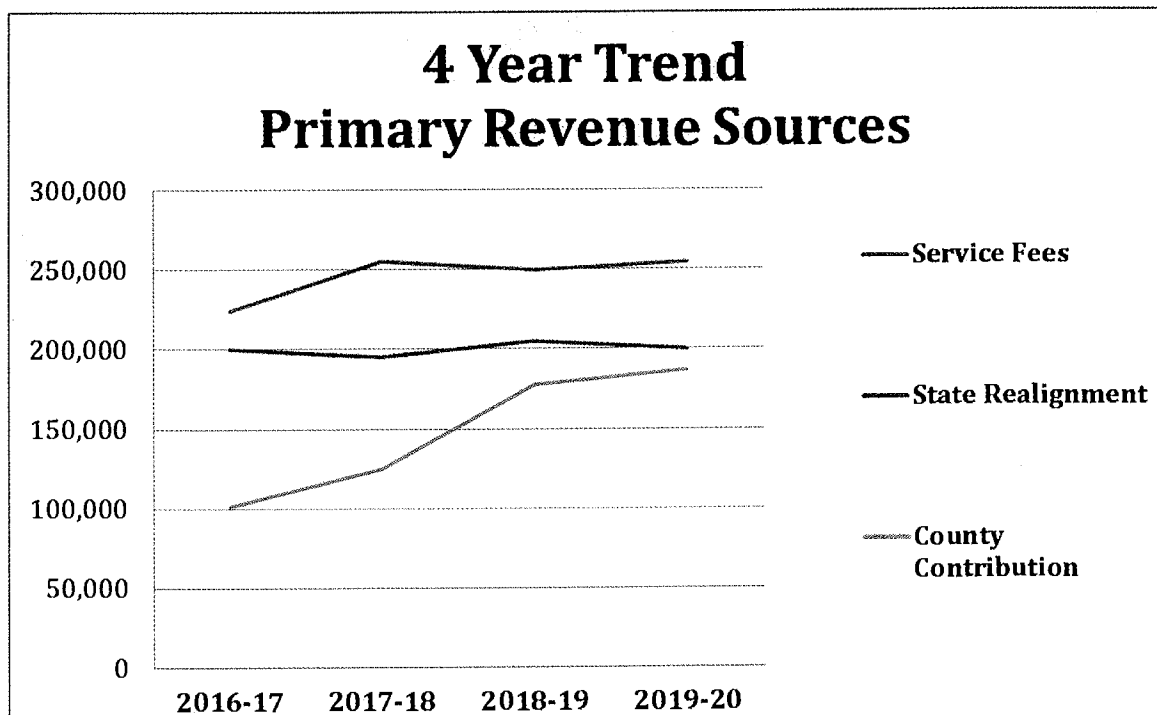
In 2019 we also organized the first annual Earth Day Cleanup at the Courthouse Annex where Health and Human Services staff from the annex collected litter from around the campus. We plan to make this an annual event.

BUDGET AND REVENUE

Environmental Health revenue by source is summarized below:



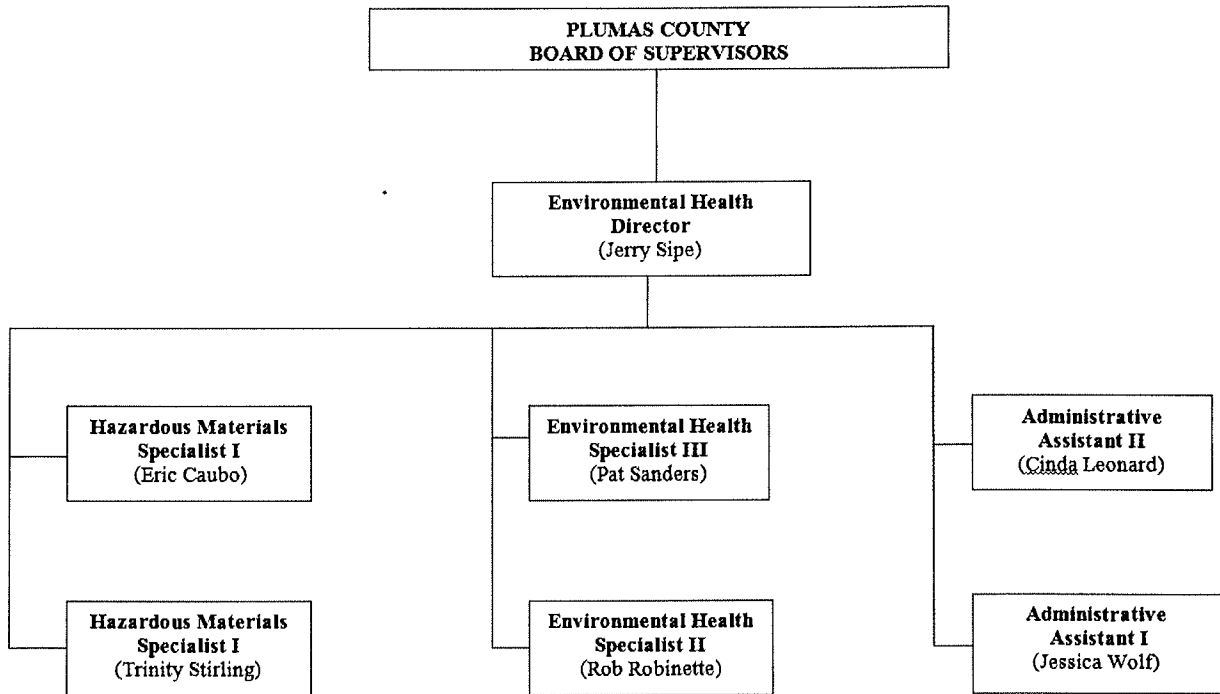
As seen in the trend diagram below, fiscal year 2019-20 funding amounts from our primary sources are similar to last fiscal year. The lower amount from County Contribution in fiscal years 2016-16 and 2017-18 were due to unfilled vacancies in Environmental Health which resulted in recurring one-time savings to the General Fund.



STAFFING

During all of 2019, Environmental Health was fully staffed as shown in the organization chart below.

ENVIRONMENTAL HEALTH Organization Chart FY 19-20



The two experienced Environmental Health Specialists average nearly 20 years of experience but the two Hazardous Materials Specialists average only about 2 years of experience. Following our state-approved training plan, we have focused on cross training in all Environmental Health programs so both Hazardous Materials Specialists will be eligible to take the Environmental Health Specialist registration exam this coming year.

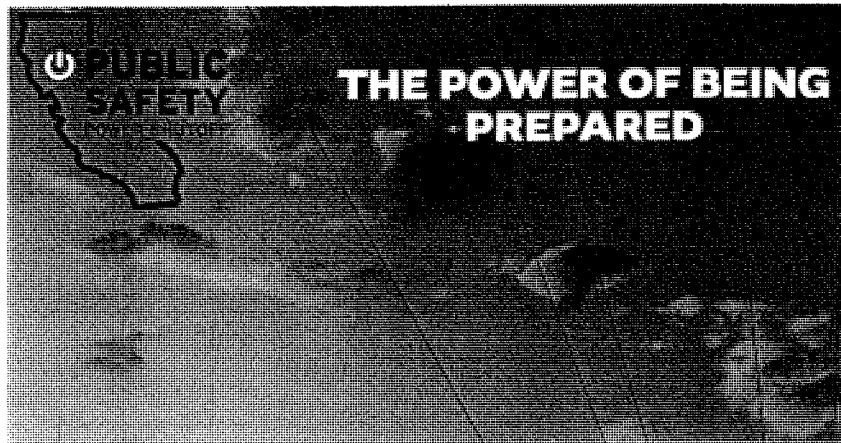
Although one of our clerical staff has considerable Plumas County experience, the two average only about three years of experience in Environmental Health programs. In addition to seeking job-specific training as available, we emphasize developing contacts in other county departments to help expand skills and knowledge.

LOOKING FORWARD

Here is a look ahead to the challenges and opportunities in store for Environmental Health in 2020 and beyond.

Public Safety Power Shutoffs

In 2019, Plumas County experienced the first of several intentional electrical power shutoffs, known as public safety power shutoff (PSPS) events. Parts of Plumas County were affected along with over 30 other northern California



counties. PSPS events are preemptive attempts to prevent electrical equipment from sparking wildfires during strong, dry winds.

