

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF APRIL 14, 2020 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

[www.countyofplumas.com](http://www.countyofplumas.com)

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which may limit the number of people that may enter. The public may participate as follows:

### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it live online.

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

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

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

### **PLEDGE OF ALLEGIANCE**

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

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

## **ACTION AGENDA**

### **1. PUBLIC HEALTH AGENCY**

Report and update on COVID-19; receive report and discussion

### **2. CONSENT AGENDA**

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

#### **A) AGRICULTURE/WEIGHTS & MEASURES**

Approve and authorize the Chair to sign agreement, not to exceed \$76,623, between County of Plumas and USDA Wildlife Services to provide protection of livestock and property within Plumas and Sierra counties; approved as to form by County Counsel [View Item](#)

#### **B) FACILITY SERVICES/AIRPORTS**

- 1) Approve and authorize the Chair to sign agreement, not to exceed \$16,200, between County of Plumas and All Weather, Inc. for regular maintenance and inspection of AWOS systems at all county airports; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$10,000, between County of Plumas and Nevada Chiller & Boiler for maintenance and repair of boiler systems at Courthouse, Permit Center, and County Jail; approved as to form by County Counsel [View Item](#)

#### **C) BEHAVIORAL HEALTH**

Approve and authorize the Chair to sign Second Amendment to Memorandum of Understanding for coordination of services between California Health and Wellness Plan and County of Plumas for FY 2020-2021; approved as to form by County Counsel [View Item](#)

#### **D) PUBLIC HEALTH AGENCY**

Authorize Public Health to accept the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 of \$163,427 to provide resources to prevent, prepare for, and respond to COVID-19; approve and authorize the Chair to sign Memorandum of Understanding, effective March 16, 2020, (#MOU2020PCEH) with Environmental Health of \$18,500; approved as to form by County Counsel [View Item](#)

#### **E) PROBATION**

Authorize Probation to recruit and fill vacant, grant funded and allocated 1.0 FTE Probation Assistant position, created by resignation [View Item](#)

### **3. DEPARTMENTAL MATTERS**

#### **A) COUNTY ADMINISTRATOR – Gabriel Hydrick**

Adopt Final Plumas County Telecommuting Policy as presented; discussion and possible action [View Item](#)

#### **4. BOARD OF SUPERVISORS**

- A. 10:15 A.M. **PUBLIC HEARING:** Pursuant to Ordinance No. 16-1100 regarding “Outdoor Festivals”, consider application received for outdoor music festival(s) events to be held in Belden Town, CA:
  - **Sunset Campout Music Festival – July 24th through July 27th, 2020** [\*\*View Item\*\*](#)
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

#### **5. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – Human Resources Director
- B. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff’s Administrative Unit; Sheriff’s Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, April 21, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



Tim Gibson  
Commissioner and Sealer  
timgibson@countyofplumas.com


## Plumas-Sierra Counties Department of Agriculture

Agricultural Commissioner  
Sealer of Weights and Measures



208 Fairgrounds Road  
Quincy, CA 95971  
Phone: (530) 283-6365  
Fax: (530) 283-4210

2A

Date: April 2, 2020  
To: Honorable Board of Supervisors  
From: Tim Gibson, Agricultural Commissioner/  
Sealer of Weights & Measures   
RE: Wildlife Services Financial Plan/Agreement # 20-73-06-0275-RA

### Recommendation:

Approve and authorize the Chair to sign the Financial Plan between USDA and Plumas County.

### Background and Discussion:

The Wildlife Services agreement provides for the protection of livestock and property within Plumas and Sierra Counties. USDA-APHIS-WS will assist business/property owners, private citizens, and governmental agencies in protecting human resources, which include, but are not limited to, residents, property, livestock, crops, and natural resources from damage caused by predators, wild and feral animals, and other nuisance wildlife.

Cost to the county under this agreement for FY 20-21 is \$76,623.00, a 3% increase over last year's contract. These county costs are partially offset through fees charged for services, Sierra County MOU, and reimbursement by the State of California Unclaimed Gas Tax Fund. This is a one year agreement beginning July 1, 2020 and ends June 30, 2021. This agreement has been approved as to form by County Counsel.



Kevin Correia  
Director

## County of Plumas Facility Services

198 Andy's Way  
Quincy CA 95971



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

DATE: April 14, 2020  
TO: Honorable Board of Supervisors  
FROM: Kevin Correia – Facility Services Director  
SUBJECT: Request to approve and authorize Board Chair to sign a contract between Facility Services and All Weather, Inc.

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### **Recommendation**

Approve and authorize Board Chair to sign a contract between Facility Services and All Weather, Inc.

### **Background and Discussion**

This annual service agreement is due to be renewed. All Weather, Inc. performs routine service, repair, and inspections on our Automated Weather Observation Stations (AWOS) at all three of Plumas County's Airports. Contract not to exceed \$16,200.

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





Kevin Correia  
Director

## County of Plumas Facility Services

198 Andy's Way  
Quincy CA 95971



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

DATE: April 14, 2020  
TO: Honorable Board of Supervisors  
FROM: Kevin Correia – Facility Services Director  
SUBJECT: Request to approve and authorize Board Chair to sign contract between Facility Services and Nevada Chiller & Boiler, Inc.

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### **Recommendation**

Approve and authorize Board Chair to sign contract between Facility Services and Nevada Chiller & Boiler, Inc.

### **Background and Discussion**

Nevada Chiller & Boiler provides inspection (prior to start up), maintenance, repair, and emergency repair for Plumas County's boiler systems at the Courthouse, Permit Center, and County Jail. Contract not to exceed \$10,000.

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

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

Tony Hobson Ph.D.

*TH*



**Date:** April 14, 2020

**To:** The Honorable Board of Supervisors

**From:** Tony Hobson Ph.D., Behavioral Health Director

*TH*

**SUBJECT:** Consent Agenda Item

**Recommendation**

It is respectfully requested that the Board of Supervisors approve and authorize the Board Chair to sign a Second Amendment to Memorandum of Understanding for coordination of services between California Health and Wellness Plan and County of Plumas for FY 2020-21.

**BACKGROUND AND DISCUSSION:** Memorandum of Understanding with the County of Plumas and California Health and Wellness Plan (CHWP) RE Title 9 of the California code of regulations, provides specialty mental health services to Medi-Cal beneficiaries.

**FINANCIAL IMPACT:** There are no General Fund Dollars involved in the matter. Any costs associated with this contract are covered by a combination of Federal and State mental health funds.





# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

20

**Date:** March 19, 2020  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**CC:** Jerry Sipe, Environmental Health Director  
**Agenda:** Item for April 14, 2020

**Recommendation:** Authorize Public Health Agency to accept the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 of \$163,427.00 to provide resources to prevent, prepare for, and respond to COVID-19; approve and authorize the Chair to sign Memorandum of Understanding, effective March 16, 2020, (#MOU2020PCEH) with Environmental Health of \$18,500.00; approved as to form by County Counsel.

**Background:** On March 6<sup>th</sup>, President Trump signed the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020. This bill provides \$8.3 billion for COVID-19 response activities. To support governmental public health, the Center for Disease Control and Prevention (CDC) activated the Cooperative Agreement for Emergency Response and is awarding funding to eligible jurisdictions to provide resources to prevent prepare for and respond to COVID-19. The funding is intended for states, local, territorial and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and other preparedness and response activities.

California has received a total of \$41,206,709. The California Department of Public Health (CDPH) has allocated seventy percent to local health jurisdictions aligned with previous sharing ratios between state and Local Health Departments (LHD); similar to Public Health Emergency Preparedness (PHEP) funding, Los Angeles County received its own federal allocation. Funding has been awarded to LHD with base amounts of \$150,000.00 and increased proportionately based on population. Plumas County Public Health Agency was awarded and received a total of \$163,427.00.

**Fiscal Impact:** There is no fiscal impact to the County General Fund as the MOU with Environmental Health is funded through the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020.

At this time the Board is requested to accept the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 in the amount of \$163,427.00, and approve the related Memorandum of Understanding with Environmental Health.

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



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>



## County of Plumas Department of Probation

270 County Hospital Rd. #128,  
Quincy, California, 95971



JE

**Erin Metcalf**  
Chief Probation Officer

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

**DATE:** April 1, 2020  
**TO:** The Honorable Board of Supervisors  
**FROM:** Erin Metcalf, Chief Probation Officer  
**SUBJECT:** Request for approval to recruit and fill fully grant funded, allocated 1.0 FTE Probation Assistant position.

### Recommendation:

Approve the recruitment and filling of the vacant 1.0 FTE Department Probation Assistant position. The Department Probation Assistant position is allocated and grant funded in the 2019-2020 Adopted Budget.

### Background:

On March 13, 2020, the Department Probation Assistant position became vacant by resignation. This position is critical to the Probation Department. This position is responsible for assisting with drug testing, truancy programs and juvenile transportation.

Therefore, we respectfully request the approval to recruit and fill the Department Probation Assistant position.

Chief Probation Officer  
Erin Metcalf

Management Analyst –  
Christina Gaudio

Department Fiscal  
Officer – Miquel Herrera

Administrative Assistant  
– Karen Shaver

Supervising Probation  
Officer- Keevin Allred

Legal Serv.Asst.  
Mark Mah

Legal Serv.Asst.  
Olivia Denison

### Adult Services

Deputy Probation  
Officer III - Doris  
McMahon

Deputy Probation  
Officer II – Cydney  
Piper

Deputy Probation  
Officer II – Scott  
Quade

Deputy Probation  
Officer II – Phillips  
Rader

Vacant Probation  
Officer

Vacant Probation  
Officer

Vacant Probation  
Officer

Probation Asst.  
Joseph Lee

Probation Asst.  
Vacant

Probation Asst.  
Kimberly Blackwell

Probation Asst.  
Greg Cameron

### Juvenile Services

Deputy Probation  
Officer II - Sarah  
McFadden

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Probation Assistant position is a legitimate business need.
  - Why is it critical that this position be filled at this time? The main function of this position covers a wide range of duties to include assisting Deputy Probation Officers with drug testing, transporting Plumas County juveniles back and forth from juvenile facilities and working on truancy program needs.
  - How long has the position been vacant? The Probation Assistant's position has been vacant since March 13, 2020.
  - Can the department use other wages until the next budget cycle? Other wages are not suitable in recruiting, hiring, and retaining the Probation Assistant position, therefore not an option. The job requires specific education and experience. A permanent employee in this position is important.
  - What are staffing levels at other counties for similar departments and/or positions? Other county Probation Departments of similar size use a comparable number of Probation Assistants.
  - What core function will be impacted without filling the position prior to July 1? Timely flow and management of department programs would be impacted.
  - What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact to the County.
  - A non-general fund department head needs 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? The Probation Department is a general fund department.
  - Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
  - Does the budget reduction plan anticipate the elimination of any of the requested positions? The Probation Department is not requesting elimination of any positions.
-

- 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? It is anticipated that 100% of the Probation Assistant position will be borne by Grant Funding.
  - Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? In FY2016-17, Probation has utilized approximately \$142,000 in SB678's reserve to the Sheriff's Office. In most recent fiscal years, reserves have been used to offset wages and benefits as well as other general program expenses. This fiscal year, the Probation Department anticipates using \$77,032.90 in JJCPA fund balance, \$329,252.75 in SB678 fund balance, \$99,433.17 in YOBG fund balance and \$160,853.42 in AB109 fund balance to offset wages and benefits allocated to the General Fund.
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3A

PLUMAS COUNTY  
EMERGENCY TELECOMMUTING  
POLICY

(non-disaster worker)

Adopted: April 14, 2020



### 1.0 Purpose

To help ensure essential services of Plumas County are operational during times of declared emergencies as declared by any one, or all of these entities: the Governor, Plumas County Public Health Officer, Board of Supervisors/County Administrator/Sheriff. Plumas County employees are the critical component that deliver services in times when they are needed most. This telecommuting policy, under emergencies, allows County employees to continue work from alternative locations to minimize disruption to services the public needs when normal operations are disrupted.

This policy will be activated by the County Administrator and/or the Chair of the Board under emergency situations and is not an employee right. This policy is an emergency policy and the County Administrator and/or the Chair of the Board have the discretion to discontinue the Policy at the conclusion of the declared emergency.

