



BOARD OF SUPERVISORS

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

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

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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 limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. 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

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 – Andrew Woodruff

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) FACILITY SERVICES

Approve and authorize the Chair to sign agreement, not to exceed \$10,000, between County of Plumas and Delta Fire Systems, Inc. for maintenance of fire sprinkler and fire alarm system; approved as to form by County Counsel [View Item](#)

B) SHERIFF

- 1) Approve and authorize the Chair to sign agreement, not to exceed \$9,999, between County of Plumas and Tom's Snowmobile and Service for service of Sheriff snowmobiles, ratify effective March 1, 2020; approved as to form by County Counsel [View Item](#)
- 2) Pursuant to Penal Code §4025, accept Inmate Welfare Fund (IWF) Annual Report Summary for FY 2019-2020, as submitted [View Item](#)

C) BEHAVIORAL HEALTH

Approve and authorize the Chair to sign agreement, not to exceed \$30,000, between County of Plumas and Progress House, Inc., for inpatient mental health and addiction treatment residential placement, ratify effective July 1, 2020; approved as to form by County Counsel [View Item](#)

D) AGRICULTURE/WEIGHTS & MEASURES

Authorize Agriculture/Weights & Measures to purchase a dump trailer, not to exceed \$9,009, from Utility Trailer Sales, Reno, NV; approved in the FY 2020-2021 budget [View Item](#)

E) ASSESSOR

Approve and authorize the Chair to sign agreement, not to exceed \$67,450 (utilizing Coronavirus Relief Funds), between County of Plumas and Precision Document Imaging to scan approximately 30,000 paper records; approved as to form by County Counsel; approved in the FY 2020-2021 budget [View Item](#)

F) PUBLIC HEALTH AGENCY

Approve and authorize the Chair to sign Subcontract Number HPP2021NORCAL, not to exceed \$11,225.40, between County of Plumas and Northern California Emergency Medical Services related to the Covid-19 Hospital Preparedness Program for Fiscal Year 2020-2021; approved as to form by County Counsel [View Item](#)

3. **DEPARTMENTAL MATTERS**

A) **PUBLIC HEALTH AGENCY** – Andrew Woodruff

- 1) Adopt **RESOLUTION** to Amend the FY 2020-2021 Position Allocation in Budget Unit 70560 by adding a .125 FTE in the Office Assistant I/II/III or Administrative Assistant I/II series, effective November 20, 2020. **Roll call vote** [View Item](#)
- 2) Authorize Public Health to recruit and fill vacant, funded and allocated Extra-Help Oral Health Assistant, up to 29 hours/week for the Oral Health Program; discussion and possible action [View Item](#)

B) **FACILITY SERVICES** – Kevin Correia

- 1) Adopt **RESOLUTION** authorizing Plumas County to pass through \$120,809 of the Per Capita Grant Fund Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Almanor Recreation and Parks District. **Roll call vote** [View Item](#)
- 2) Adopt **RESOLUTION** authorizing Plumas County to pass through \$65,000 of the Per Capita Grant Fund Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Sierra Buttes Trail Stewardship. **Roll call vote** [View Item](#)
- 3) Adopt **RESOLUTION** authorizing Plumas County to accept \$400,000 in Per Capita Grant Funds from the State of California Parks Program, Prop 68. **Roll call vote** [View Item](#)

C) **HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** Ratifying Public Agency Review – Audit Resolution Action Plan between CalPERS and Plumas County, Requesting Audit Extension and Signatory Authority to Gabriel Hydrick, County Administrator. **Roll call vote** [View Item](#)

D) **SHERIFF** – Todd Johns

Approve and authorize the Chair to sign employment agreement, between County of Plumas and Edward Obayashi, to provide services to the Sheriff's office as a contract employee; approved as to form by County Counsel; discussion and possible action

E) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

- 1) Adopt **RESOLUTION** authorizing the County Administrator to Execute Funding Agreements to Implement Tax Neutrality Requirement. **Roll call vote** [View Item](#)
- 2) **Business Assistance and Recovery Grant Program**: Approve the Business Assistance and Recovery Grant Program under parameters established by the CARES Act of March 27, 2020; authorize the use of a minimum of \$100,000 of CRF funding to support Plumas County businesses that were considered 'non-essential' and suffered economic setbacks due to state and federal policies in response to COVID-19; and authorize the Auditor/Controller to issue grants to Plumas County businesses that successfully apply for the grant money under this program; discussion and possible action [View Item](#)

4. **BOARD OF SUPERVISORS**

- A. Approve and authorize the Chair to sign Response to the FY 2019-2020 Grand Jury Report; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – County Counsel
- B. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000; Chester Complex, 251 E. Willow, APN 100062002000; Portola Court Building, 151 Nevada St., APN 126131001000
- C. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 17, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



Kevin Correira
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: November 10, 2020
TO: Honorable Board of Supervisors
FROM: Kevin Correira – Facility Services Director
SUBJECT: Request to approve and authorize Board Chair to sign a contract between Facility Services and Delta Fire Systems, Inc.