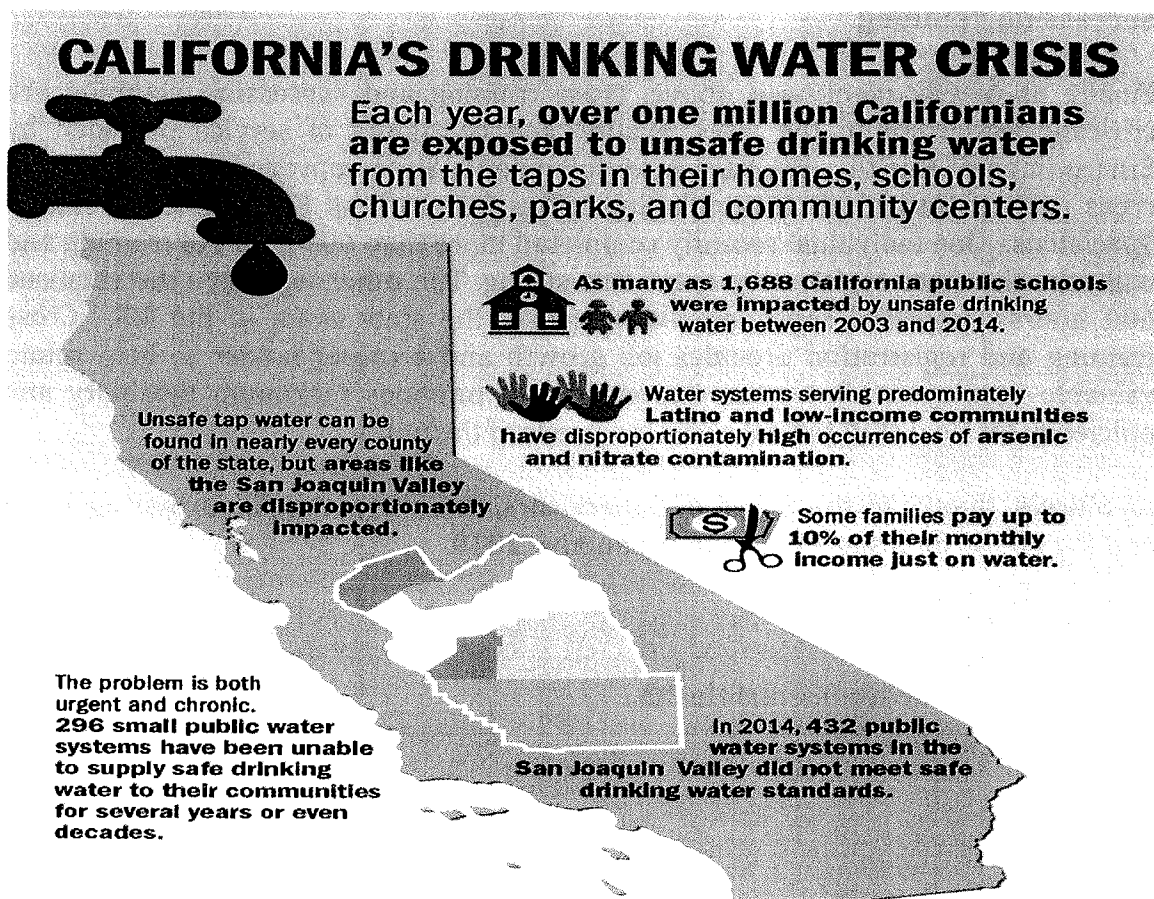
While Plumas County residents and businesses are no stranger to winter power outages, summertime PSPS events pose special challenges. For restaurants, it is much more difficult to maintain proper food temperatures during summer outages. For water suppliers that are reliant on pumps, filters, or other treatment works, it is critical to maintain drinking and firefighting water supplies either in gravity storage tanks or through locally generated power supplies. For the public, basic supplies such as food or fuel to power motor vehicles may not be available locally. For others, basic sanitation treatment or disposal may be dependent on electrical power.

PSPS events are just the latest reminder of the value and importance of local Environmental Health in emergency response operations. Whether it be fire debris removal, power outages, a boil water notice or any other disaster situation, ensuring the basic human needs of clean water, safe food, and basic sanitation are critical to containing an incident and helping the community recover more quickly. Environmental Health has completed an internal Continuity of Operations Plan which guides decisions during emergency events and helps ensure core Environmental Health functions are prioritized. We are taking inventory of food facility and water system power needs and capabilities, which will focus resources where they are needed and speed response to future emergencies. We also plan to take a lead role in the upcoming Hazard Mitigation planning effort. Together these efforts help to build a more prepared and resilient Plumas County.

Drinking Water

Drinking water has been a hot topic in Sacramento for the past few years. Important legislation includes the Human Right to Water (2012), Sustainable Groundwater Management Act or SGMA (2014), Water System Consolidation and Anti-proliferation (2016), and Drought Contingency Planning (2018) to name just a few.

In 2019, the Governor signed California's Safe and Affordable Drinking Water Act. This legislation (SB 200) adds \$130 million annually for 11 years for public, state small, and domestic water system infrastructure, treatment, source development, consolidation, administration, operation and maintenance.



Environmental Health wants to be sure our local drinking water systems can compete for these funds. This means identifying systems in need of funding and working with state and non-profit partners to turn those needs into fundable projects. Also, policy discussions are underway to increase regulatory oversight such as monitoring, outreach and awareness of currently unregulated water systems like shared residential wells and rental housing. We plan to track the upcoming regulatory changes that SB 200 will bring, and we plan to work with water purveyors and the Integrated Regional Water Management process to help improve our local drinking water infrastructure in the coming years.

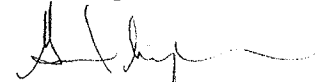
Environmental Health is also actively working with the California Conference of Directors of Environmental Health (CCDEH) and the Rural Counties of California (RCRC) to secure stable funding for the small public drinking water oversight regulatory program. As the statewide effort to fix aging infrastructure increases, so does the need for local assistance and outreach. To help fund these activities,

sustainable funding is needed. Last year's bill, SB 402, did not pass out of Senate Appropriations but a new bill with industry support will be reintroduced this year. If funded, this bill would directly fund some of Environmental Health's oversight responsibilities while allowing water systems to spend their limited funds on system improvements, not higher oversight fees.

Succession Planning

Finally as briefly mentioned above, cross training and succession planning are critically important to the level, quality, and continuity of service provided by Environmental Health. We have been following a State-approved training plan to cross train 2 Hazardous Materials Specialists for work as Environmental Health Specialists. One individual recently completed more than 600 hours of training and will take the state registration exam this spring. The other will have the required 600 hours completed soon and plans to take the state exam in the fall. Cross training and registration provides job growth and a career ladder to help retain valuable employees. But more importantly, it provides maximum flexibility and efficiency for field staff to best serve the needs of the public.

As always, thanks to the Board of Supervisors, department staff, partner agencies and the public for a successful and productive 2019.



Jerry Sipe, Director
Plumas County Environmental Health

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

BIANCA HARRISON, CMA • ASSISTANT AUDITOR / CONTROLLER



DATE: March 3, 2020

TO: Honorable Board of Supervisors

FROM: Roberta M. Allen, Auditor/Controller 

SUBJECT: Authorize Auditor Controller to make budget adjustments per midyear budget review

RECOMMENDATION:

Authorize Auditor/Controller to make budget adjustments per midyear budget review.

BACKGROUND:

The midyear budget review was completed as of December 31, 2019. As part of the review process, a few departments have requested that budget transfers be done within the department to cover expenses that are projected to come in over budget by year end. The overall budget appropriation amount will not be increased or decreased for these departments as a result of making the requested changes.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) SEE MEMO DATED 12/09/2019 ATTACHED

B) _____

C) _____

D) _____

Approved by Department Signing Authority:

Stephen Williams

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

John D. M.

2/24/2020

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controller's signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

COPY



PLUMAS COUNTY CLERK-RECORDER

520 Main Street, Room 102, Courthouse
Quincy, CA 95971

Recorder Division (530) 283-6218
Elections Division (530) 283-6256

Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Julie Hagwood
Assistant Clerk-Recorder
Registrar
juliehagwood@countyofplumas.com

December 9, 2019

TO: Plumas County Auditor- Roberta Allen

FR: Plumas County Clerk-Recorder-Elections- Julie Hagwood

RE: Budget line item 2010054 540450 Election Equipment

Roberta,

Last week we talked about the amount posted in the Election Equipment Line Item. The original Appropriations column shows ~~\$206,500.00~~ which is not correct. It should be ~~\$424,138.40~~

I have included copies of both Resolutions signed by the Board of Supervisors and the Standard Agreement from the Secretary of State approved by County Counsel.

Please adjust accordingly. If you have questions or need further information please contact Kathy Williams, Plumas County Clerk-Recorder-Registrar at #6255.

Thank you

A handwritten signature in cursive script that reads "Julie Hagwood".