### 2.0 Scope

This policy applies to Plumas County positions that are suitable to Telecommuting to address a continuity of public services according to the departmental and the County's Continuity of Operations Plans (COOP). Emergency situations would fall under County declared emergencies or executive orders by the Governor or similar enactments of local, state and federal governments.

### 3.0 General Duties, Obligations and Responsibilities:

1. Employees must adhere to the provisions set forth in this Policy and the terms of the Emergency Telecommuting Agreement (ETA). Any deviation from the ETA requires prior written approval from the employee's supervisor and notification to the department head and the County Administrator/Chair of the Board.
2. All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all County of Plumas and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official County of Plumas documents and directives.
3. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to

their supervisor immediately. The County of Plumas shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at alternate worksite.

4. Employees authorized to perform work at an alternate worksite must meet the same standards of performance and professionalism expected at their formal County work site in terms of job responsibilities, work product, timeliness of assignments, and contact with other County employees and the public.
5. All existing supervisory relationships, lines of authority and supervisory practices remain in effect. Supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished weekly during the duration of the emergency. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved as well as needed resources and supplies are available.
6. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved according to County policy. If an employee becomes ill while working under the ETA, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to incapacitation.
7. Employees shall ensure that all official County of Plumas documents are retained and maintained according to the normal operating procedures in the same manner as if working at their formal office or worksite. Employees shall exercise precautions according to County policies to safeguard electronic and paper information, protect confidentiality, and adhere to the County of Plumas's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to County of Plumas work they access from the alternate worksite or transport from their County of Plumas worksite to alternate worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the alternate worksite or transport from their County of Plumas worksite to the alternate worksite. Protect confidential conversations from third party observation. Employees must return all records, documents, and correspondence to the County of Plumas at the termination of the ETA or upon request by their supervisor, Department Head, County Administrator or Human Resources.
8. The County of Plumas shall not be responsible for costs associated with the use of a personal computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (*e.g.*, utilities associated with the employee's telecommuting).

#### 4.0 Eligibility Criteria

The Emergency Telecommuting Policy is not applicable to all positions. The Department Head has the discretion to determine the positions who may telecommute due to emergency situations utilizing criteria that includes, but is not limited to:

1. The operational needs of the employee's department and the County
2. The potential for disruption to the County's essential functions
3. The ability of the employee to perform his or her specific job duties from a location separate from his or her formal worksite without diminishing the quantity or quality of the work performed
4. The degree of face-to-face interaction with other County of Plumas employees and the public that the employee's position requires
5. The portability of the employee's work
6. The ability to create a functional, reliable, safe, and secure alternate worksite for the employee
7. The risk factors associated with performing the employee's job duties from a location separate from his or her formal worksite
8. The ability to measure the employee's work performance from a location separate from his or her formal worksite
9. The employee's supervisory responsibilities
10. The employee's need for supervision
11. Other considerations deemed necessary and appropriate by the employee's immediate supervisor or Department Head
12. As deemed necessary by the definitions of 'essential and non-essential employees' and 'disaster service worker' by County policy and Continuity of Operations Plans.

#### 5.0 Managing personnel under the Emergency Telecommuting Policy

##### 5.1 Telecommute Conditions

Employees working remotely may work from home or another office closer to their home under this policy.

Employees are required to maintain an accurate record of all hours worked at the alternate worksite. Employees shall record all non-productive work time on his/her timesheet.

The employee remains liable for injuries to third persons and/or members of the employee's family on employee's premises. The employee agrees the County is not liable for damages to an employee's personal or real property while the employee is working at the approved alternate work location.

With reasonable notice, the County may make on-site visits to the telecommuting address to determine that the work site is safe and free from hazards and to maintain, repair, inspect or retrieve County owned equipment, software, data and supplies.

Clients, customers, vendors, contractors and other visitors are not allowed to enter telecommute office space to conduct County business.

Remote office locations do not preclude the County from taking any appropriate disciplinary action or adverse action against an employee who fails to comply with County policies.

Since the remote office space shall be considered an extension of the County work space, the County's workers compensation liability for job related accidents will continue to exist during the employee's work hours.

Telecommuting is not a substitute for dependent care, child or elderly, and the employee must make regular dependent care arrangements.

## 5.2 Supervision and Management

- a) Employee(s) telecommuting will review and sign the documents as found in the Appendix with their supervisor and copies disseminated as specified in this policy and according to the directions on each form.
- b) County departments must maintain detailed records of the number of employees participating in the program, number of days per week each employee telecommutes, records of any signed agreements and submit copies to the offices of the County Administrator, Auditor (for payroll) and Human Resources prior to the end of each pay period the emergency is in place.
- c) Prior to beginning the Telecommute assignment, a Telecommute Agreement must be signed by the new Telecommuter and Supervisor. The agreement is contained in this appendix and the original is maintained by the Human Resources Department. A copy of the signed Telecommute Agreement must be filed in the Telecommuter's personnel file.
- d) Employees interested in Telecommute must make a formal request in writing to their supervisor. See Appendix for applicable forms.
- e) The Telecommuter completes the Home Office Safety Checklist to assess the safety of the Telecommute site. The Telecommuters Home Office Safety Checklist is available for review and the premises for inspection by the County's Risk or Assistant Risk Manager. This includes ergonomic evaluations as requested by the telecommuter.
- f) The Telecommute Task Schedule is designed to assist the supervisor and Telecommuter define task expectations. See Appendix for applicable forms.
- g) Telecommute participants must report hours spent Telecommuting by utilizing appropriate Telecommute Time Codes.
- h) Use of the Telecommute Survey form will help the supervisor and employee improve efficiency and effectiveness. See Appendix for applicable forms.
- i) Thirty (30) days after beginning a Telecommute schedule, the Supervisor must complete a Job Performance Survey for all new Telecommuters if the emergency situation is in place for as long as or longer than thirty days. Every thirty days thereafter for as long as the emergency exists a Job Performance Survey shall be completed. If the survey is unsatisfactory, then appropriate corrective actions should be taken, documented and copies provided to

Human Resources Department for personnel file.

- j) If a Telecommuter requests or is removed from participation in telecommuting, Termination of Telecommute Participation form must be completed and submitted to the County Administrator, Auditor and Human Resources with a copy placed in the employee's personnel file.
- k) Non-exempt employees who receive overtime shall be assigned a work schedule in the ETA, including rest and meal breaks ("Work Schedule"). Any deviation from the Work Schedule must be approved in advance, in writing, by the Department Head. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their County of Plumas worksite. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before telecommuting outside his or her normal work hours may face discipline in accordance with the County of Plumas's policy for working unauthorized overtime.

### 5.3 Information Technology

- a) The Department of Information Technology (IT) has the capacity to support remote secure connections to the County network. Access will be setup on a County controlled/owned device.
- b) The employee will use their own internet connection.
- c) Notice of an employee planning to telecommute must be provided to IT in advance as much as possible by the Department Head to allow for correct configuration.
- d) Employees may receive a virtual private network ("VPN") account, as approved by the Manager of IT.
- e) Employees must take reasonable precautions to ensure their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the County of Plumas's network and must close or secure all connections to County of Plumas desktop or system resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for the County of Plumas. Employees must maintain adequate firewall and security protection on all such devices used to conduct County of Plumas work from the alternate worksite.
- f) For departments that have State controlled data networks, remote access may be out of IT's abilities and control.
- g) The county IT Department cannot support software and/or equipment not purchased through the County. The County will not provide unique or auxiliary products to telecommute work space for products that are incompatible to County IT infrastructure.
- h) Personal computer and related equipment may not be used unless approved by the Manager of IT. If an employee uses personal equipment, the County assumes no responsibility for its maintenance, repair or associated costs. County



information including confidential information, shall not be saved to a personally owned device, including but not limited to, hard drive, laptop, mobile device, or flash drive. Information must be stored on properly secured County owned and maintained property, that is protected by the employee at all times. Unless absolutely necessary to fulfill a job function, personal printers, and fax machines must not be used for purposed of printing or sending confidential information.

6.0 Adoption:

This "Plumas County Emergency Telecommuting Policy (Non-Disaster Worker)" is adopted by the Plumas County Board of Supervisors at a meeting held April 14, 2020.

# **APPENDIX**

## **Plumas County Emergency Telecommute Policy**

- 1. Plumas County Emergency Telecommuting Agreement**
- 2. Remote Work Space Self-Certification Checklist**
- 3. Resource/Asset Loan Agreement**
- 4. Task Schedule**
- 5. Job Performance Survey**
- 6. Helpful Management Tips for Supervisor and Employee**
- 7. Employee Rights- Paid Sick Leave and Expanded Family and Medical Leave**

## **PLUMAS COUNTY EMERGENCY TELECOMMUTING AGREEMENT**

The Emergency Telecommute Agreement ("ETA") is only valid for the time period of the declared emergency. The Agreement is invalid at the end of the declared emergency. The County of Plumas may, in its discretion, decide to terminate the Agreement earlier. Violation of the ETA and Emergency Telecommute Policy may expose the employee to corrective action, discipline, up to and including termination of employment.

### **This ETA is put into place for:**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Regular work schedule: \_\_\_\_\_

Date of agreement: \_\_\_\_\_

Employee remote work location and work schedule are identified and agreed to as follows:

### **Remote Work Location**

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Remote Work Schedule**

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
<b>Sunday</b>						
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						

## EMPLOYEE ACKNOWLEDGEMENT

- I have read the Emergency Telecommuting Policy and the Emergency Telecommuting Agreement (“ETA”) in their entirety.
- I understand the ETA does not change my classification, rate of pay or benefits.
- I understand this Agreement expires at the end of the declared emergency, unless terminated by the County in advance I understand the expectation to log only hours worked in which I conducted County business under my normal work schedule, which is not altered by the ETA.
- I understand and agree that the ETA is temporary and approval does not imply entitlement to a permanently modified position or a continued telecommute arrangement.
- I understand and agree that the ETA is voluntary and may be terminated at any time. I further understand that the County may, at any time, change any or all of the conditions under which approval to participate in the ETA is granted, with or without notice.
- I understand my duties, expectations, obligations and responsibilities. Further, I understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand corrective actions may be taken.
- I understand the expectation is to be available to the department via telephone and/or email and other means of communication during all ETA designated work hours.
- I understand the expectation to maintain the alternate worksite in an atmosphere conducive to safe, effective and efficient work. My work remote workspace will be free of distractions, ergonomically correct and have reliable and secure internet and/or wireless access.
- I understand any leave time must be approved in advance by management in accordance with department policy and documented on the appropriate leave of absence slip.
- I will ensure dependent care will not interfere with work responsibilities.
- I will notify my supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- If the County has provided County owned equipment, employees agree to follow the County of Plumas’s Policy for the use of County owned equipment, resources and assets. I will report to my supervisor any loss, damage, or unauthorized access to County of Plumas owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
- I understand any breach of the Emergency Telecommuting Agreement and Policy by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.
- I agree to report work-related injuries to the Employee’s supervisor at the earliest reasonable opportunity. The Employee agrees to hold the County harmless for injury to third parties at the alternate worksite.
- I will maintain all county records, and work related activities, as confidential, at all times.

I hereby affirm by my signature that I have read this Emergency Telecommuting Agreement, and understand and agree to all of its provisions.

_____ Employee's Name and Title	_____ Signature	_____ Date
------------------------------------	--------------------	---------------

_____ Department Head Name and Title	_____ Signature	_____ Date
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Please submit the original agreement to Humans Resources for employee personnel file; retain a copy for the employee and department head; and submit a copy to the County Administrator/Risk Manager.



**PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY**  
**REMOTE WORK SPACE SELF-CERTIFICATION CHECKLIST**

It is the employee's responsibility to ensure their temporary telecommute environment, their residence, is safe, effective and efficient. Further, the remote work environment must comply with the County's health and safety programs and policies. Failure to do so may be cause for corrective actions, discipline or even be cause for termination. The telecommuting employee must complete and submit this checklist to the Department Head and a copy to the office of Risk Management prior to approval.