Recommendation

Approve and authorize Board Chair to sign a contract between Facility Services and Delta Fire Systems, Inc.

Background and Discussion

Delta Fire Systems, Inc. provides fire sprinkler and fire alarm system service/repairs as-needed for county facilities.

Contract not to exceed \$10,000.

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



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

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

2.B.1.

Memorandum

DATE: October 27, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *IAZ FOR SHERIFF JOHNS*
RE: Agenda Items for the meeting of November 09, 2020

It is recommended that the Board:

Approve and sign contract #PCSO00081 between the Plumas County Sheriff's Office (PCSO) and Tom Dines, an individual, doing business as Tom's Snowmobile and Service for payments, services provided by Tom's Snowmobile and Service from March 1, 2020 to date of approval in the amount of \$9,999.

Background and Discussion:

The term of this contract is 03/01/20 – 02/31/21. This purpose of this agreement with Tom's Snowmobile and Service is to provide service on PCSO snowmobiles.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and Tom Dines, an individual, doing business as Tom's Snowmobile and Service (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Nine Thousand Nine Hundred Ninety-Nine and No/100 Dollars (\$9,999.00).
3. Term. The term of this agreement shall be from March 1, 2020 through February 31, 2021, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Tom's Snowmobile and Service from March 1, 2020 to date of approval of this agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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

endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

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

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

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

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that

Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

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

County:

Sheriff's Office
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Todd Johns, Sheriff

Contractor:

Tom's Snowmobile and Service
P.O. Box 222 Hwy 49
Sierra City, CA 96125
Attention: Tom Dines

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

CONTRACTOR:

By: _____
Name: Tom Dines
doing business as Tom's Snowmobile and
Service
Date signed:

COUNTY:

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

By: _____
Name: Todd Johns
Title: Sheriff-Coroner
Date signed:

County of Plumas,
Board of Supervisors:

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

ATTEST:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

Plumas County Counsel


Gretchen Stuhr

County Counsel
Date signed: 10/23/2020

_____ COUNTY INITIALS

CONTRACTOR INITIALS _____

EXHIBIT A

Scope of Work

1. Provide general snowmobile service and repair on an as-needed basis upon request of the County. This includes, but is not limited to, the following:
 - a. Snowmobile tune-up/service.
 - b. Electrical diagnostics and wiring
 - c. Repair or replace worn or broken parts
2. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

EXHIBIT B

Fee Schedule

1. Labor shall be charged at \$110.00 per hour.
2. All parts shall be provided at cost price plus 40%.
3. County shall be provided with an estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

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

JB.2.

Memorandum

DATE: November 2, 2020

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *TJ*

RE: Agenda Item for the meeting of November 10, 2020

Recommended Action:

Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2019-2020.

Background and Discussion:

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

This is an informational item only as required by law.

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

**Statement of Revenues, Expenditures and and changes in Fund Balance
Fiscal Year ending June 30, 2020**

Fund: 0017I

Dept: 22911

Fund Balance as of July 1, 2018	\$	54,314.28
FY 19/20 Revenues	\$	50,620.58
FY 19/20 Expenditures	\$	57,955.26
Fund Balance as of June 30, 2020	\$	<u>46,979.60</u>

INMATE WELFARE FUND
EXPENDITURE REPORT
JULY 1, 2019- JUNE 30, 2020.


<u>Account</u>	<u>Total Exp</u>	<u>Description</u>
PHONES	\$ 174.51	Inmate Phone
MAINT BLDG & GROUNDS	\$ 2,931.08	Dishwasher Sanitizer
MISC EXPENSES	\$ 235.00	Bus Tokens
	\$ 358.88	Inmate Program Supplies
	\$ 76.66	Inmate Razor Bags
	<u>\$ 5,000.00</u>	Check Charges & Fees - Balance Inmate Checking Acct
Total	<u>\$ 5,670.54</u>	
PROFESSIONAL SERVICES	\$ 2,050.00	Inmate Haircuts
REF MANUAL/LAW,CODE BOOKS	\$ 3,460.00	Inmate Law Library
SUBSCRIPTIONS	\$ 320.00	Magazines/Newspaper
COMMISSARY EXPENSES	\$23,499.89	Inmate Commissary
CABLE RADIO/TV	\$ 948.47	Inmate Cable/TV Service
KITCHEN EQUIPMENT	\$ -	Kitchen Safety Supplies
COMPUTER HARDWARE	\$ 1,028.08	Inmate Medical Computer
SUPPORT - CARE OF PERSONS	\$12,242.69	Indigent Inmate Care
COST ALLOCATION PLAN	\$ 5,630.00	County Cost Allocation Charges - Offset by Revenue from Sheriff's AB443 budget
	<u>\$ 57,955.26</u>	

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



Tony Hobson Ph.D., Director

DATE: November 10, 2020
TO: Honorable Board of Supervisors
FROM: Tony Hobson Ph.D., Behavioral Health Director 
SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign \$30,000.00 Agreement with Progress House Inc.