Julie Hagwood
Assistant Clerk-Recorder-Registrar

elections



12/02/2019 09:05
2098jhagwood

Plumas County, CA
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2020 06

ACCOUNTS FOR:
20100 ELECTIONS

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2010044 ELECTIONS STATE&FED AID							
2010044 44290 STATE-OTHER	0	-206,500	-206,500	.00	.00	-206,500.00	.0%*
2010045 ELECTIONS CHARGES FOR SERVICES							
2010045 45030 ELECTION SERVICES	-48,517	0	-48,517	-3,752.15	.00	-44,764.85	7.7%*
2010051 ELECTIONS SALARIES&BENEFITS							
2010051 51000 REGULAR WAGES	144,149	-4,507	139,642	42,920.84	.00	96,720.80	30.7%
2010051 51020 OTHER WAGES	4,500	-3,511.23	4,500	3,651.33	.00	848.67	81.1%
2010051 51060 OVERTIME PAY	2,500	0	2,500	557.32	.00	1,942.68	22.3%
2010051 51070 UNEMPLOYMENT INSU	84	0	84	.00	.00	84.00	0%
2010051 51080 RETIREMENT	37,187	-1,104	36,083	4,524.66	.00	31,557.88	12.5%
2010051 51081 OPEB LIABILITY	5,291	0	5,291	.00	.00	5,291.00	0%
2010051 51090 GROUP INSURANCE	37,046	2,852	39,898	12,678.39	.00	27,219.65	31.8%
2010051 51100 FICA/MEDICARE OAS	11,563	-345	11,218	3,563.24	.00	7,654.61	31.8%
2010051 51110 COMPENSATION INSU	2,970	0	2,970	.00	.00	2,970.00	0%
2010051 51150 LIFE INSURANCE	150	0	150	62.40	.00	87.33	41.7%
2010052 ELECTIONS SERVICES&SUPPLIES							
2010052 520201 PHONE - LAND LIN	1,500	0	1,500	502.32	.00	997.68	33.5%
2010052 520210 POSTAGE/SHIP, MA	30,000	0	30,000	17,068.98	.00	12,931.02	56.9%
2010052 520221 ENVELOPES	10,000	0	10,000	9,227.50	.00	772.50	92.3%
2010052 520225 PO BOX RENT/ANNU	1,000	0	1,000	.00	.00	1,000.00	0%
2010052 520233 PRINTING SVC/CHR	60,000	0	60,000	31,649.97	.00	28,350.03	52.7%
2010052 520250 COPY MACHINE LEA	1,500	0	1,500	323.26	.00	1,176.74	21.6%
2010052 521600 MEMBERSHIPS/ANNU	1,000	0	1,000	350.00	.00	650.00	35.0%
2010052 521800 OFFICE EXPENSE	3,000	0	3,000	336.79	.00	2,663.21	11.2%
2010052 521900 PROFESSIONAL SVC	1,000	0	1,000	.00	.00	1,000.00	0%
2010052 524007 ELECTION COSTS-O	7,000	0	7,000	1,708.50	.00	5,291.50	24.4%
2010052 525119 LIABILITY SELF-F	1,037	0	1,037	.00	.00	1,037.00	0%
2010052 527400 TRAVEL- IN COUNT	250	0	250	.00	.00	250.00	0%
2010052 527500 TRAVEL- OUT OF C	4,000	0	4,000	179.22	.00	3,820.78	4.5%
2010054 ELECTIONS CAPITAL OUTLAY							
2010054 520450 ELECTION EQUIPME	206,500	0	206,500	91,101.38	.00	115,398.62	44.1% X

Resolution
15th

RESOLUTION 2019 - 8444

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS
APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN
THE COUNTY OF PLUMAS AND THE CALIFORNIA SECRETARY OF STATE

COUNTY OF PLUMAS
California Secretary of State - Voting System Replacement Funds

WHEREAS, the California Secretary of State has the responsibility for the administration of funds allocated to California counties for the purpose of securing a voting system replacement and replacement or upgrade of an election management system.

WHEREAS, the California Secretary of State will provide the County of Plumas, as appropriated by Assembly Bill 1824, Chapter 38 (Stats. 2018), (Voting System Replacement Contracts), pursuant to California Election code sections 19400 and 19402, administered by the Secretary of State, with state funds in the amount of \$424,138.40 for reimbursement of voting system replacement activities and election management system replacement/upgrade activities.

WHEREAS, the Secretary of State has established procedures to require the County to certify by resolution the approval of its submission of the application to the Secretary of State;

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors

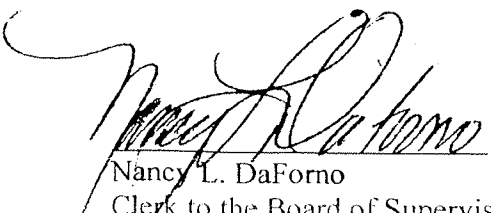
1. Authorizes the County to enter into an Amended Agreement with the California Secretary of State; and
2. Certifies the County understands the assurances and certification in the Application form; and
3. Certifies the County has reviewed and understands the Application and procedures; and
4. Appoints the County Elections Officer to conduct all negotiations, execute and submit all documents including, but not limited to Applications, State of California Standard and Amended Agreements, payment requests etc., which may be necessary for the completion of the projects.

I, the undersigned, hereby certify that the foregoing Resolution Number 2019 - 8444 was duly adopted by the Plumas County Board of Supervisors following a roll call vote:


Ayes: SUPERVISORS SIMPSON, THRALL, ENGEL, GOSS

Noes: NONE

Absent: NONE


Nancy L. DaForno

Clerk to the Board of Supervisors


Chair of the Board of Supervisors

Date: 10/27/19

+ 217,638.40

1st Resolution

RESOLUTION 2019 - 8386

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS
APPROVING AGREEMENT BETWEEN
THE COUNTY OF PLUMAS AND THE CALIFORNIA SECRETARY OF STATE

COUNTY OF PLUMAS
California Secretary of State - Voting System Replacement Funds

WHEREAS, the California Secretary of State has the responsibility for the administration of funds allocated to California counties for the purpose of securing a voting system replacement.

WHEREAS, the California Secretary of State will provide the County of Plumas, as appropriated by Assembly Bill 1824, Chapter 38 (Stats. 2018), (Voting System Replacement Contracts), pursuant to California Election code sections 19400 and 19402, administered by the Secretary of State, with state funds in the amount of \$206,500 for reimbursement of voting system replacement activities.

WHEREAS, the Secretary of State has established procedures to require the County to certify by resolution the approval of its submission of the application to the Secretary of State;

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors

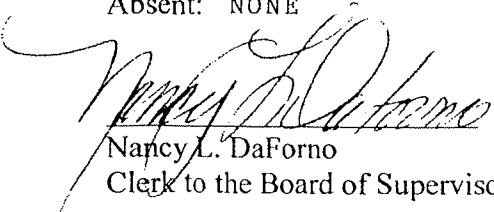
1. Authorizes the County to enter into an Agreement with the California Secretary of State; and
2. Certifies the County understands the assurances and certification in the Application form; and
3. Certifies the County has reviewed and understands the Application and procedures; and
4. Appoints the County Elections Officer to conduct all negotiations, execute and submit all documents including, but not limited to Applications, State of California Standard Agreements, payment requests etc., which may be necessary for the completion of the projects.

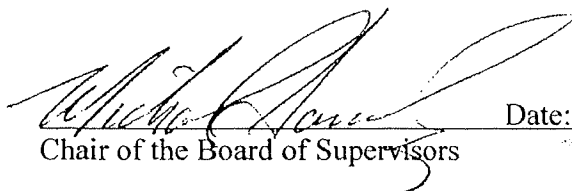
I, the undersigned, hereby certify that the foregoing Resolution Number 2019 - 8386 was duly adopted by the Plumas County Board of Supervisors following a roll call vote:

Ayes: SUPERVISORS SIMPSON, THRALL, GOSS, ENGEL, SANCHEZ

Noes: NONE

Absent: NONE


Nancy L. DaForno
Clerk to the Board of Supervisors


Chair of the Board of Supervisors

Date: 3/12/2019

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1 Pages

AGREEMENT NUMBER

18G30132

AMENDMENT NUMBER

01

REGISTRATION NUMBER:

1. This Agreement is entered into between the State Agency and Contractor named below:

STATE AGENCY'S NAME

Secretary of State

CONTRACTOR'S NAME

Plumas County

2. The term of this Agreement is: February 1, 2019, or upon approval by Dept. of General Services, if required, whichever is later through June 30, 2022
3. The maximum amount of this Agreement after this amendment is: ~~\$ 424,138.40~~ Four hundred twenty-four thousand one hundred thirty-eight dollars and forty cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- The amount of the Agreement is hereby increased by \$ 217,638.40 and shall not exceed \$ 424,138.40, which includes \$ 11,138.40 for election management system (EMS) specific funds.
- The term of the Agreement is hereby extended through June 30, 2022.
- Exhibit A – Scope of Work, Section E. Use of Funds. Item 9., is hereby added to the Agreement, as stated below:
9. The replacement or enhancement of a county Election Management System (EMS), used by the county to track voter registration or voter preference, including for example, a voter's vote-by-mail status. This shall not include maintenance and operations (M&O) expenses.
- Exhibit B – Budget Detail and Payment Provisions, Item 7. Retroactive Payments, is hereby replaced in its entirety, as stated below:
7. Retroactive Payments
Counties may claim reimbursement for expenses and activities permissible under the terms of this Agreement that occur after April 29, 2015 and before June 30, 2022.
- Exhibit D – Special Terms and Conditions, Section A. Auditing, Item 1., is hereby replaced in its entirety, as stated below:
1. Receipt of Voting System Replacement funds by County indicates agreement, to be reimbursed by the Secretary of State, by first providing matching funds spent on voting system replacement activities described in Exhibit A – Scope of Work, Section E – Use of Funds as follows:
 - Counties with 50 or fewer precincts will require no match of funds.
 - Counties with 51 or more precincts will require 3:1 or 75%:25% match of funds.
- Exhibit B-1 – Funding Detail, is hereby added to the Agreement and attached hereto.