To make your new temporary work environment safe, efficient and effective, please evaluate and modify your telecommute space according to each point below:

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1  | Is the work space free from excessive noise?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2  | Is adequate lighting (side or rear) provided at the workstation?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3  | Is all electrical equipment free of recognized hazards that could cause physical harm (frayed wires running through walls, exposed wires fixed to the ceiling)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4  | Are proper fire protection measures in place (extinguishers & alarms)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5  | Is the work environment properly heated/cooled and ventilated?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6  | Are surge protectors properly installed?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7  | Are aisles, doorways and floors free of obstructions to permit visibility and movement?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8  | Is there an exit that allows prompt exiting?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9  | Are work materials and equipment in a secure place and protected from damage, theft or misuse?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Is the office space neat and clean?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Is the work area private and free of intrusions?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12 | Are files and data secure?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13 | Are first aid supplies readily accessible and adequate?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14 | Have you requested an ergonomic evaluation by the Risk Management office? Office equipment is ergonomically correct?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY**  
**RESOURCE/ASSET LOAN AGREEMENT**

In conjunction with my Telecommuting Authorization Form, I accept the LOAN of the following equipment, resource, asset and/or software provided by Plumas County:

Equipment/Resource/Asset	Brand Name	Serial Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Equipment and/or software, if any, provided by the employee:

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

I agree:

- To maintain the above equipment in operating condition
- To operate the above equipment in a safe fashion intended for its use
- To return the above equipment to the department if I should resign, be transferred or discontinue telecommuting, or when requested by the County
- To use this equipment to conduct official County business only

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Issuing Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ **Initial if you do not need any equipment from the County**

**PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY**  
**TASK SCHEDULE**

<b>Telecommuteer Name</b>		
<b>Date Tasks Assigned</b>		
<b>Department</b>		
<b>Telecommute Hours</b>	<b>From</b>	<b>To</b>

<b>1.Task Deliverable</b>		<b>Estimated hours</b> _____
		<b>Actual Hours</b> _____
<b>2. Task Deliverable</b>		<b>Estimated hours</b> _____
		<b>Actual Hours</b> _____
<b>3. Task Deliverable</b>		<b>Estimated hours</b> _____
		<b>Actual Hours</b> _____
<b>4. Task Deliverable</b>		<b>Estimated hours</b> _____
		<b>Actual Hours</b> _____

<b>Total Estimated Hours:</b>	<b>Total Actual Hours :</b>
-------------------------------	-----------------------------

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY**  
**JOB PERFORMANCE SURVEY**

<b>Employee</b>		
<b>Department</b>		
<b>Supervisor</b>		<b>Date</b>

**1. How often do you currently communicate with your employee? (please check all that apply)**

	<b>At least once a day</b>	<b>2 – 4 times/week</b>	<b>About once/week</b>	<b>About once/month</b>
<b>A. In person meetings</b>				
<b>B. Telephone calls</b>				
<b>C. E-mail</b>				
<b>D. Fax</b>				
<b>E. Notes</b>				

**2. Indicate whether you agree that the following methods of communication are effective with the employee:**

	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Not Applicable</b>
<b>A. In person meetings</b>				
<b>B. Telephone calls</b>				
<b>C. E-mail</b>				
<b>D. Fax</b>				
<b>E. Notes</b>				

**3. Rate the employee's performance in the following areas:**

	<b>Excellent/ Exceeds Expectations</b>	<b>Very Good</b>	<b>Good</b>	<b>Meets Minimum Requirements</b>	<b>Needs Improvement</b>
<b>A. Productivity</b>					
<b>B. Interpersonal Skills</b>					
<b>C. Dependability</b>					
<b>D. Communication skills</b>					
<b>E. Ability to work independently</b>					
<b>F. Overall performance</b>					

Supervisors should document and file this survey form on a monthly basis to help the telecommuting employee be effective and efficient in meeting County and departmental jobs, projects and expectations.

**PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY**  
**HELPFUL MANAGEMENT TIPS FOR EMPLOYEE AND SUPERVISOR**

**THE SUPERVISOR**

To be successful at supervising your telecommute employees, you will need to use the management skills with which you currently manage your non-telecommute employees. The skills you may rely upon most frequently are:

- Assisting telecommuters in organizing their work
  - Time frames involved in completing tasks assigned
  - Resources required to complete assigned tasks
  - Adequate and appropriate distribution of work to all employees supervised
- Assignment of work to telecommuters
  - Establish means of communication with telecommuters
  - Communicate expected deliverables and time frames
  - Establish anticipated quality of work
  - Discuss any other criteria affecting the completion of assigned tasks
- Establishing timeframes
  - Develop attainable timeframes
  - Clarify and ensure telecommuters understand the workload
  - Create timetables for tasks assigned to telecommuters
- Reviewing status
  - Establish intermediate review periods to determine progress on tasks
  - Establish intervals for assessment during specific points in project timeline or upon completion of a specific task or on a recurring basis
- Coaching and developing employee's capabilities
  - Time may be limited so make the most of the time spent with telecommuters
  - Always reinforce positive behavior
  - Bring unsatisfactory performance to the employee's attention immediately
  - Develop plans or behaviors for correction of deficiencies
  - Use communication tools available to you to provide the employee with timely and ongoing feedback

**Managing by Objectives**

Managing by objectives (MBO) is a management tool that allows you and your employees the opportunity to communicate clearly your expectations as a supervisor and the employee's expectations as a telecommuter. You may find that this tool is so successful that you may implement it as a means of managing all of your employees. Refer to the Appendix for a sample Telecommute Task Schedule. Implementation of MBO is as follows:

- Prepare an itemized list of what you expect from the employee. This list can be organized on a weekly or quarterly basis. You have the flexibility to establish objectives in a format that will be easy for you to administer.



- Include the telecommuters in the process of establishing objectives. This allows the employee to provide valuable input in defining expected results.
- Be very explicit about what you expect from the employee. If necessary, establish a matrix or graph and clearly define what the telecommuter needs to accomplish and by when.
- Use the County Telecommute Agreement to document the telecommute arrangement. The County's Telecommute Policies, Standards and Procedures help define the relationship between the County and the telecommuter.
- Track the results. If you are establishing weekly objectives, schedule a meeting in a week to review the telecommuter's accomplishments. Use the sample Telecommute Task Schedule, refer to the Appendix, if needed. This document will enable you and the telecommuters to instantly determine whether the telecommuters are successful. Maintain a copy of the Telecommute Task Schedule for your file. Employees feel more in control when they too can track their success.

This management tool will provide you the capability of managing the products, which your employees produce, not the process they employ to reach the goal. In many instances, your focus should not be on how the employee accomplishes the task, but focus instead on the quality, quantity and timeliness of the completed work product. Effectively managing the non-telecommuters in a telecommute environment is just as important as managing the telecommuter.

As you identify the participants in the telecommute program, you need to work carefully with the non-telecommuters to lessen potential feelings of resentment which can form regarding "why is that person chosen instead of me?" If an employee is interested in telecommute and you determined they do not have the necessary organizational skills or their current assignment is not conducive to telecommute, discuss this with your employee. Perhaps you can set up an action plan so the employee can work on developing the necessary skills. If an employee's job assignment is not conducive to telecommute, perhaps they can telecommute if their assignment changes or telecommute occasionally as their workload warrants.

The non-telecommuters are just as crucial to the program's effectiveness as the telecommuters. Your work group's success depends on the efforts of all the members of the team. The non-telecommuters should not be expected to do extra work in the office while the telecommuters are working from their remote locations. Establish mutual strategies which will support both the non-telecommuters and telecommuters alike.

Some County telephones can be programmed to forward calls to the telecommuter's remote location. The telecommuter's phone can be programmed to forward calls at the beginning of the workday and the forwarding feature can be removed at the end of the workday. If the telecommuter wishes to be undisturbed, the phone should automatically send calls to the office voice mail, which the telecommuter can check throughout the workday.

## Supervisor 'Do's and Don'ts'

<b>Do's</b>	<b>Don'ts</b>
Trust your telecommuters	Don't call telecommuter every hour to check on progress
Encourage good communication skills	Don't set unattainable goals
Encourage goal setting	Don't expect perfection; there will be adjustments needed
Communicate regularly	Don't set unrealistic deadlines for projects
Be flexible and use your creativity to achieve optimum program results	Don't ask for constant status reports
Use telecommute as an opportunity to strengthen your management skills	Don't neglect problems
Delegate assignments equitably among your telecommuters and non-telecommuters	Don't expect everyone to be a successful telecommuter
Manage by measuring results	
Give appropriate and timely feedback	
Plan meetings when your telecommuters can participate	
Schedule regular status reports	
Expect changes	
Be prepared if telecommute doesn't work well and allow the employee to terminate participation in the	

## THE EMPLOYEE

To be a successful telecommuter, you will need to learn to deal with less structure and more freedom in completing your work. Telecommute is not as simple as staying at home and working. It requires planning and discipline. The following section has been designed to provide you with some basic tools for working at home and maintain or increasing your level of productivity and the quality and quantity and timeliness of your work product. If you take the time to develop good work habits from the first day that you start telecommuting, you will realize that it can be easy to get your work completed away from the office.

- Pick a separate location
  - It is very important that you identify a safe location in your home as your work station. You do not need to devote a whole room to be your workspace. Some telecommuters have successfully developed part of an existing room, a garage, an attic and even a closet to be their work station. Make sure the space is safe and separate from other areas. The more separate your work station is from the rest of the house, the less likely you will be disrupted by other household members when they are home. Avoid temporary work areas such as the dining room table or kitchen unless you are a sporadic telecommuter (less than once per week).
- Establish a routine
  - Set a work schedule for the days you telecommute and stick to it as much as possible. Start and stop working at the same hours on telecommute days. This will help establish a work routine for you. Establish your work hours with your supervisor. Take advantage of working the hours that you are most productive as long as these hours are agreeable with your supervisor.
- Replace the ritual of getting ready for the office
  - As a telecommuter, you will no longer have the traditional office rituals of morning conversations, coffee, a suit and tie or even a long dreadful commute that will symbolize the beginning of the work day. You may need to come up with some new rituals. Some telecommuteers play specific music or start working after the morning exercise or bike ride. Find a ritual that will set the beginning of the work day much like the commute does on days you work in the office.
- Make a to-do list for your assignments
  - Develop a list of goals and assignments for the days that you telecommute. The Telecommute Task Schedule (Appendix) was developed as an option for you and your supervisor to use in planning your telecommute day. At the end of the day go over your list to see how much you have actually accomplished. The use of the Telecommute Task Schedule or a comparable list of things to do will help you plan for all the resources that you will need at home.

- Schedule your work so you don't need assistance from others on your telecommute days. Remember you may not have access to a fax machine, a photocopier or even a computer at home. Plan your work accordingly. Start planning your whole week, not just one day at a time. Save work throughout your week that would be appropriate for telecommute. Planning your whole week will increase your productivity by establishing the best place to accomplish certain tasks.
- Working at home is more intense than working in a traditional office. You tend to get more work done in a given amount of time, provided you have planned out your week's work appropriately. Make use of that intensity in scheduling your hours, both in and out of the office.
- Have an "end of the day" ritual
  - It is a good practice to have some ritual in place that marks the end of the work day. Be creative. Take advantage of your new schedule to end the work day with something you may want to do more of like increase your exercise program, work on a hobby, enjoy your children, etc.

## Managing Your Work

As a telecommuter, you will need to manage your work efficiently. It is up to you to make sure you are well informed and working hard.

- Maintain contact with your office
  - Make sure that you stay in touch with the office on days that you telecommute. You might want to set up a buddy system with another telecommuter, whom you call once a day when you telecommute and vice versa when your buddy telecommutes. It is essential that you check your messages on the days you telecommute and return the phone calls. Don't stay out of touch just because you telecommute. Decide early in the day how accessible you want to be. As a telecommuter, you may have the luxury of actually working for three to four hours without any interruptions.
- Make sure that you check your voice mail at work
  - Some County telephones enable you to have calls from your office forwarded to your home telephone. This method enables you to avoid giving your home phone number to business associates (check with your telephone coordinator).
- Have a system at home
  - Establish a system for organizing the work that you keep or do at home.

- Impact on co-workers
  - Discuss with your manager what job duties will be impacted while you telecommute. How will you handle last-minute rush assignments? Does your job assignment need to be rearranged among co-workers to account for your absence from the office?
- Stick to deadlines
  - Make sure you follow the same rules for deadlines as in the office. Don't miss deadlines. If you are mailing reports, send them so they are in the office on the day they are due or earlier. If you are sending your work via the computer or fax, follow up with your telecommute buddy or your manager to ensure its safe arrival.
- Keep your manager informed of your progress
  - As a telecommuter, you must ensure that your supervisor or manager is kept informed on the status of your work products, your progress or any difficulties you are having. Think of your manager as a customer you need to keep satisfied.
- Attend department gatherings
  - Always attend department social gatherings and group meetings. It is important to stay involved with your co-workers even though you work away from the office on some days.