Except as stated herein, all other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Plumas County

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Approved as to form:

Kathleen Williams

ADDRESS County Clerk-Recorder

520 Main Street Rm. 102, Courthouse
Quincy, CA 95971

Gretchen Stuhr

Deputy Plumas County Counsel

STATE OF CALIFORNIA

AGENCY NAME

Secretary of State

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Cindy Halverstadt, Chief, Management Services Division

ADDRESS

1500 11th Street, Sacramento, CA 95814

CALIFORNIA
Department of General Services
Use Only

COPY

TRANSFER NUMBER
(Auditor's Use Only)

Date 1/24/2020

Board
Board
Board
Auditor
Auditor

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

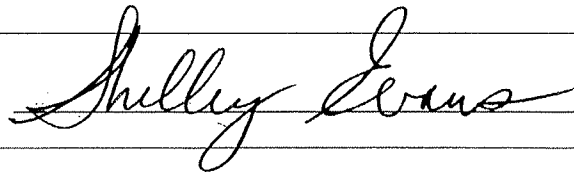
A) FICA changes were not made at original budget approval.

B) Cell phone allowance was underestimated.

C) _____

D) _____

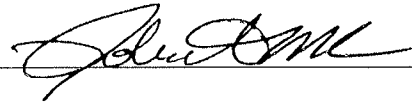
Approved by Department Signing Authority:



☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:



2/25/2020

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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a year ago solution

02/25/2020 09:53
2098ralen

Plumas County
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2020 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016 ALCOHOL & DRUG							
70580 ALCOHOL & DRUG							
51000 REGULAR WAGES							
X 7058051 51000 REGWAGES	56,403	75,889	132,292	56,568.18	.00	75,724.18	42.8%
51020 OTHER WAGES							
7058051 51020 OTHWAGES	5,000	-5,000	0	.00	.00	.00	.0%
51060 OVERTIME PAY							
7058051 51060 OTHPAY	2,400	2,892	5,292	464.83	.00	4,827.17	8.8%
51070 UNEEMPLOYMENT INSURANCE							
7058051 51070 UNEEMPINS	986	0	986	493.00	.00	493.00	50.0%
51080 RETIREMENT							
7058051 51080 RETIREMENT	13,819	18,593	32,412	5,158.68	.00	27,253.14	15.9%
51081 OPEB LIABILITY							
7058051 51081 OPEBLIAB	5,999	0	5,999	.00	.00	5,999.00	.0%
51090 GROUP INSURANCE							
7058051 51090 GROUPINS	17,832	-5,269	12,563	4,803.60	.00	7,759.40	38.2%
51100 FICA/MEDICARE OASDI							
X 7058051 51100 FICA	4,927	0	4,927	4,444.12	.00	482.74	90.2%



02/25/2020 09:53
2098rallen

Plumas County
YEAR-TO-DATE BUDGET REPORT

P 2
glytdbud

FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51110 COMPENSATION INSURANCE							
7058051 51110 WRKCOMPINS	10,437	327	10,764	5,218.50	.00	5,545.50	48.5%
51120 CELL PHONE ALLOW							
7058051 51120 CELLPHONE	600	-480	120	97.50	.00	22.50	81.3%
520201 PHONE - LAND LINE (S)							
7058052 520201 PHONELAND	1,800	0	1,800	853.65	.00	946.35	47.4%
520202 CELL PHONE SERVICE							
7058052 520202 CELL PHONE	960	-760	200	.00	.00	200.00	.0%
520210 POSTAGE/SHIP, MAIL COST							
7058052 520210 POSTAGE	130	0	130	25.50	.00	104.50	19.6%
520902 VEHICLE MAINTENANCE							
7058052 520902 VEHMAINT	3,500	1,500	5,000	.00	.00	5,000.00	.0%
521500 MEDICAL SUPPLIES							
7058052 521500 MEDSUPP	1,000	0	1,000	23.90	.00	976.10	2.4%
521600 MEMBERSHIPS/ANNUAL DUES							
7058052 521600 MEMBERDUES	700	0	700	.00	.00	700.00	.0%
521800 OFFICE EXPENSE							
7058052 521800 OFFEXP	3,000	-1,000	2,000	.00	.00	2,000.00	.0%

TRANSFER NUMBER
(Auditor's Use Only)

Date 1/24/2020

Approval Required

- | |
|---------|
| Board |
| Board |
| Board |
| Auditor |
| Auditor |

☐ SUPPLEMENTAL REVENUE ACCOUNTS

Total (must equal transfer to total)	26,912.50
--------------------------------------	-----------

☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

Total (must equal transfer to total)	26,912.50
--------------------------------------	-----------

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

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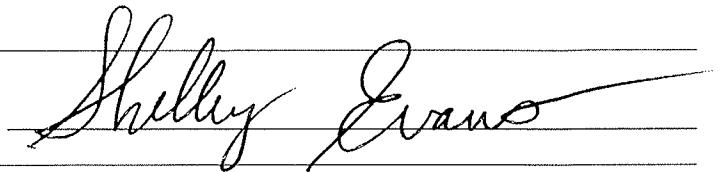
A) Extra help wages and FICA for MAT 2.0 grant program.

B) _____

C) _____

D) _____

Approved by Department Signing Authority:



☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:



2/25/2020

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

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Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



a light corp solution

02/25/2020 09:51
2098ralien

Plumas County
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2020 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016 ALCOHOL & DRUG							
70630 DRUG COURT (A&D)							
51070 UNEMPLOYMENT INSURANCE							
7063051 51070 UNEMPINS	3	0	3	1.50	.00	1.50	50.0%
51110 COMPENSATION INSURANCE							
7063051 51110 WRKCOMPINS	135	0	135	67.50	.00	67.50	50.0%
521600 MEMBERSHIPS/ANNUAL DUES							
7063052 521600 MEMBERDUES	0	3,000	3,000	3,000.00	.00	.00	100.0%
521900 PROFESSIONAL SVC							
7063052 521900 PROFSERV	58,500	22,500	81,000	8,900.00	.00	72,100.00	11.0%
521905 RESIDENTIAL TREATMENT SVC							
7063052 521905 RESTREATSV	165,000	0	165,000	310.00	.00	164,690.00	.2%
524400 SPECIAL DEPARTMENT EXPENSE							
7063052 524400 SPECDEPTXP	110,000	0	110,000	19,698.44	.00	90,301.56	17.9%
525000 OVERHEAD							
7063052 525000 OVRHD	1,272	0	1,272	.00	.00	1,272.00	.0%
525119 LIABILITY SELF-FUND INSURANCE							
7063052 525119 LIABSELFED	47	0	47	23.50	.00	23.50	50.0%

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Behavioral Health - MHSA Dept. No: 70571 Date 1/24/2020

The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
 B. ☐ Supplemental Budgets (including budget reductions)
 C. ☒ Transfers to/from or new Fixed Asset, within a 51XXX
 D. ☐ Transfer within Department, except fixed assets
 E. ☐ Establish any new account except fixed assets

Approval Required

Board
 Board
 Board
 Auditor
 Auditor

☒ **TRANSFER FROM OR** ☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0014A	70571	51000	Regular Wages	15,000.00
Total (must equal transfer to total)				15,000.00

☒ **TRANSFER TO OR** ☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0014A	70571	51020	Other Wages	15,000.00
Total (must equal transfer to total)				15,000.00

Supplemental budget requests require Auditor/Controller's signature

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) MHSA extra help program increases.

B) _____

C) _____

D) _____

Approved by Department Signing Authority:

Shelley Evans



Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

John D. Miller

2/24/2020

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

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Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

02/25/2020 09:49
2098ralien

Plumas County
YEAR-TO-DATE BUDGET REPORT

FOR 2020 13



P 1
glytdbud

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0014 MENTAL HEALTH							
70571 M.H. MHSA							
51000 REGULAR WAGES							
7057151 51000 REGWAGES	672,920	173,656	846,576	461,520.61	.00	385,055.72	54.5%
51020 OTHER WAGES							
7057151 51020 OTHWAGES	133,000	-10,000	123,000	76,418.76	.00	46,581.24	62.1%
51060 OVERTIME PAY							
7057151 51060 OTPAY	26,000	0	26,000	14,973.57	.00	11,026.43	57.6%
51070 UNEMPLOYMENT INSURANCE							
7057151 51070 UNEMPINS	1,350	0	1,350	675.00	.00	675.00	50.0%
51080 RETIREMENT							
7057151 51080 RETIREMENT	156,556	44,846	201,402	39,497.01	.00	161,905.04	19.6%
51081 OPEB LIABILITY							
7057151 51081 OPEBLIAB	18,398	0	18,398	.00	.00	18,398.00	.0%
51090 GROUP INSURANCE							
7057151 51090 GROUPINS	84,983	46,604	131,587	73,534.27	.00	58,052.53	55.9%
51100 FICA/MEDICARE OASDI							
7057151 51100 FICA	64,416	12,797	77,213	41,827.34	.00	35,385.61	54.2%

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Behavioral Health Dept. No: 70570 Date 2/19/2020

The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
B. ☐ Supplemental Budgets (including budget reductions)
C. ☒ Transfers to/from or new Fixed Asset, within a 51XXX
D. ☐ Transfer within Department, except fixed assets
E. ☐ Establish any new account except fixed assets

Approval Required

Board
Board
Board
Auditor
Auditor

☒ **TRANSFER FROM OR** ☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0014	70570	51020	Other Wages	10,000.00
0014	70570	51060	Overtime	9,800.00
Total (must equal transfer to total)				19,800.00

☒ **TRANSFER TO OR** ☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0014	70570	51128	Bilingual Allowance	150.00
0014	70570	51120	Cell Phone Allowance	1,000.00
0014	70570	51090	Insurance	18,650.00
Total (must equal transfer to total)				19,800.00

Supplemental budget requests require Auditor/Controller's signature.

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Bilingual pay and cell phone allowances were under estimated.

B) Insurance changes happened due to employee needs.

C) _____

D) _____

Approved by Department Signing Authority:

Shelley Jensen

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

John D. M.

2/24/2020

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

TRANSFER NUMBER
(Auditor's Use Only)

Approval Required

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Residential Services increased due to more clients in long term commitments.

B) _____

C) _____

D) _____

Approved by Department Signing Authority:

Shelley Evans

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

John DML

2/24/2020

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

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Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

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Plumas County
YEAR-TO-DATE BUDGET REPORT



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FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0014 MENTAL HEALTH							
70570 MNTL HLTH							
51000 REGULAR WAGES							
* 7057051 51000 REGWAGES	2,235,525	-416,898	1,818,627	1,076,324.99	.00	742,302.32	59.2%
51020 OTHER WAGES							
7057051 51020 OTHWAGES	98,000	0	98,000	22,600.22	.00	75,399.78	23.1%
* 51060 OVERTIME PAY							
7057051 51060 OTRPAY	102,500	0	102,500	37,107.60	.00	65,392.40	36.2%
51070 UNEMPLOYMENT INSURANCE							
7057051 51070 UNEMPINS	2,400	0	2,400	1,200.00	.00	1,200.00	50.0%
51080 RETIREMENT							
7057051 51080 RETIREMENT	553,219	-102,140	451,079	101,377.57	.00	349,701.64	22.5%
51081 OPEB LIABILITY							
7057051 51081 OPEBLIAB	89,588	0	89,588	.00	.00	89,588.00	.0%
51090 GROUP INSURANCE							
7057051 51090 GROUPINS	372,002	-92,474	279,528	183,126.34	.00	96,402.00	65.5%
* 51100 FICA/MEDICARE OASDI							
7057051 51100 FICA	188,573	-32,624	155,949	84,712.28	.00	71,237.09	54.3%

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Plumas County
YEAR-TO-DATE BUDGET REPORT



a year end solution

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FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51110 COMPENSATION INSURANCE							
7057051 51110 WRKCOMPINS	37,723	0	37,723	18,861.50	.00	18,861.50	50.0%
51120 CELL PHONE ALLOW							
X 7057051 51120 CELLPHONE	5,880	-1,800	4,080	3,122.50	.00	957.50	76.5%
51128 BILINGUAL ALLOWANCE							
X 7057051 51128 BILINGUAL	840	-210	630	472.44	.00	157.56	75.0%
51150 LIFE INSURANCE							
7057051 51150 LIFEINS	334	0	334	208.95	.00	125.37	62.5%
520201 PHONE - LAND LINE (S)							
7057052 520201 PHONELAND	7,200	0	7,200	4,213.33	.00	2,986.67	58.5%
520202 CELL PHONE SERVICE							
7057052 520202 CELLPHSRV	16,200	0	16,200	8,310.37	.00	7,889.63	51.3%
520203 INTERNET SERVICE							
X 7057052 520203 INTRNTRSRV	11,400	0	11,400	3,750.00	.00	7,650.00	32.9%
520210 POSTAGE/SHIP, MAIL COST							
7057052 520210 POSTAGE	1,000	0	1,000	763.14	.00	236.86	76.3%
520215 ANSWERING SERVICE							
7057052 520215 ANSWERSRV	3,200	46,800	50,000	1,559.97	.00	48,440.03	3.1%

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Plumas County
YEAR-TO-DATE BUDGET REPORT



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FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
520230 COPY CHARGES							
7057052 520230 COPYCHGS	200	0	200	.00	.00	200.00	.0%
520234 PRINTER SUPPLIES							
7057052 520234 PRINTSUPP	200	0	200	.00	.00	200.00	.0%
520250 COPY MACHINE LEASE							
7057052 520250 COPYMACHLE	3,500	0	3,500	1,436.93	.00	2,063.07	41.1%
520400 HOUSEHOLD EXPENSE							
7057052 520400 HSEHLDXP	800	0	800	533.81	.00	266.19	66.7%
520500 INSURANCE							
7057052 520500 INS	16,606	0	16,606	8,302.75	.00	8,303.25	50.0%
520902 VEHICLE MAINTENANCE							
7057052 520902 VEHMAINT	20,000	0	20,000	12,305.17	.00	7,694.83	61.5%
521230 OFFICE FURNITURE/EQUIP							
7057052 521230 OFFFURN	3,500	0	3,500	1,907.68	.00	1,592.32	54.5%
521252 CELL PHONE/EQUIP							
7057052 521252 CELLPHNEEQ	1,000	0	1,000	.00	.00	1,000.00	.0%
521500 MEDICAL SUPPLIES							
7057052 521500 MEDSUPP	3,600	0	3,600	112.40	.00	3,487.60	3.1%

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Plumas County
YEAR-TO-DATE BUDGET REPORT



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FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
521524 LAND LINE PHONE/EQUIP							
7057052 521524 LANDLINE	15,500	0	15,500	8,821.33	.00	6,678.67	56.9%
521600 MEMBERSHIPS/ANNUAL DUES							
7057052 521600 MEMBERDUES	15,000	0	15,000	7,728.66	.00	7,271.34	51.5%
521800 OFFICE EXPENSE							
7057052 521800 OFFEXP	12,000	0	12,000	4,362.26	.00	7,637.74	36.4%
521900 PROFESSIONAL SVC							
7057052 521900 PROFSERV	732,000	14,500	746,500	259,710.74	.00	486,789.26	34.8%
521905 RESIDENTIAL TREATMENT SVC							
7057052 521905 RESTREATSV	255,000	0	255,000	248,014.68	.00	6,985.32	97.3%
521960 QA- OFFICE SUPPLIES							
7057052 521960 QAOFFSUPP	1,500	0	1,500	.00	.00	1,500.00	.0%
521963 QA- OUT OF CO TRAVEL							
7057052 521963 OAOUTCOTVL	5,900	0	5,900	3,364.61	.00	2,535.39	57.0%
521986 SECURITY							
7057052 521986 SECURITY	10,458	0	10,458	5,221.20	.00	5,236.80	49.9%
523500 CHILDRENS FAIR EXP							
7057052 523500 CHLDFAIRXP	250	0	250	.00	.00	250.00	.0%

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Plumas County
YEAR-TO-DATE BUDGET REPORT



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FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
523711 SUBSCRIPTIONS							
7057052 523711 SUBSCRIPTS	300	0	300	40.00	.00	260.00	13.3%
524021 THERAPEUTIC SUPPLIES							
7057052 524021 THERAPSUPP	1,000	0	1,000	371.91	.00	628.09	37.2%
524090 INDPNDT LVNG/DAY TRMNT							
7057052 524090 INDPVING	1,500	0	1,500	470.53	.00	1,029.47	31.4%
524173 SP GRANT EXP (SEE FILE)							
7057052 524173 SPGRANTXP	2,000	0	2,000	.00	.00	2,000.00	.0%
524200 RENTS/LEASES STRUCTURES							
7057052 524200 RENTSTRUCT	8,500	0	8,500	-210.00	.00	8,710.00	-2.5%
524300 SMALL TOOLS/INSTRUMENTS							
7057052 524300 SMTTOOLS	100	0	100	.00	.00	100.00	.0%
524460 JUVENILE OUTING/INCENTIVE							
7057052 524460 JUVOUTING	1,500	0	1,500	75.00	.00	1,425.00	5.0%
524480 PC MNTL HTLH COMM EXP							
7057052 524480 PCMHCOMMXE	2,400	0	2,400	47.52	.00	2,352.48	2.0%
525000 OVERHEAD							
7057052 525000 OVRHD	148,980	0	148,980	.00	.00	148,980.00	.0%

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Plumas County
YEAR-TO-DATE BUDGET REPORT