### Training Family and Friends

To be taken seriously as a telecommuter, you will need to take telecommute seriously yourself. Be careful not to create a bad image for the telecommute program. You will need to train the people around you so you don't have too many interruptions.

- The message is that you are home working
  - The first thing you will need to do is let everyone around you know that you are working at home and you still have the same responsibilities that you normally have as an employee. You have the same objectives, the same goals and the same deadlines. The only difference is that you are working from home.
- Decide on what type of interruptions are acceptable
  - You should decide under what circumstances family or friends can actually interrupt your work to ask you questions, favors or have you respond to an urgent need. You will want to develop ground rules for your family.

- Set rules for the use of office materials, equipment, pens, papers, etc., in the home
  - You may need to set some rules regarding the use of office supplies needed at your home work space. You may want to call your work space off-limits to other members in your household to avoid any personal use of County owned equipment, data, and office supplies.
- Don't telecommute if there are problems at home
  - It is best to avoid telecommute on days you know there will be distractions in the home. Additionally, if you are experiencing family difficulties, it is not advisable to telecommute during that period.
- Handling jokes and negative comments
  - Expect jokes when you return to the office after telecommute like "How was your vacation?" Respond to these comments by being positive and don't be defensive.

### Developing Good Habits

Develop good telecommute habits and beware of overindulgence.

- Pace yourself so you don't burn out
  - Make sure you are taking enough breaks and you are not turning into a workaholic just because your work is always there. You must be able to start and end the work day in a timely manner. Schedule a few breaks throughout the work day. On the other hand, don't develop bad work habits and do less work than before.
- Watch out for bad habits
  - Be aware of the following habits because they can impact your productivity:
    - Snacking too often
    - Sleeping late
    - Talking on the phone
    - Watching television
    - Wearing your pajamas all day long
    - Visiting with neighbors
    - Procrastination

These habits are harmful to the telecommute program. Try to remove all the possible temptations so you can conduct your work.

The key to success in the telecommute program, is the ability to manage your work space, your job, your family members and others, and yourself. With determination, discipline and commitment and by following the guidelines set for you in this manual, you can make the program work for you. Just remember there are rules that you followed in the office, and you will need another set of rules for working in your home. It is your responsibility to make telecommute effective.

### Set Up a productive Home Office

Designing your workspace is important to the success of working at home. Spend time planning your workspace now so you won't have to waste time later rearranging your office. The key components of your home office are:

1. Your Desk
  - a. The height of the work surface should satisfy the requirement of the most critical tasks. Conventional desk surfaces are usually 29 inches, which can be perfectly adequate for many tasks. A common height recommended for computing surfaces is approximately 26 inches. Be sure your desk is a comfortable height for you.
2. Your Chair
  - a. This is probably the most important piece of furniture in the office so it should be selected carefully. The seat should be adjustable and the height of the top surface of the seat should be 15 – 21 inches. Both the height and the angle of the back rest should be adjustable and it should also provide support, but not so large as to be in the way.
3. Lighting
  - a. The lighting in an office can affect comfort, visibility and performance. Whether you are using natural daylight or artificial lighting, it should be directed toward the side or behind your line of vision. Bright light sources can bounce off work surfaces and diminish your sense of contrast. Try not to use direct sunlight on work surfaces; use shade or indoor lighting.
4. Safety
  - a. Be alert to electrical support needed for your equipment when configuring your work space. Arrange the hardware as follows:
    - i. Cover interconnecting cables or make sure they are placed out of the way to avoid the possibility of tripping over them.
    - ii. Place the equipment in close proximity to electrical outlets. If using a computer or fax machine, connect it or them to a surge protector or master switch
    - iii. Place heavy items on sturdy stands close to walls
    - iv. Provide sufficient air space around computer components. Keep equipment out of direct sunlight and away from heaters.

5. Noise

- a. A totally noise-free environment can be stressful. Psychologically some background sound (like music) can be beneficial in maintaining a level of productivity and reducing boredom. Should you choose to use music in your home office, you may find it helps you concentrate. Your professional image may be affected by sounds of crying children, lawnmowers, vacuum cleaners or barking dogs while you attempt to conduct business over the phone at home. You may be able to shut a door to eliminate noise. The use of a room divider or screen may prove useful in controlling the noise.

6. Office Supplies

- a. It is reasonable to expect your supervisor to allow you to take home a reasonable amount of office supplies to support your work effort. Make sure you secure the necessary authorizations to take such supplies to your remote workspace.

Telecommuter Do's and Don'ts

Do's	Don'ts
Have a separate workspace at home	Don't develop bad habits at home
Stick to the same work schedule Take breaks throughout the day Keep your work organized	Don't let the radio or television distract you
Keep your boss informed of the progress you are making	Don't start sleeping late on telecommute days
Attend department and group meetings, if possible	Don't stay in your bed clothes all day
Stick to all deadlines	Don't change your work schedule every time you telecommute
Call the office and keep in touch	Don't run errands for everybody in the neighborhood just because you are home
Maintain or increase your level of performance	Don't telecommute if you have an infant or an elderly person who requires your attention
Inform family members and neighbors about when you may be interrupted	Don't give telecommute a bad name
If telecommute is not suitable for you, talk to your supervisor or manager	Don't stay in the telecommute program if it's not working for you



4A

Outdoor Festival Permit

For the

**SUNSET CAMPOUT  
MUSIC FESTIVAL**

At

Belden Town Resort

August 8 through August 11, 2020

DEPARTMENT OF PUBLIC WORKS USE ONLY

Date Recv'd \_\_\_\_\_

Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

PRELIMINARY OUTDOOR FESTIVAL PERMIT APPLICATION

Instructions to applicant(s):

1. Complete the form and mail or take to: Plumas County Department of Public Works  
1834 E. Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee deposit of \$1,000.00.
4. Make the check payable to Plumas County Department of Public Works

**A. Applicant (s)**

Name of Festival Sunset Campout

Name of Applicant Sunset Sound System - Galen Abbott, Solar Langevin

Residence Address 368 Park St. San Francisco, CA 94110

Mailing Address Same

Telephone Number (415)577-9099 E-Mail Address galenabbott@gmail.com

Business Address and Telephone Number (If different from above) N/A

\*Applicant must be the promotor of the event. If the application is made by a partnership, the name and mailing address of the responsible general partner must be included. If the application is made by a corporation, the application shall be signed by the president and attested to by the secretary. The address and telephone number of the principal place of business of the applicant shall also be included in the application.

**B. Owner (s)**

(Attach additional sheets if necessary)

Name Ivan Coffmann

Mailing Address Belden Town Resort & Lodge, 14785 Belden Town Rd. 95915

Telephone (530)283-9662

\*Attach letter(s) of authorization signed by the owner(s).

**C. Location of Event**

(Include all lands to be used for parking or incidental purposes)

Street Address Belden Town Resort 14785 Belden Town Rd. 95915 & Jack's Place, 25311 Highway 70

Nearest town Belden, CA 95915 & Twain CA 95984

Assessors Parcel Number(s) 002-340-002

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**D. Dates & Hours of Event**

Dates of Pre-Event Setup: July 22 & 23, 2020

Dates of Actual Event: July 24, 2019 - July 27, 2020

Dates of Post Even Activities: July 27 & 28, 2020

Hours of Event Activities for each day of Event: All Day and Evening.

July 24, 2020 @ 12pm - July 27, 2020 @ 10am

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**E. Number of Attendees and Staff**

Number of Spectators or Participants for each day of Event: No Day Passes

850 Participants, 200 Staff, 150 Artists/Vendors

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**F. Maps and Diagrams**

Provide maps or diagrams showing the following:

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

**Signature (s) of Applicant (s)**

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

Signature



November 11, 2019

Date

Signature


Date

The County of Plumas' approval of this Application and the issuance of an Outdoor Festival Permit for the "Sunset Campout" to be held on July 24-27, 2020, is expressly conditioned on compliance with any and all applicable federal, state, and local laws, ordinances, and regulations. This includes any and all existing and future state and local declarations of public health emergency and state and local emergency proclamations and orders and directives issued pursuant to such emergency declarations and proclamations.

The Applicant has been informed that at the time of approval of this Application and the issuance of a Permit for the Festival, Executive Order N-33-20 issued by the Governor of the State of California on March 19, 2020, incorporates Orders of the State Public Health Officer ordering individuals to stay home and further exempts certain essential services and critical infrastructure sectors (the "COVID 19 Emergency Orders"). **Public events and gatherings, including a music festival such as this are not exempt and are currently prohibited.** This Permit does not override or supersede the Governor's and State Public Health Officer's COVID 19 Emergency Orders. **This event will not take place unless the COVID 19 Emergency Orders expire, are rescinded, or otherwise modified to remove prohibitions against this type of an event.**

**I. Signature(s) of Applicant(s)**

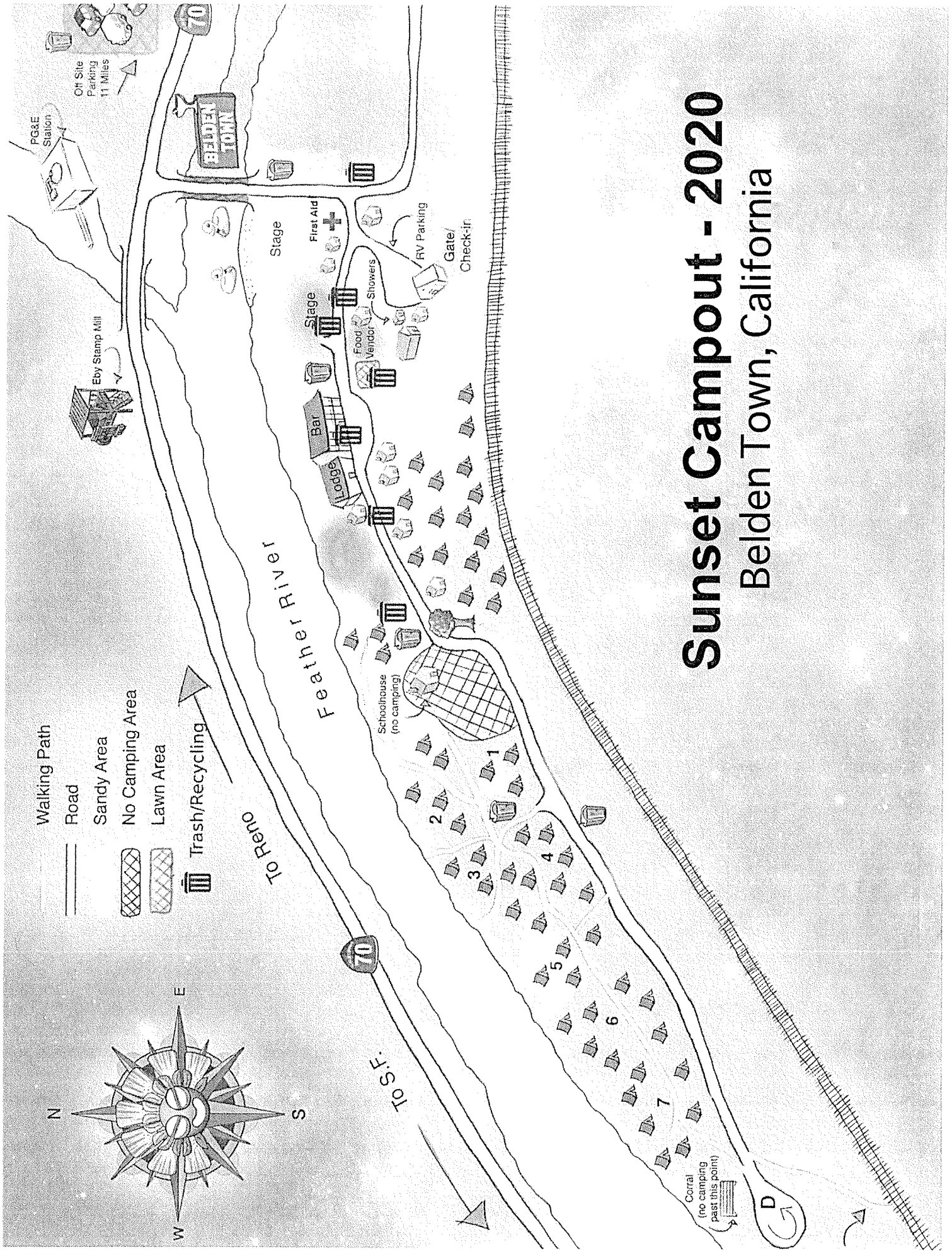
I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Signature 