IP 6
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FOR 2020 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525119 LIABILITY SELF-FUND INSURANCE							
7057052 525119 LIABSELEFFD	12,981	0	12,981	6,490.50	.00	6,490.50	50.0%
527000 TRAINING							
7057052 527000 TRAINING	13,500	0	13,500	.00	.00	13,500.00	.0%
527400 TRAVEL- IN COUNTY							
7057052 527400 TRVINCO	20,000	0	20,000	7,855.54	.00	12,144.46	39.3%
527402 BUS PASSES-NON EMPLOYEE							
7057052 527402 BUSPASNEMP	1,500	0	1,500	485.50	.00	1,014.50	32.4%
527410 CLIENT SERVICE EXP							
7057052 527410 CLNTSVCCXP	10,000	0	10,000	45.97	.00	9,954.03	.5%
527500 TRAVEL- OUT OF COUNTY							
7057052 527500 TRVOUTCO	27,000	0	27,000	5,487.08	.00	21,512.92	20.3%
527511 PC MNT HLTH COMM TRAVEL							
7057052 527511 PCMHCOMMTV	1,500	0	1,500	.00	.00	1,500.00	.0%
527512 OUT OF COUNTY TRAVEL-WPC							
7057052 527512 WPCVOUTCO	1,000	0	1,000	.00	.00	1,000.00	.0%
527750 IN CNTY HOSTING							
7057052 527750 INCOHOST	1,000	0	1,000	47.85	.00	952.15	4.8%

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Plumas County
YEAR-TO-DATE BUDGET REPORT



IP 7
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FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
528700 HOSPITAL SERVICES							
7057052 528700 HOSPSRVC	580,000	-80,000	500,000	49,075.32	.00	450,924.68	9.8%
529921 FINGER PRINTING							
7057052 529921 FINGERPRT	300	0	300	.00	.00	300.00	.0%
570000 TRANSFERS IN/OUT--IT							
7057057 570000 TRFINOUT	2,288	0	2,288	.00	.00	2,288.00	.0%
580001 TRANSFER							
7057058 580001 TRE-OUT1	45,572	-6,586	38,986	.00	.00	38,986.00	.0%
580003 INTER FUND TRANSFER							
7057058 580003 TRF-OUT3	9,422	0	9,422	.00	.00	9,422.00	.0%
GRAND TOTAL	5,714,943	-671,432	5,043,511	2,179,816.14	.00	2,863,694.41	43.2%

** END OF REPORT - Generated by Roberta Allen **

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



AGENDA REQUEST

for the March 3, 2020 meeting of the Plumas County Board of Supervisors

Date: February 24, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, reading "Robert A. Perreault".

Subject: 1) Authorize Budget Transfer of \$30,000 from PW Industrial Equipment (account 541900) to Office Equipment (account 54050) within the Public Works budget. Discussion and possible action. **(Four/Fifths Vote)**

2) Public Works Generator Project Authorize Construction Agreement for Emergency Backup Generator; discussion and consider authorization

BACKGROUND:

The Department of Public Works is an essential facility for Plumas County and serves as coordination center of all road maintenance operations including snow plowing during winter storms and emergency repairs of roads during flooding. Emergency backup power is essential for the Public Works office for continued operation.

The current generator at the Public Works Office Building is an existing generator that was moved and installed at the current Public Works office building from the former Public Works office at the Quincy yard and is not sufficiently sized to power the entire existing office. With future PG&E Public Safety Power Shut Off's, it is critical that the entire office be capable of running on backup power for potential prolonged outages.

Staff solicited a quote for emergency backup generator and ATS transfer switch from Universal Electric, located in Chester. The size of generator was determined by Universal Electric by measuring the maximum electric demand when the typical office demand was in use including the air conditioning units. The total fee proposal received from Universal Electric including equipment and installation totaled \$57,646.25. This fee proposal did not include obtaining Building Permits as the later issued RFB required and did not include paying prevailing wages as required. To conform to the County Purchasing Policy, the procurement of a backup generator was advertised as a Request for Bids (RFB).

The Public Works Generator RFB was posted on the County website on January 10, 2020 and in all Plumas County newspapers on January 22, 2020, with bids due January 30, 2020 at 5PM. The bid scope for this site includes an 80 kilowatt diesel generator supplied with fuel from an existing 2,000 gallon fuel tank and includes a new automatic transfer switch (ATS). Four Bids were received for the Public Works generator ranging from \$53,300 to \$100,738. The RFB also included separate exhibits for generators at Walker Ranch CSD and Beckwourth CSA with the total of the three exhibits of work being the basis for determining the lowest qualified bidder. Converse Construction submitted the lowest bid by totaling all three exhibits. The bid for the Public Works generator work exhibit totals \$62,636. This Agenda Request pertains only to the Public Works Generator Project.

Universal Electric was notified of the RFB, but chose not to participate in the bid process.

Converse Construction was previously successfully awarded and successfully constructed a generator project at the Quincy Yard in 2017. A construction agreement has been drafted and approved as to form by County Counsel. The Agreement is attached for reference.

Public Works Road Crew will install the concrete pad for placement of the generator. The Road Crew will also trench across the parking lot and install the required conduits for the generator. This work is estimated to cost \$5,000.

Public Works budget includes \$40,000 line item for installation of emergency backup generator. Since the budgeted amount is not sufficient to cover the bid, Public Works proposes to complete a budget transfer of \$30,000 from Industrial Equipment, which has sufficient funds, to the Generator line item. This transfer includes the above \$5,000 for generator pad and new conduit installation across the existing parking lot.

A copy of the Bid Results Sheet is attached.

RECOMMENDATIONS:

1. The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department of Public Works to transfer \$30,000 from PW Industrial Equipment (account 541900) to Office Equipment (account 54050) expenditure line item.
2. 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 the services agreement for the above generator and ATS transfer switch at the Public Works Office Building in the amount of \$62,636.

Attachment: Bid Results Sheet
Converse Construction, Inc., Construction Agreement
Signed Budget Transfer Request

PLUMAS COUNTY PUBLIC WORKS

BID SUMMARY

ITEM: 2020 Plumas County Generator Bids

BID DUE: 1/30/20 @ 5:00 pm

VENDORS	Exhibit B-1 80 Kw diesel generator 1834 E. Main St.	500 350 Exhibit B-2 Kw diesel and 25 Kw Diesel generator 710 Red River Drive	Exhibit B-3 15 Kw diesel generator	Total of B-1, B-2, and B-3
James Day Construction DBA Coastal Mountain Elec.	\$100,738	\$180,626	\$48,485	\$329,849
Brahma Group Inc	\$64,750	\$165,650	\$66,525	\$296,925
Converse Construction	\$62,636	\$160,778	\$36,213	\$259,627
Days Generator Service Inc.	\$53,300	\$181,200	\$41,200	\$275,700

Construction Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Public Works Department (hereinafter referred to as "County"), and Converse Construction, Inc., a California corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with materials and services as set forth in Exhibit A, attached hereto (hereinafter referred to as the "Work").
2. Compensation. County shall pay Contractor for the Work in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Sixty-Two Thousand Six Hundred Thirty Six Dollars and No/100 (\$62,636) (hereinafter referred to as the "Contract Amount"), unless the Contract Amount has been adjusted pursuant to Section 15 of this Agreement.
3. Commencement and Term. The date of commencement of the Work shall be the date of execution of this Agreement. Contractor shall complete the Work no later than July 31, 2020, subject to adjustment as stated in Sections 15 and 16.
4. Termination.
 - a. By County for Cause. The County may immediately terminate this Agreement for cause, upon written notice to Contractor, if Contractor (i) does not supply sufficient skilled workers or materials to ensure the timely and competent performance of the Work; (ii) fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between Contractor and the subcontractors; (iii) violates any law, ordinance, rule, regulation, or order of a public authority having jurisdiction over Contractor, the County, or this Agreement; or (iv) has committed any other substantial breach of this Agreement. If the County terminates this Agreement for cause, then Contractor shall not be entitled to receive further payment from the County other than for the value of the services and materials previously provided to the County under this Agreement.
 - b. County's Remedies. Upon terminating this Agreement for cause, County may, without prejudice to any other rights or remedies held by the County under this Agreement or applicable law, take possession of the site and all materials thereon owned by Contractor, and finish the Work by what whatever reasonable method the County deems appropriate. If the County's cost of finishing the Work under this paragraph exceeds the unpaid balance of the Contract Amount, Contractor shall pay the difference to the County. This obligation for payment shall survive the termination of this Agreement.