April 6, 2020  
Date

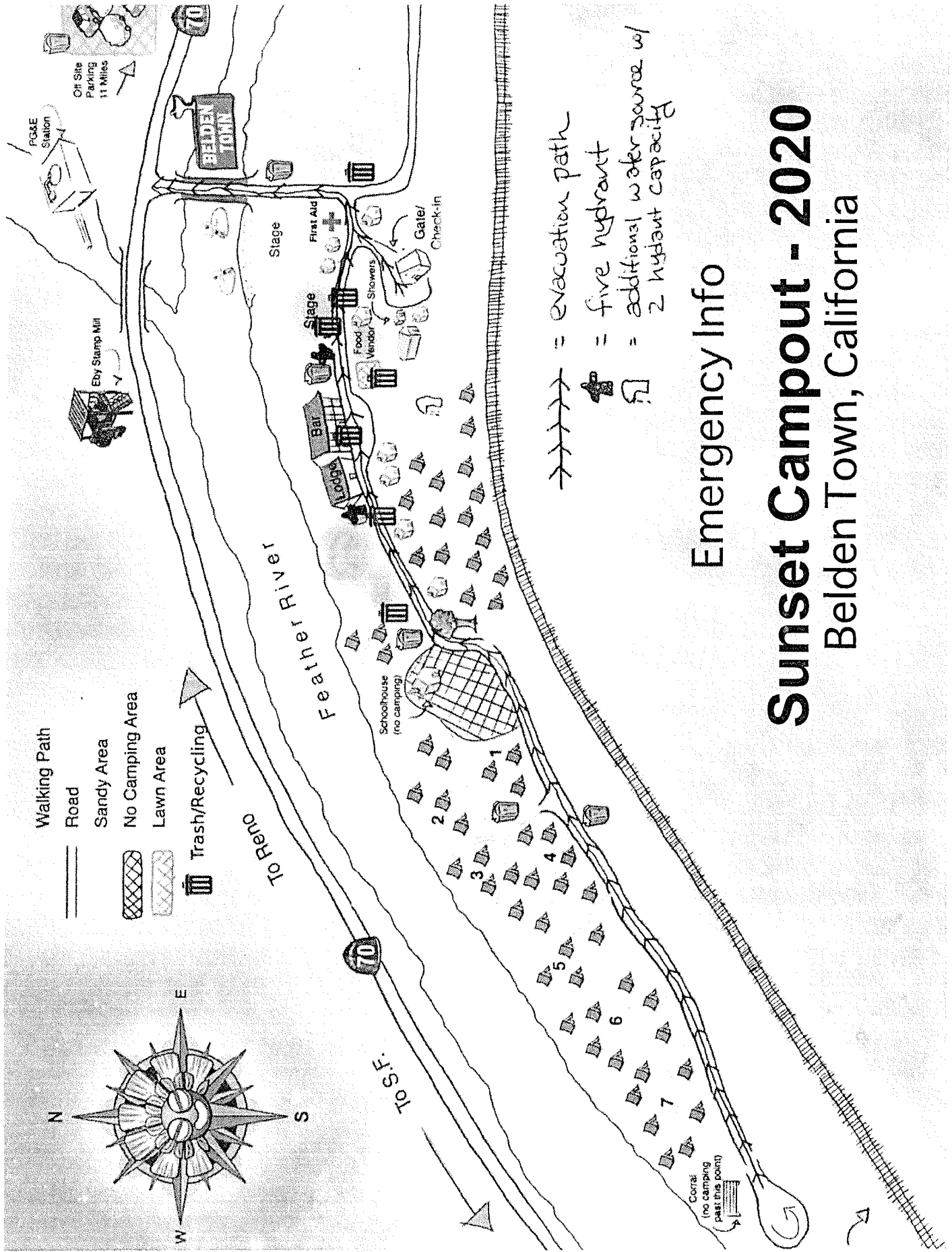
Signature

Date



# Sunset Campout - 2020

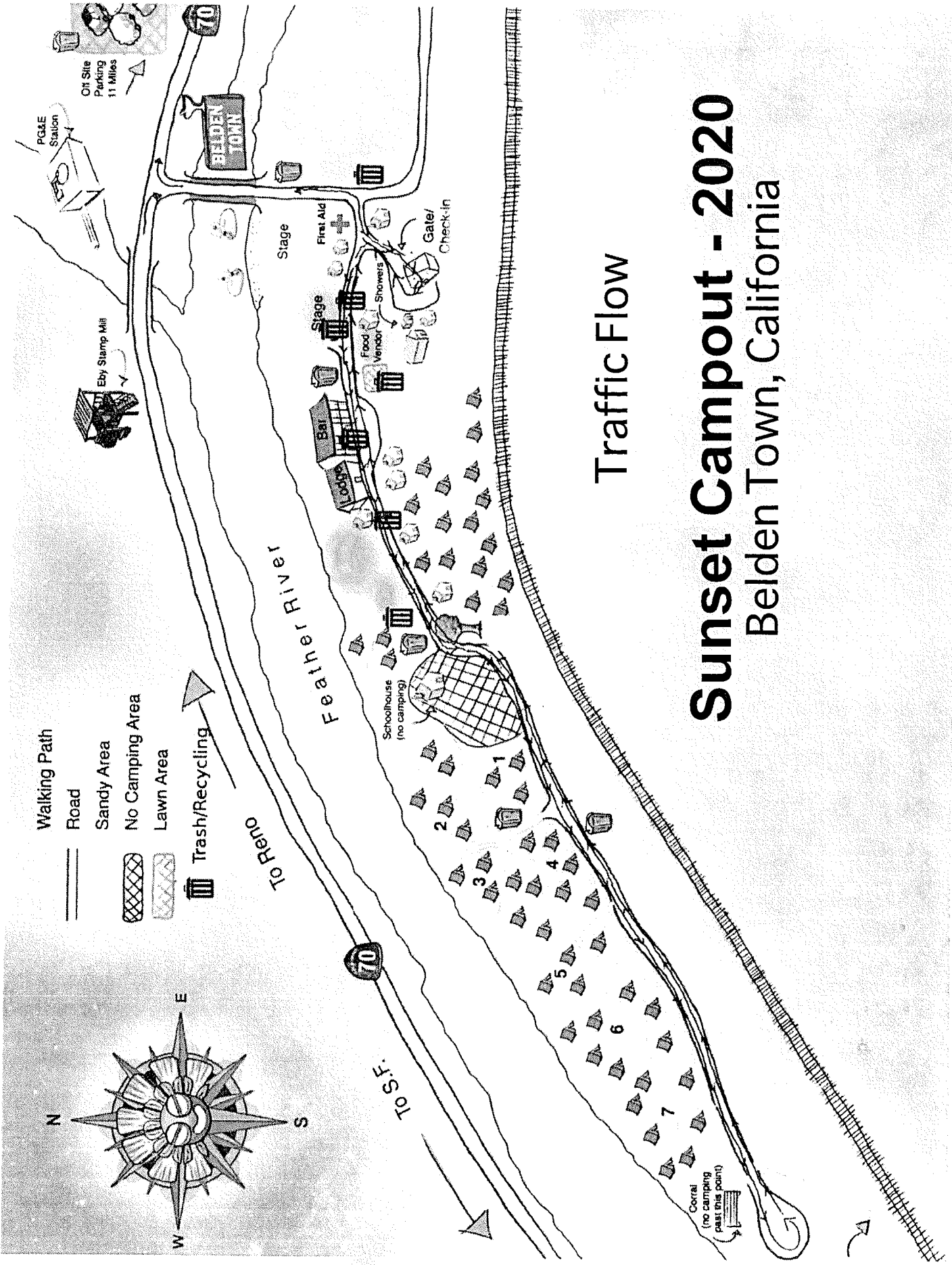
## Belden Town, California



## Emergency Info

# Sunset Campout - 2020

## Belden Town, California



## Traffic Flow

# Sunset Campout - 2020

## Belden Town, California



Belden Town Resort  
14785 Belden Town Road  
Belden, CA 95915

To Whom It May Concern,

I, Ivan Coffman, owner of Belden Town Resort and Lodge, give my permission for Sunset Campout to take place on July 23<sup>rd</sup>-27<sup>th</sup> 2020 at Belden Town Resort, (14785 Belden Town Road, Belden, CA 95915) and Jack's Place for parking (25311 Hwy 70, Twain, CA 95984).

Thank you,



Ivan Coffman – Owner, Belden Town Resort and Lodge



## SUPPLEMENTAL OUTDOOR FESTIVAL PERMIT APPLICATION

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

### a) Commercial Liability Insurance

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

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

Please See Attached Documentation for our Certificates of Liability.

County Agency Approval:

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

Gabriel Hydrick

Plumas County Risk Manager

 1/24/20  
Signature / Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/15/2020

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

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

<b>PRODUCER</b> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark	
	<b>PHONE (A/C, No, Ext):</b> 408-293-3336	<b>FAX (A/C, No):</b> 408-293-6054
	<b>E-MAIL ADDRESS:</b> ark@wawib.com	
<b>INSURED</b> Dark Side Light Inc. 368 Park St. San Francisco, CA 94110	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Colony	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		101GL0016370	05/15/2020	05/16/2021	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b>						
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Additional Insured: Plumas County

Dates: July 22nd-28th, 2020.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named below.

**CERTIFICATE HOLDER****CANCELLATION**Plumas County  
520 Main Street # 309  
Quincy, Ca 95971

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

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2019

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

<b>PRODUCER</b> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark	<b>FAX (A/C, No):</b> 408-293-6054	
	<b>PHONE (A/C, No, Ext):</b> 408-293-3336	<b>E-MAIL ADDRESS:</b> ark@wawib.com	
<b>INSURED</b> Dark Side Light Inc. 368 Park St. San Francisco, CA 94110	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Colony		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			101GL0016370	05/16/2020	05/16/2021	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
		GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b>						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Additional Insured: BELDEN TOWN

Dates: July 22nd-28th, 2020.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named below, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or

**CERTIFICATE HOLDER****CANCELLATION**

BELDEN TOWN  
14785 BELDEN TOWN ROAD  
BELDEN, CA 95915

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

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: 1000510

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Wallis and Wallis Insurance Brokers		NAMED INSURED Dark Side Light Inc. 368 Park St. San Francisco, CA 94110
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

CERTIFICATE NUMBER:  
 representatives.

REVISION NUMBER:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2019

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<b>PRODUCER</b> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark	
	<b>PHONE (A/C No, Ext):</b> 408-293-3336	<b>FAX (A/C, No):</b> 408-293-6054
<b>INSURED</b> Dark Side Light Inc. 368 Park St. San Francisco, CA 94110	<b>E-MAIL ADDRESS:</b> ark@wawib.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Colony	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>	X		101GL0016870	05/16/2020	05/16/2021	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<b>EXCESS LIAB</b>						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Dates: July 22nd-28th, 2020.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named below, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

**CERTIFICATE HOLDER****CANCELLATION**Jack's Place  
2513 Highway 70  
Twain, California 95984

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

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2019

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<b>PRODUCER</b> Wallis and Wallis Insurance Brokers 1249 Park Ave San Jose, CA 95126	<b>CONTACT NAME:</b> Ozdalga, Ark	
	<b>PHONE (A/C, No, Ext):</b> 408-293-3336	<b>FAX (A/C, No):</b> 408-293-6054
	<b>E-MAIL ADDRESS:</b> ark@wawib.com	
<b>INSURED</b> Dark Side Light Inc. 368 Park St. San Francisco, CA 94110	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Colony	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<b>GENERAL LIABILITY</b>			101GL0016870	05/16/2020	05/16/2021	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
								\$	
	GEN'L AGGREGATE LIMIT APPLIES PER:								
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC						
		<b>AUTOMOBILE LIABILITY</b>							
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$	
								\$	
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$	
	<b>EXCESS LIAB</b>						AGGREGATE	\$	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATU-TORY LIMITS	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

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

Additional Insured: The State of California its Officers, Agents and Employee's  
Description: Sunset Campout

Dates: July 22nd-28th, 2020.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named below, but failure

**CERTIFICATE HOLDER****CANCELLATION**

The State of California  
1657 Riverside Drive  
Redding, CA 96001-0536

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

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: 1000510

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**

Page \_\_\_\_ of \_\_\_\_

AGENCY Wallis and Wallis Insurance Brokers		NAMED INSURED Dark Side Light Inc. 363 Park St. San Francisco, CA 94110
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

CERTIFICATE NUMBER:

REVISION NUMBER:

to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

**b) Police Protection and Security**

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

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


The Sunset Campout will have 24 hours security coverage provided by Belden's Security team combined our own hire of High Rock Security. All security personnel will be well marked and all have radios for a quick response to any events during the festival. High Rock Security personnel all have current Guard Cards (i.e. Security Guard Licenses from the Bureau of Security and Investigative Services). At least one Patrol Team (a two person team) is on duty at all times during the day with another team on standby in case of emergencies. Two - Three teams will be on patrol during the evening and through the night.