_____ COUNTY INITIALS

CONTRACTOR INITIALS _____

- c. By County for Convenience. The County may, at any time, terminate this Agreement for convenience and without cause. After terminating this Agreement for convenience, the County shall pay Contractor the value of the services and materials previously provided to the County under this Agreement as well as the costs incurred by Contractor by reason of such termination.
 - d. By Contractor. If the County fails to make payment as provided in Exhibit B for a period of at least thirty (30) days after the date such payment is due and payable, then Contractor may, upon seven (7) additional days' written notice to the County, terminate this Agreement. Upon such termination, County shall pay Contractor for any Work performed prior to termination as well as the costs incurred by Contractor by reason of such termination.
5. County's Right to Stop and Correct Work. County may direct the Contractor in writing to stop performing the Work until Contractor corrects previously performed Work that is not in accordance with this Agreement, as determined by the County in its sole discretion. If Contractor does not commence and continue correction with diligence and promptness within seven (7) days after receiving written notice from the County to do so, the County may, without prejudice to any other rights or remedies held by the County under this Agreement or applicable law, correct the Work by what whatever reasonable method the County deems appropriate. In such case, the Contract Amount shall be adjusted to deduct the cost of this correction.
 6. Supervision. Contractor shall supervise and direct the Work, using Contractor's best skill and attention. Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work. As soon as practicable after execution of this Agreement, Contractor shall furnish in writing to the County the names of any subcontractors or suppliers Contractor intends to engage in performance of the Work. Contractor shall not contract with any subcontractor or supplier to whom the County has made a timely and reasonable objection.
 7. Labor and Materials. Unless otherwise provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.
 8. Warranty. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall, for a period of one year after substantial completion of the Work, correct Work not conforming to the requirements of this Agreement. If Contractor fails to correct nonconforming Work within a reasonable time, the County

may correct the Work, and Contractor shall pay the cost of such correction to the County within fifteen (15) days of Contractor's receipt of County's written request for such payment. This obligation for payment shall survive the termination of this Agreement.

9. Taxes. Contractor shall pay any sales, consumer, use, and similar taxes with respect to the materials and services furnished by Contractor under this Agreement.
10. Permits and Fees. Contractor shall obtain any permits, licenses, and inspections necessary for proper execution and completion of the Work. Fees incurred by Contractor with respect to these permits, licenses, and inspections shall be reimbursed by the County.
11. Legal Notices. Contractor shall comply with any notices issued by any government agencies having jurisdiction over the Work. Contractor shall give any notices required by any government agencies having jurisdiction over the Work. If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, then Contractor shall assume full responsibility for such Work and shall bear any costs attributable to such Work.
12. Use of Site. Contractor shall confine its operations at the Work site to areas permitted by law, ordinances, this Agreement, and the County.
13. Cutting and Patching. Contractor shall be responsible for any cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.
14. Clean Up. Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, equipment, machinery, and surplus material, and shall properly dispose of waste materials.
15. Changes in the Work. The County, without invalidating this Agreement, may approve changes in the Work within the general scope of this Agreement, consisting of additions, deletions, or other revisions. The Contract Amount and the time for completion of the Work under Section 3 shall be adjusted in writing to account for such changes, upon mutual agreement of the County and Contractor.
16. Delays in Performance. If Contractor is delayed at any time in the progress of the Work by fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond Contractor's control, then the time for completion of the Work under Section 3 shall be equitably adjusted.
17. Protection of Persons and Property. Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs, including all those required by law in connection with performance of the Work. Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees performing the Work, the Work itself and materials and equipment to be incorporated therein, and other property at the Work site or adjacent thereto. Contractor shall promptly remedy damage

and loss to property caused in whole or in part by Contractor, its officers, employees, agents, contractors, licensees or servants.

18. Tests and Inspections. Contractor shall arrange and bear the cost of tests, inspections, and approvals of any portion of the Work required by this Agreement or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.
19. Prevailing Wage. Contractor shall comply with all provisions of the California Public Contract Code and the California Labor Code, including, without limitation, payment of prevailing wage rates to all covered employees of Contractor and any subcontractors pursuant to California Labor Code Sections 1770 through 1780, inclusive. Pursuant to Section 1773 of the California Labor Code, the general prevailing wage rates in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wage rates for this project are in the book entitled, "Special Provisions, Notice to Contractors, Proposal and Contract." Addenda to modify wage rates, if necessary, will be issued to holders of the above referenced book. Future effective general prevailing wage rates, which have been predetermined, and are on file with the California Department of Industrial Relations, are referenced but not printed in the general prevailing wage rates. Pursuant to Section 1773.2 of the California Labor Code, General Prevailing Wage Rates included in the book entitled, "Special Provisions, Notice to Contractors. Proposal and Contract" shall be posted by Contractor at a prominent place at the site of the work.
20. Legal Compliance. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
21. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
22. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees and volunteers (collectively 'County Parties'), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as ('Claims')), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, claims caused by the concurrent negligent act, error or omission, of County Parties. However, Contractor shall have no obligation to defend or indemnify County Parties against claims caused by the active negligence, sole negligence or willful misconduct of County Parties.

23. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess

insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

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

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

24. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement. In particular, Contractor represents that it holds a current and active license as a Class C10 (electrical) contractor, issued by the State of California, No. 842863.
25. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture. Contractor shall secure, at its expense, and be responsible for any and all payments of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Contractor and its officers, agents, and employees.
26. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
27. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.

28. Choice of Law. The laws of the State of California shall govern this agreement and venue for any dispute shall lie in Plumas County, California.
29. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
30. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
31. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
32. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
33. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
34. Third Party Beneficiaries. This Agreement is entered into for the sole benefit of the County and Contractor, and no other parties are intended to be direct or indirect or incidental beneficiaries of this Agreement, and no third party shall have any right in, under, or to this Agreement.
35. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
36. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Department of Public works
1834 East Main Street
Quincy, CA 95971
(530) 283-6268
Attention: Robert A. Perreault Jr., P.E., Director

____ COUNTY INITIALS

CONTRACTOR INITIALS_____

Contractor:

Converse Construction, Inc.
20553 Sunset Lane
Redding, CA 96002
Attention: Leslie Converse

37. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
38. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
39. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
40. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
41. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:

Converse Construction, Inc.,
a California corporation

By: _____
Name: Leslie Converse
Title: President
Date signed: _____

By: _____
Name: Patsy Turner
Title: Secretary
Date signed: _____

COUNTY:

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

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

ATTEST:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

By: _____
Name: Robert A. Perreault, Jr.
Title: Director of Public Works
Date signed: _____

Approved as to form:

Plumas County Counsel

By:  2/18/2020
Deputy County Counsel

EXHIBIT A

Scope of Work, Cost and Schedule

1. See attached proposal, incorporated herein by reference, for scope of work.
2. Contractor shall be paid in accordance with the attached proposal, following submission of invoice pursuant to the terms below.
3. The Contract Amount, including authorized adjustments, is the maximum amount payable by the County to Contractor for performance of the Work under this Agreement. No additional amounts will be paid to Contractor for performance of the Work except as expressly stated in this Agreement.
4. Notwithstanding anything to the contrary in this Agreement, County shall make a single payment for all Work performed by Contractor following (i) completion of the Work by Contractor, (ii) satisfaction of Paragraph 6 of this Exhibit B, and (iii) invoice by Contractor to the County. If Paragraph 6 of this Exhibit B has been satisfied, then the County shall pay the Contract Amount, as adjusted pursuant to Section 15 of this Agreement, to Contractor within fifteen (15) days of County's receipt of Contractor's invoice.
5. Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the County, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.
6. The County shall not have any responsibility to make payments to any subcontractor or supplier.
7. Any payment to Contractor or any partial or entire use or occupancy of the Work by the County shall not constitute acceptance of Work not in accordance with the requirements of this Agreement.
8. Upon notice from Contractor that the Work is complete, the County will inspect the Work. When (i) the County determines the Work to be acceptable and this Agreement fully performed, (ii) Contractor provides to the County data or documentation establishing payment or satisfaction of all obligations under this Agreement, and (iii) the Contractor submits to the County a release and waiver of any Claims or liens arising out of this Agreement, then payment under this Agreement shall become payable by the County.
9. Acceptance of payment by Contractor, a subcontractor, or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of payment.

_____COUNTY INITIALS

CONTRACTOR INITIALS_____

EXHIBIT B-1

Plumas County Generator Bids
Scope of Work for Public Works Office Building
Emergency Generator at 1834 East Main Street, Quincy

The following are requirements for the proposed generator at 1834 East Main Street Public Works office:

1. Generator must be sized to supply emergency power to the office building for powering all office equipment, heating and all four air conditioning units. Generator to be 80 KW and 400 Amp ATS transfer switch wired for 120/240 VAC.
2. Required generator location is across parking lot near the existing diesel tank and propane tank.
3. Required to run on diesel fuel and be connected to the adjacent 2,000 gallon diesel fuel tank. Bid to include fuel connection line from generator to existing 2,000 gallon fuel tank.
4. The generator is required to be equipped with maintenance setting to start and run on a predetermined schedule.
5. Total of four two inch diameter conduit exist from behind the exterior electrical panel at the building to a junction box adjacent to the diesel tank. One or more conduits are being used for low voltage wires. If larger conduit or additional conduit are required, Public Works will install additional conduits.
6. Public works to pour concrete pad for generator.
7. Public Works will remove existing generator after new generator is installed.
8. Public Works will provide forklift for unloading generator if needed.
9. Electrician's scope includes full installation and connection of the generator and transfer switch to the building including final testing before payment will be processed. Generator manufacturer or electrician to provide full startup and training of generator.