We do not sell any alcohol at the Sunset Campout. However, the Belden Bar does remain open during the event and Beer is available for purchase in the General Store. We also do not host any gathering in the bar or encourage it's use during the event. While some of our attendees do bring alcohol to the event we rarely see any issues arising from it's use. We also have very few attendees in the 14 - 21 age group as most of our crowd is in it's 30's and 40's so it's unlikely underage consumption occurs.

We do not condone illegal drug use at the Sunset Campout, and all of our staff is vigilant and will be on the look out for illegal substance abuse, dealing, and any issues that could arise. If any such issues arise, staff will notify security and/or security staff, as appropriate, who will remove those involved in the illegal activity.

County Agency Approval:

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

 TODD JOHNS  
\_\_\_\_\_  
Plumas County Sheriff

 1/14/2020  
\_\_\_\_\_  
Signature / Date



**c) Emergency Preparedness Plans**

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

Plumas County Office of Emergency Services:

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6332

Belden and High Rock security staff are trained to handle emergency situations, and will be prepared and equipped to do so in the event of an emergency at Sunset Campout. Our security team will be easily-identifiable and carry radios in the event of emergency.

**EVACUATION PLAN:**

Our evacuation plan is indicted on the attached map. Attendees will be notified of an evacuation plan by email prior to the event and printed materials provided at arrival, including program and map.

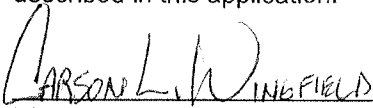
Once staff is notified of an evacuation requirement from CalFire, the CHP, the Sheriff's Office, or Plumas County, the security team and event leads will assemble with Belden staff to review plans and assignments. An alarm will sound, and the security team will move through the campground area with megaphones, directing participants to report to the front of the lodge. No breakdown of camps or of event infrastructure will occur at the time of evacuation; only living beings will be evacuated. Our parking crew, door crew, and event leads will oversee vehicle traffic.

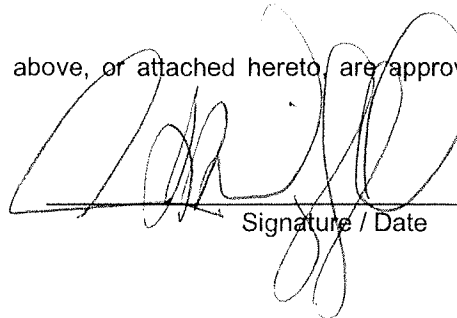
Attendees who have cars parked on-site at Belden will be directed to get in their cars and proceed to the Belden RV parking lot, where they will fill their remaining seats having seat belts with drivers of vehicles who have cars that are parked at the off-site lot. (To be clear, only drivers will be ferried to the offsite parking lot, in order to maximize the number of cars returning to Belden to assist in evacuation.) These onsite cars will then drive up Highway 70 to the offsite lot and drop off their passengers. This process will iterate as required, using our shuttle if the shuttle is deemed necessary.

Attendees who are not driving to the offsite lot in on-site cars will be directed to follow the paved road out of town and across the bridge, then led across Highway 70 (with staff directing traffic) gather at the old stamp mill across the street at the PCT trailhead. There is a light and crosswalk on 70 for pedestrians to make for safe and easy access to the PCT. They will await pickup there.

County Agency Approval:

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

  
\_\_\_\_\_  
Director, Plumas County OES

  
\_\_\_\_\_  
Signature / Date

01/13/2020

## Emergency Preparedness Plans (cont.)

Cars returning to Belden from the off-site parking lot will load passengers at the rest stop north of Belden on the north side of Highway 70 and proceed southwest along the evacuation route as specified by CalFire/CHP/Sheriff/Plumas County. (Belden staff has indicated that because emergency vehicles come from Quincy, evacuation is expected to be directed onto CA 70 West. )

Sunset Campout leads and security will conduct additional sweeps through all campground areas to verify evacuation. Staff, not including event leads, will evacuate with participants. Once staff and participant evacuation is complete, security and event leads will evacuate.

To prepare for emergency evacuations, roadways are kept clear and fire lanes clearly marked. Cars are parked facing the direction of evacuation, per federal and county regulation. Enough cars are kept on site to be able to implement the evacuation plan. Belden staff is in charge of the evacuation procedure and our staff will assist them as necessary to complete.

### **FIRE PROTECTION:**

Our security team conducts routine walking patrols throughout the town and campgrounds and remains vigilant for any fire activity. In addition, all participants are made aware of the danger of any fire, and instructed to report any smoke, fire, or dangerous circumstances to the security team or Sunset staff. The security team and Belden staff are equipped with radios to respond to incidents at the event. Emergency responders will be notified of a fire by phone.

In addition, in the event of a fire, Belden is equipped with state-of-the-art fire system. Belden has two dedicated fire hydrants, as well as one additional water source with hook-up capability, for use in fire-fighting, that is able to produce the output of 2 hydrants. Locations of these water sources are indicated in the attached map. Additionally, there are numerous spigot and hose hook-ups throughout Belden. Belden has the following hoses and appropriate reducers for said hoses:

- 10 1.5 inch (100ft each)
- 8 1 inch (100ft each)
- 3 2 inch (50 feet length)
- 2 3.5 inch (100ft)

### **PREVENTION OF WILDFIRES:**

We clearly communicate to all of our attendees that no campfires, fire art, fire activities, or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will additionally post fire prevention signs in campsites.

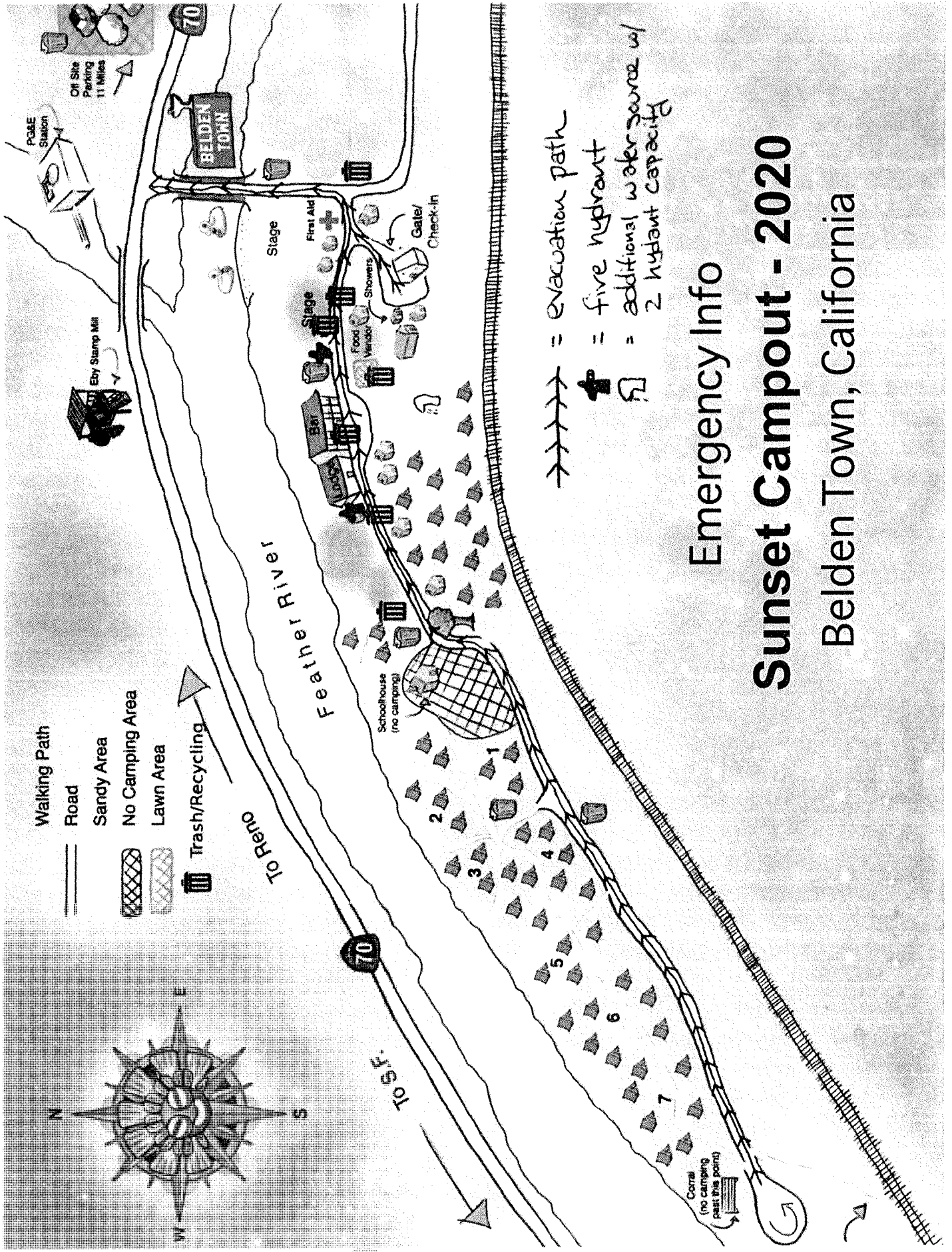
***Campfires and camp stoves.*** Campfires are not allowed during the event and all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations.

## Emergency Preparedness Plans (cont.)

**Fireworks, generators and portable equipment.** The use of fireworks and portable equipment such as welding, cutting or chainsaws is not permitted at Sunset Campout. These restrictions will be clearly communicated to attendees. In addition, if generators are used as part of an art project or as an emergency power supply, Sunset security and staff will ensure that generators are only operated on land that is not forest-covered, bush-covered, or grass-covered.

**Smoking.** Programming and planned activities at Sunset are held largely on pavement or in areas without vegetation. Smokers will be encouraged by security to use such areas for smoking. Security is trained to identify unsafe smoking practices and intervene to encourage smokers to use only safe areas. In past years, consistent with our leave-no-trace philosophy, we have provided lidded ashtrays for smokers to use to safely dispose of cigarette waste.