BID SHEET

Provide bid cost for generator at Public Works office building, Beckwourth CSA and two generators at Walker Ranch CSD. Cost should include all labor, equipment costs, fees, services and all applicable taxes. It is not required that bids be submitted for each item below, but each item bid must include materials and complete installation in the submitted bid.

The Plumas County Board of Supervisors or respective Governing Board reserves the right to reject any and all bids.

To evaluate your proposal capabilities, please furnish a total lump sum cost for generator and transfer switch installed:

Exhibit No.	Description	Bid Amount (numerical)	Bid Amount (words)
B-1	80 Kw diesel generator and 400 Amp ATS transfer switch at 1834 East Main Street, Quincy	\$62,636.00	Sixty Two Thousand Six Hundred Thirty Six and no/100
B-2	500 Kw diesel generator and 400 Amp ATS transfer switch at 710 Red River Drive, Almanor 25 Kw diesel generator and 200 Amp ATS transfer switch near 710 Red River Drive, Almanor at community leach field	\$160,778.00	One Hundred Sixty Thousand, Seven Hundred Seventy Eight and no/100
B-3	10 Kw manual generator and 100 AMP manual transfer switch at 80956 Hwy 70, Beckwourth at sewer pump station	\$36,213.00	Thirty Six Thousand, Two Hundred Thirteen and no/100
	Total generators	\$259,627.00	Two Hundred Fifty Nine Thousand Six Hundred Twenty Seven and no/100

Along with the bid sheet, please provide the following as Attachments or Enclosures to this Bid Sheet:

- A proposed work schedule including working days
- Generator and transfer switch specification sheets

Name & Address of BIDDER (please print):

Name: Converse Construction, Inc.

Title: President

Address: 20553 Sunset Lane, Redding, CA 96002

Phone: 530-378-5591

Cell Phone: 530-355-5564

Email: patsy@conversecon.com

Signature: 

Date: 01/30/2020

ADDENDA

This Proposal is submitted with respect to the changes to the contract included in the addenda number/s

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
SUBCONTRACTOR LIST
DES-OE-0102.2C (NEW 10/2014)

Bidding Firm: Converse Construction, Inc.

Under Public Contract Code § 4100 et seq., the Bidder must set forth in the bid the name, the location of the place of business, the California contractor license number, and the portion of work of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater.

Submit with the bid.

Business Name and Location	California Contractor License Number ^(a)	Description of Portion of Work	Bid Items Numbers	Percentage of Bid Item Subcontracted
NONE				

^a Not required on contracts with Federal-Aid.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER _____

(Auditor's Use Only)

Department: Road

Dept. No: 20521

Date 2/19/2020

The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
 B. ☐ Supplemental Budgets (including budget reductions)
 C. ☒ Transfers to/from or new Fixed Asset, within a 51XXX
 D. ☐ Transfer within Department, except fixed assets
 E. ☐ Establish any new account except fixed assets

Approval Required

Board
 Board
 Board
 Auditor
 Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0002	20521	541900	PW Industrial Equipment	30,000.00
Total (must equal transfer to total)				30,000.00

☒ **TRANSFER TO OR**

☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0002	20521	54050	Office Equipment	30,000.00
Total (must equal transfer to total)				30,000.00

Supplemental budget requests require Auditor/Controller's signature

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) PW Generator and TFR switch to come in higher than budgeted for FY19/20

B) The line item for "PW Industrial Equipment" is anticipated to come in lower than budget

C) Payment needs to be made from FY19/20 budget

D) _____

Approved by Department Signing Authority:

Damian Fink

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:

[Signature]

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

3A

Plumas County Resolution No. 20- _____

**A RESOLUTION TO TRANSFER REAL PROPERTY TAX REVENUE
FROM TAX RATE AREA 001-002 WITH THE CITY OF PORTOLA**

WHEREAS, on March 19, 1979, the City of Portola (the "City") approved its Resolution No. 531 providing for the annexation of property known as the "Holsinger Addition," Plumas County Assessor's Parcel Number 126-010-012-000, consisting of approximately 248.69 acres which is more particularly described as follows:

Real property in the City of Portola, County of Plumas, State of California, described as follows:

THAT PORTION OF SECTION 1, TOWNSHIP 22 NORTH, RANGE 13 EAST, M.D.M.,
ACCORDING TO THE OFFICIAL PLAT THEREOF; DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 1, AS SHOWN
ON THAT CERTAIN MAP FILED IN BOOK 4 OF RECORD OF SURVEYS AT PAGE
131, PLUMAS COUNTY RECORDS; THENCE FROM SAID POINT OF BEGINNING
NORTH 00° 12' 31" WEST 2028.95 FEET; THENCE NORTH 89° 03' 34" EAST
5373.13 FEET; THENCE SOUTH 01° 07' 52" EAST 1991.38 FEET; THENCE SOUTH
88° 39' 47" WEST 5405.80 FEET TO THE POINT OF BEGINNING.

APN 126-010-012

WHEREAS, on March 26, 1979, the Executive Officer of the Local Agency Formation Commission of Plumas County issued a Certificate of Completion for the Holsinger Annexation, and,

WHEREAS, on April 5, 1979, the State Board of Equalization acknowledged receiving notice of the Holsinger Annexation, and,

WHEREAS, Plumas County Tax Rate Area ("TRA") 001-002 is comprised solely of the Holsinger Addition, Plumas County Assessor's Parcel Number 126-010-012-000, and,

WHEREAS, on October 17, 1983 the City passed Resolution 740 Authorizing Execution of An Agreement For Allocation of Taxes Incident to Annexation with Plumas County, which included as an Exhibit a proposed Interim Agreement, Master Property Tax Transfer from Plumas County (the "County"), and a letter from the Plumas County Board of Supervisors, proposing a Master Property Tax Transfer consisting of a 49/51 percent City/County split of real property tax revenue increments for annexed lands, and,

WHEREAS, on November 8, 1983, the Plumas County Board of Supervisors passed Resolution No. 83-3710, providing that in the event of jurisdictional changes resulting from annexation of previously unincorporated lands to the City of Portola, the formula for apportioning property taxes from such annexed lands shall be forty-nine percent (49%) of the County's share of the tax increment, and,

WHEREAS, through an apparent oversight, the Interim Agreement, Master Property Tax Transfer was never executed by either the City or the County and the City has not received any of the real property tax revenue from TRA 001-002, and the County receives 28.113129% of the real property tax revenue from TRA 001-002, and,

WHEREAS, the Plumas County Board of Supervisors is advised that the City of Portola will be presented with an identical resolution with a proposal to that which is reflected herein, and that such resolution and proposal is likely to be adopted by the City following a hearing of the matter, and,

WHEREAS, Section 99.02 *et. seq.* of the State of California Revenue and Taxation Code requires the public agency that will be affected by a proposed transfer of fees, charges assessments, taxes or other revenues to hold a public hearing to consider the effect of said transfer;

WHEREAS, a hearing was held on this date, with prior notice of the hearing provided pursuant to Section 6061 of the Government Code through publication in the *Feather River Bulletin*, a newspaper of general circulation in the County;

WHEREAS, the Board has considered and makes the following findings as required by Section 99.02(f) of the Revenue and Taxation Code:

- A. The County of Plumas, as the transferring agency, determines that revenues are available for this purpose.
- B. The transfer will not result in any increase in the ratio between the amount of revenues of the transferring agency that are generated by regulatory licenses, use charges, user fees, or assessments and the amount of revenues of the transferring agency used to finance services provided by the transferring agency.
- C. The transfer will not impair the ability of the transferring agency to provide existing services.
- D. The transfer will not result in a reduction of property tax revenues to school entities.

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

- 1. That the 28.113129% of real property tax revenue received by the County from TRA 001-002, which property is more particularly described above, will be shared by the County such that the City and County will split the property tax increment on a 49/51 percent basis, with the City receiving 13.775433% and the County receiving 14.337695%.
- 2. That the proposed transfer will take effect and the City and County will split the revenue from the real property tax increment from TRA 001-002 as described above beginning on July 1, 2019.
- 3. This Resolution shall have no force or effect unless and until the City Council of the City of Portola adopts a resolution consistent with the provisions of this Resolution including:

- a. A provision that the City of Portola accepts this property tax transfer in full satisfaction of any transfer of property tax between the City and the County in connection of the annexation of the subject territory to the City in 1979; and
- b. A provision acknowledging that neither this Resolution nor the resolution adopted by the City of Portola to effect this exchange of property tax revenue shall be deemed a ratification of the above-described "Interim Agreement, Master Property Tax Transfer;" and
- c. A provision that this property tax exchange does not set a precedent of any kind regarding future annexations of territory to the City of Portola or property tax exchanges incident to such annexations.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said board held on the 3rd day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Kevin Goss, Chair
Board of Supervisors

ATTEST:

Nancy DaForno
Clerk of the Board

[\\COC-MAR\\1 coco shared\\Resolutions and Ordinances\\County version of Resolution - Tax Sharing Agreement - Holsinger (00499365-2xB33D7) county edits 20200130.docx]