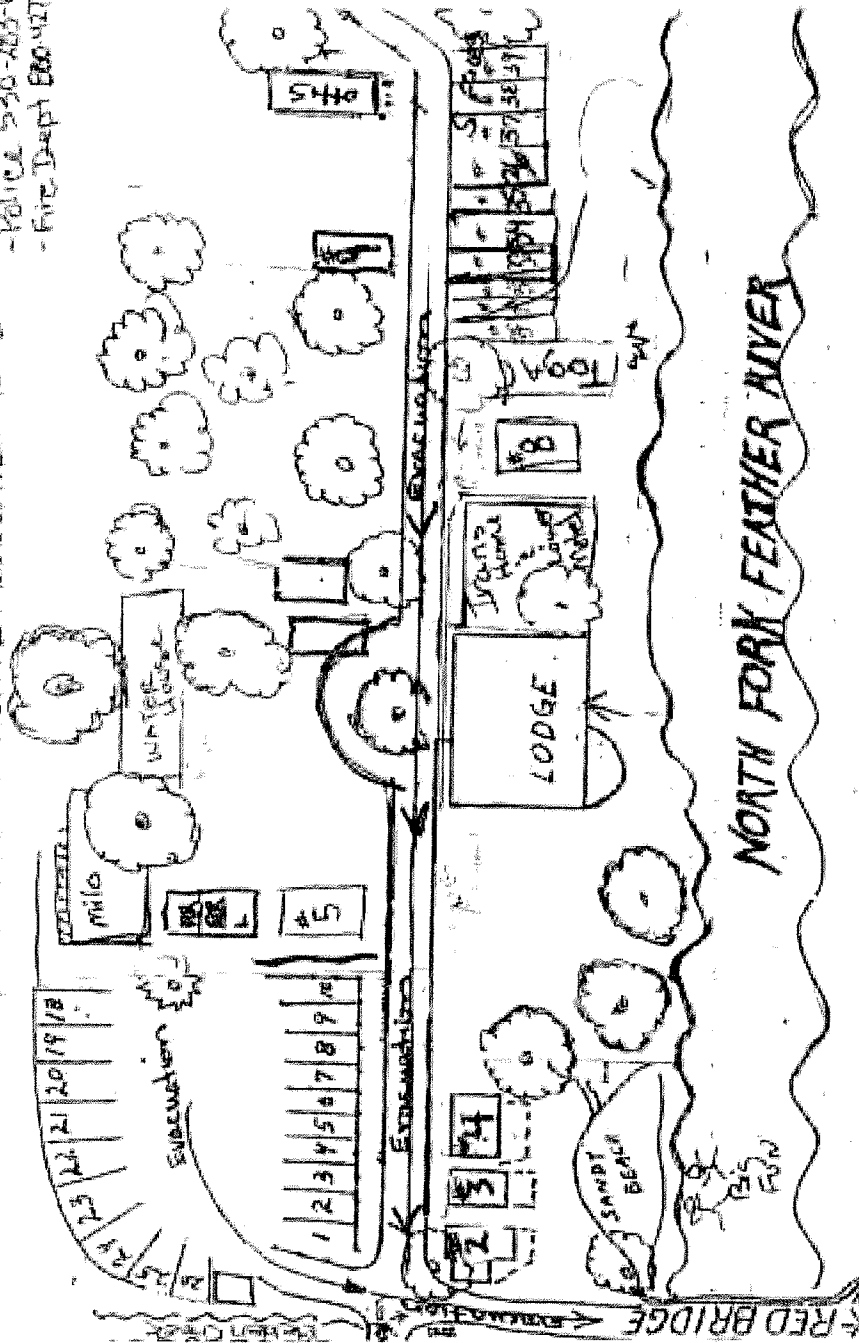
**Parking in dry grass.** Our designated parking areas either (a) are cut to ensure that there will be no car body or engine contact with plant life or dried plant matter or (b) do not contain live or dry plant matter. Designated parking areas are also watered down before the event to minimize the possibility of sudden combustion/spark ignition.



# BELDON TOWN RESORT & LODGE

14785 Belden Town Rd., Belden, Ca. 95915

- Wildfires
- Elevation 2100
- Police 530-283-6304
- Fire Dept 880-427762



TO QUINCY

HYW 70

TO OROVILLE



Sunset 2020

July 24-27<sup>th</sup> Belden Attendance = 1200

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

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

Plumas County Department of Environmental Health

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

FOOD PROVISIONS:

The Belden Town Restaurant will be open for food service from 7am to 10pm each day. Snacks and beverages can also be obtained at Belden's Store, which is kept fully stocked during the event. The Sunset Campout also employs 3 food/beverage vendors which provide a good portion of the attendee's food needs. At least 30 days prior to the event, Sunset Campout will submit and an Event Coordinator application to Environmental Health which will include the names and contact information for any temporary or mobile food vendors. We expect and require the vendors to comply with all state and county department requirements. All food vendors are required to obtain a Temporary Food Facility permit from Plumas County Environmental Health at least 30 days prior to the event.

WATER SUPPLY:

We will be relying on the Belden system primarily for our water supply. Belden has two water sources and holds a current permit for these water sources. These water sources include, one easy access water fountain in a central location. Belden also sells bottled water in it's store. We continually communicate to everyone to stay healthy and hydrated, included in pre-event emails, signage on-site, and as part of the check-in process.

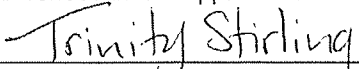
SEWAGE DISPOSAL:

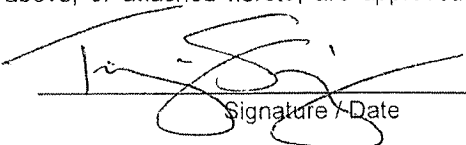
We will be using Ben's Toilets located in Gridley for our portable toilets. Ben's toilets will provide 48 portable toilets and 3 wash stations. This equipment will be cleaned once daily on each Friday, Saturday, & Sunday as recommended by Ben's Toilets and Plumas County from past years events. In addition, Belden provides men's and women's bathrooms in the lodge, men's and women's bathrooms on the shower area, as well as bathrooms in each of the cabins and lodge rooms. Two portable toilets will be stationed at the off-site parking area. Ben's Toilets is known to us to have the current permits to operate in Plumas County.

Water Supply and Sanitation Facilities, Food Provisions and Solid Waste Clean-up and Recycling Plans described above, or attached hereto, are approved for the event as described in the application.

County Agency Approval:

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

  
\_\_\_\_\_  
Plumas County Environmental Health

 12/12/19  
\_\_\_\_\_  
Signature / Date

**Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans  
(cont.)**

**SOLID WASTE RECYCLING:**

The Sunset Campout is a leave no trace event, and we communicate to our attendees that they are responsible for packing out their own trash. Compliance with this policy has gone well as many of our attendees are used to practicing leave no trace ethics at other community events. Sunset Campout also provides at least 7 waste collecting eco-stations in central locations throughout the event. Each station has 3 containers (1) landfill (2) cans and bottle recycling (3) compost/food scraps. Event staff will service each of these stations constantly throughout the duration of the event. Campers in camping areas will be informed that they are responsible for collecting waste in their own area, although event staff will also ensure these areas are left clear after the event. The number, location, and servicing of solid waste bins or containers will be adequate to prevent odors, leakage, overflow, or flies. A bin of adequate size will also be located at the off-site parking area. Recycling will be completed within 48 hours of the end of the festival. Any unsorted solid waste after that time will be placed in the bins provided by the solid waste franchisee for disposal.

Compostable and Recyclable material will be transported to sufficient facility for processing. All other solid waste will be collected into our 30 yard container located to the east of the event entrance. This container will be provided by Feather River Disposal (Waste Management Inc.) which will be delivered prior to the start of the event and will be hauled away at its conclusion. This container has consistently met our solid waste needs based on our past events in Belden Town.

#### **FOOD PROVISIONS Addendum:**

Upon arrival, The vendor coordinator will show all food vendors where to dump their waste (grey) water on-site, and demonstrate the proper dumping process.

Food vendors will use the grey water receptacle behind the food vending area provided by Ben's Toilets who also manages the portable toilets on-site. Ben's toilets will manage the receptacle and remove it at the end of the event for proper disposal at their facility. In the event Ben's toilets cannot provide a grey water receptacle (ie, emergency with Cal-Fire) Food Vendors will use their own portable 50 gallon transfer tanks to collect their waste (grey) water for the duration of the event.

Their tanks will be directed to Belden Town's established septic dumping area in the RV site section for proper disposal. Food vendors will transfer their waste (grey) water in the correct manor for waste water containment. They will be informed that under no circumstances are they to be dumping any waste water anywhere but the established septic dumping area.

All food vendors will be monitored throughout the event by the vendor coordinator & assistants.

\*NOTE\* All food vendors will be required to bring a portable 50 gallon waste water transfer tank for waste water transfer based on the availability of a grey water receptacle provided by Ben's Toilets. Our vendor coordinator will verify with all the food vendors to make sure all are covered for usage & informed of the newly established process for waste (grey) water disposal.

#### **SOLID WASTE RECYCLING Addendum:**

<sup>2020</sup>  
For the ~~2018~~ Sunset Campout, RightCycle staff will be actively managing the waste generated by the event, from load in, the duration of all event hours, and the end of post event clean up. Waste will be collected, consolidated, and source separated into three categories: Commingled recyclables (no paper/fiber), organics (food waste), and mixed solid waste (everything else). As Plumas County does not have an approved food composting facility, RightCycle proposes to do the following: source separate all food waste/organic material, bag it, load, and haul the material to San Francisco's approved facility, or another approved facility closer to the site.

Facility Site Name: San Francisco Solid Waste Transfer and Recycling Center  
Address: 501 Tunnel Ave  
City: San Francisco  
Zip: 94134  
Phone: (415) 330-1400



e) **Medical Facilities & Services**

Sunset Campout July 24-27, 2020

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

Plumas County Public Health Agency

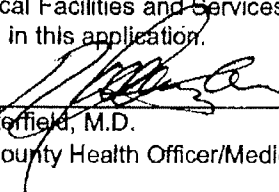
270 County Hospital Rd. Ste. 206  
Quincy, CA 95971  
(530) 283-6330

Sunset Campout will have medical support available on-site 24 hours a day during the event. For all medical issues other than critical injuries or rescue situations, we have sufficient resources to either treat injuries on site or provide transportation to local medical centers. We will be using the same medical provider as last year: RGX Medical. They have nearly a decade of experience in event medical support. Our medical staffing and plan includes:

- We will provide at least one California licensed Registered Nurse as well as 2 California licensed EMS providers, one with EMT-B certification or higher and one with EMT-P certification or higher 24 hours a day. There will be a dedicated First Aid Station clearly marked and accessible to attendees.
- In addition to an AED, medical personnel will also have available basic resuscitation equipment and medications to include an adult BVM (bag-valve-mask), oxygen, BLS airways, epinephrine for IM use (EpiPen), naloxone for IM/IN use, splinting, and immobilization devices.
- These medics will evaluate and treat any injury or illness brought to the attention of the Sunset Campout staff.
- On-site medics will perform assessment to determine appropriate treatment, and whether treatment should be on-site or at a local medical center. If treatment at a medical center is required or advised, the medics will make recommendations regarding the appropriate mode of transportation.
- Medics will administer BLS (basic life support) care, including treatment of cuts, scrapes, sprains, and other injuries, which do not require escalated diagnostics or specialist consultation.
- A vehicle will be kept ready to transport the medics to the patient if necessary.
- A vehicle and driver will also be kept ready to transport an injured or ill participant or staff member to a local medical facility if that participant does not have a vehicle available and the medical event does not warrant an ambulance call.
- All Sunset Campout, Belden, High Rock Security, and RGX Medical staff on duty are on the same radio network 24 hours a day throughout the duration of the event, remaining in constant communication. Sunset Campout staff and medical staff on duty will have at least two fully functional cellular devices on hand to use in the event that an emergency warrants a call for off-site services. Belden Lodge has a landline that is available for our use in the event that on-site cellular communications are unavailable due to reasons beyond our control. Our medical services provider, will complete ICS Forms 201, 202, 205, and 206, and these documents will be available to county agencies, venue staff, event personnel, and medical personnel. They will be completed at least two weeks prior to the event.

County Agency Approval:

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

  
\_\_\_\_\_  
Mark Satterfield, M.D.  
Plumas County Health Officer/Medical Director

1/15/20  
\_\_\_\_\_  
Date

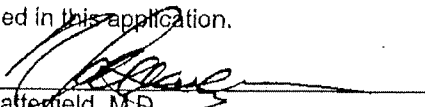
## Medical Facilities & Services (cont.)

Additional measures related to emergency services and safety include:

- We will have close integration between Event leads, High Rock Security, Medical staff, and Belden staff to provide seamless and consistent monitoring and emergency response capabilities. Both Belden staff and High Rock Security staff are trained to handle emergency situations, and will be prepared and equipped to do so in the event of an emergency at Sunset Campout. Our event staff will be clearly identifiable and carry radios in the event of emergency. One patrol (a two-person team) is on duty at all times, and at least one other patrol is on call in case of all types of emergencies, including medical. In the evening hours, we run several patrols in case of a critical incident.
- Our experienced operations team will work closely with both medical and security staff to make sure all facilities are well coordinated and in communication with Belden and local agencies.
- Over 10 years, with input from numerous agencies, we have honed an efficient traffic and parking management system that leaves only as many cars on-site as needed to accomplish an evacuation, and that provides clearance for emergency vehicles (see the section entitled Evacuation Plan in this permit application).
- Neither Sunset Campout nor any vendors hired by Sunset Campout sell or distribute alcohol to attendees. (Belden Resort does sell alcohol at their licensed bar, which is typically open from around 10AM until sometime between 10 PM and 1 AM each day.)
- Our email communications to ticket-holders will include language regarding river safety, including a warning that we do not provide lifeguards, and will post "Swim At Your Own Risk" signage on the Belden beach.
- While we will not have certified lifeguards on duty, we will schedule dedicated beach lookouts who remain vigilant during periods of high river usage.
- We will clearly communicate to all of our attendees that no campfires, fire art, fire activities, or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will additionally post fire prevention signs in campsites.
- While Sunset Campout staff, Medical, and High Rock Security will be focused on the safety of Sunset Campout event participants, it is our expectation that Belden's staff will have sole responsibility for the safety of bystanders, specifically for any non-ticketholder Belden Resort (bar, restaurant, and store) patrons, including local passerby and any hikers from the nearby Pacific Crest Trail.

County Agency Approval:

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

  
Mark Sattenfeld, M.D.  
Plumas County Health Officer/Medical Director

  
Date

f) Parking plan

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

Plumas County Planning Department

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

The Sunset Campout staffs a team devoted to parking, which will coordinate the parking on property in accordance with Plumas County, Belden, and the US Forestry Service rules and regulations. Sunset Campout sells 50 parking spaces for parking in Belden Town and 50 for staff. All vehicles are guided into parking spots by our staff backed in facing out to the road. 15' easement is always left through town and fire lane access through vending area. The rest of the vehicles are parked at the off-site property known as Jacks Place, and attendees will be shuttled over from that remote lot. We are applying for Highway Easement/Road Encroachment permits through Caltrans which will allow us to post signage along the highway, directing attendees to the off-site parking and Belden entrance.

County Agency Approval:

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

TRACEY FERGUSON  
Plumas County Planning Department

Tracey Ferguson / Dec. 17, 2019  
Signature / Date

g) Traffic Control Plan

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

Plumas County Department of Public Works

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

Access/On-Site Traffic Control

Before Event Begins:

- Belden will put up 'special event' signs so people know to slow down while people are turning onto the bridge from Highway 70.
- We use spray chalk to prep RV sites and traffic information on the ground.
- Post 'no parking' and 'fire lane' signs on the back road along all Forestry Service camping area
- Create markings for 15' fire lane easement going down the entire road

As Attendees Arrive:

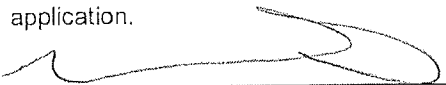
- During the entire event we set up check-in in the upper RV lot. Attendees cross the bridge and drive into the RV lot in a loop around the perimeter, stopping to check in when they are faced with the their noses pointing out back toward the bridge, ready to drive back out of the lot.
- They are then to check-in and unload their vehicles. Attendees are not allowed to drive vehicles into Belden unless they have a parking pass.
- The driver only will take vehicle to the off-site parking to park vehicle and ride shuttle back to Belden
- Traffic attendants are making sure that all vehicles flow freely and do not back up onto bridge or highway.
- Check-in attendants ensure a safe and efficient unloading process.

As Attendees Leave:

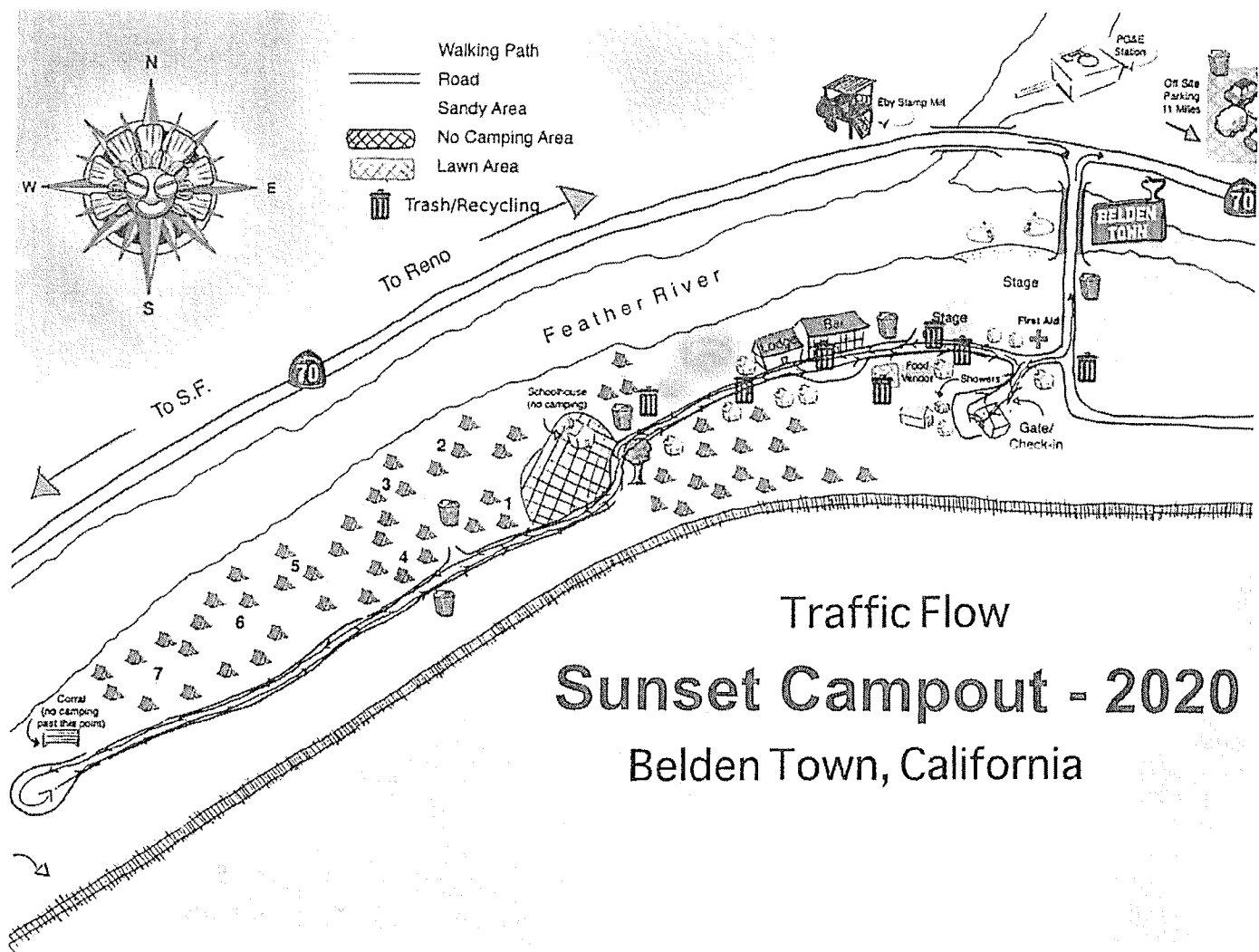
- Vehicles are staggered methodically as the entire back to Belden for load out. The schedule of the shuttles dictates how many vehicles will enter at a time and can be managed for smooth traffic flow.
- Check-out attendants ensure a safe and efficient loading process.

County Agency Approval:

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

  
Plumas County Department of Public Works

12-10-19  
Signature / Date



**i) Transient Occupancy Taxes**

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

Plumas County Tax Collector

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

Please see attached TOT Registration Form to represent a breakdown from our ticket sales.

County Agency Approval:

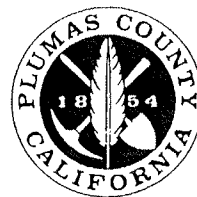
The provisions for collecting transient occupancy taxes as described above, or attached hereto, are approved for the event as described in this application.

Martee Graham  
Plumas County Tax Collector

Martee Graham 2/5/2020  
Signature / Date

**COUNTY TREASURER & TAX COLLECTOR**

P.O. BOX 176, QUINCY, CALIFORNIA 95971 (530)283-6260



**REGISTRATION FORM**

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

For Office Use Only:

Issue Date: \_\_\_\_\_

Eff. Date: \_\_\_\_\_

Location: \_\_\_\_\_

Type: \_\_\_\_\_

DATE \_\_\_\_\_

CERT.# \_\_\_\_\_

(To be assigned by Tax Collector)

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

1. OWNER OF BUSINESS Galen Abbott

OWNER'S MAILING ADDRESS 567 Pennsylvania Ave. San Francisco, CA 94107

OWNER'S TELEPHONE NUMBER 415 577 9099

2. NAME OF BUSINESS ESTABLISHMENT Sunset Sound System (Sunset Campout)

MAILING ADDRESS OF BUSINESS ESTABLISHMENT 202 Bocana St. San Francisco, CA 94111

TELEPHONE NUMBER OF BUSINESS ESTABLISHMENT 415 642 6363

3. NAME OF OPERATOR \_\_\_\_\_

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

OPERATOR'S TITLE Co-Owner

RESIDENCE ADDRESS OF OPERATOR 567 Pennsylvania Ave. San Francisco, CA 94107

RESIDENCE TELEPHONE OF OPERATOR 415 642 6363

4. NAME OF RENTAL MANAGER \_\_\_\_\_

(If different from operator)

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

Galen Abbott

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

202 Bocana St. San Francisco, CA 94110


.....

<b>Solar Langevin</b>	<b>Co-Owner</b>	<b>202 Bocana St, San Francisco, CA 94117</b>
(name)	(title)	(address)

(name)	(title)	(address)
--------	---------	-----------

<u>415</u>	@	\$ <u>12.50</u>	<u>          </u>	@	\$ <u>          </u>	<u>          </u>	@	\$ <u>          </u>
<u>          </u>	@	\$ <u>          </u>	<u>          </u>	@	\$ <u>          </u>	<u>          </u>	@	\$ <u>          </u>
<u>          </u>	@	\$ <u>          </u>	<u>          </u>	@	\$ <u>          </u>	<u>          </u>	@	\$ <u>          </u>

TOTAL PERCENTAGE OF OCCUPANCY

SIGNATURE: 

TITLE: Co-Producer



(530) 283-0800

**F**EATHER PUBLISHING CO., INC.  
P.O. BOX B, QUINCY, CA 95971

STATE OF CALIFORNIA }  
County of Plumas } ss.  
and/or Lassen

Keri B. Taborski deposes and says: That she is the principal clerk for the publisher of the

☒ **FEATHER RIVER BULLETIN**  
Quincy, Plumas County  
Adjudication Decree #4644

☒ **Indian Valley RECORD**  
Greenville, Plumas County  
Adjudication Decree #5462

☒ **Chester Progressive**  
Chester, Plumas County  
Adjudication Decree #5956

☒ **PORTOLA REPORTER**  
Portola, Plumas County  
Adjudication Decree #2497

☐ **Lassen County Times**  
Susanville, Lassen County  
Adjudication Decree #15466

that the Public Hearing, Pumas BOS re: Belden  
Music Festival

of which the attached is a true printed copy, was published in the weekly issue of said newspaper(s) as indicated above (and not in a supplement thereof) for One consecutive week(s), beginning April 1, 2020 and ending April 1, 2020, both dates inclusive, to wit: April 1, 2020

**NOTICE OF PUBLIC HEARING  
APPLICATION FOR MUSIC FESTIVAL  
At  
BELDEN TOWN RESORT & LODGE  
14785 BELDEN TOWN RD.  
BELDEN, CA 95915**

The Plumas County Board of Supervisors will be holding public hearing on the following matter on Tuesday, April 14, 2020 at 10:15 a.m. in the Board of Supervisor Room 308, Courthouse, Quincy, California.

Outdoor Music Festival applications have been received for the following events to occur at the Belden Town Resort and Lodge: **Sunset Campout Music Festival – July 24th through July 27th, 2020**

The Board will take public input and comments concerning these events, and may impose additional conditions appropriate for these permits.

For further information on these festivals and the above hearing please contact: John Steffanic, Plumas Sierra County Fair at (530) 283-6272.

Written comments should be mailed to: John Steffanic, Plumas Sierra County Fairgrounds, 204 Fairground Road, Quincy, California 95971.

Published FRB, IVR, PR, CP  
April 1, 2020]

Date: April 1, 2020

/s/ Keri B. Taborski

Keri B. Taborski

**NOTICE OF PUBLIC HEARING  
APPLICATION FOR MUSIC FESTIVAL  
At  
BELDEN TOWN RESORT & LODGE  
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