BACKGROUND AND DISCUSSION:

1. The \$30,000.00 Agreement is with Progress House Inc. for inpatient mental health and addiction treatment residential placement. This Agreement has been approved to form by County Counsel

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.



Tim Gibson
Commissioner and Sealer
tingibson@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

Date: October 30, 2020
To: Honorable Board of Supervisors
From: Tim Gibson, Agricultural Commissioner/
Sealer of Weights & Measures
RE: Dump Trailer Purchase

A handwritten signature in blue ink, likely belonging to Tim Gibson, the Agricultural Commissioner.

Recommendation:

Approve and authorize the Department of Agriculture to Purchase Dump Trailer not to exceed \$9009 (includes 7.25% CA sales tax) from Utility Trailer Sales, Reno, NV.

Background and Discussion:

The Department is requesting to Purchase a Dump Trailer needed for our Scotch Broom Program. The Department has been awarded a RAC Grant through Plumas National Forest that reimburses the County 100% of the cost. The quote comes in \$1,390 less than the allowable cost written in the Grant Budget and the amount was included in FY 20-21 adopted budget.



Utility Trailer Sales
Sales - Parts - Service
M-F 9AM-5PM Sat 10AM-3PM

Quote

10/30/2020 11:04 am

Quote #: 1042
Ticket: 220000006842
Register: UTS
Employee: Dylan
Company: County of Plumas- Dept. of Agriculture
Customer: Jennifer Wiley

Items	#	Price
Diamond C EDM 82"x12'* Make: Diamond C Trailers Model: EDM Length: 12 Width: 82" GVW: 9,890 lbs Estimated Weight: 2,840 lbs. Axles: 2 -5,200 lb. Axles w/ Electric Brakes Coupler: 2 5/16" Adjustable Coupler Jack: 1- 7,000 lb. Drop-leg Jack Gate: 3-Way, Split, Spreader and Tail Gate Sides: 24" High Sides, 12 ga. Ramps: 60" Rear Slide-In Ramps Tie Downs: 4 D-rings Mount: Spare Tire Mount Tires: 225/75R15 Black Lights: All LED Color: Powder Coat, Metallic Mocha *	1	\$8400.00
		Subtotal \$8400.00
		Total Tax \$0.00
		Total \$8400.00

All trailers are non-returnable items, all trailer purchases are final sale! Used trailers are sold "as is" without any warranty.

* No Tax Applied
Thank You Jennifer Wiley!



8,400* x
7.25 %
609.00 *

609.00 +
9,009.00 *

PLUMAS COUNTY ASSESSOR

1 Crescent Street, • Quincy, CA 95971 • (530) 283-6380 • Fax (530) 283-6195



CHARLES W. LEONHARDT
ASSESSOR

Date: October 27, 2020
To: The Honorable Board of Supervisors
From: Charles W. Leonhardt, Assessor
Subject: Contract with Precision Document Imaging

Recommendation: Approve the execution of a Standard Services Contract with Precision Document Imaging to scan approximately 30,000 paper records.

Background and Discussion: Property taxes are the largest source of general fund revenue for each of California's 58 Counties. Under the state constitution, local property tax administration is a County responsibility. The duty of assessing property in each County is vested in the constitutional office of the elected County Assessor. In Plumas County, there are about 30,000 real and personal property records. One record for each parcel or account in the County. Each of the records consists of certain standardized documents along with additional documents unique to the individual parcel. These records contain both historical and current assessment information, as used by the Assessor for property tax administration. Information in the records is also valuable to other agencies charged with regulating land use in the County and City of Portola. Some of the information contained in these file is confidential in nature. The Assessor responds to hundreds of requests for public information from the records each year from agencies, property owners and the real estate community. They are at times a means for property owners to research the history of their property.

The project proposed, would scan and store all of the real and business property records for the Assessor's Office. These records are currently single copy paper records, stored in a wood frame building. The loss of these records to fire, flood or other calamity would place the Assessor and County in a very difficult and costly process to replace them, taking years of reconstruction and the loss of much efficiency, and at significant expense.

For a number of years before the Great Recession, a scanning project was set as a long term goal of the Assessor. During the Great Recession priorities shifted to survival. More current events including the Camp Fire in Paradise, the earth quake in Napa, the Minerva and Claremont Fires near Quincy, and COVID-19 have changed my view of this project as more than technology, but also one of risk management.

On July 29, 2020 a structure fire occurred immediately adjacent to Plumas County Assessor's Office, claiming the Crisis Center, Quintopia Brewing Company, three trailers in the Claremont Trailer Park and inflicted yet un-determined damage on the Gott Power Sports building. On the morning after this fire, when the Assessor's Office staff returned from evacuation, fire brand remnants were found on the flat surface roof above the Planning/Building Department.

With the current paper records, there is no back up. Electronic records, can be backed up and stored in multiple locations.

COVID-19 has presented many challenging operational issues for the Assessor's Office as for the County family as a whole. Fortunately, actions taken over the past 5-7 years within the Assessor's office have made it possible for a portion of our staff to work remotely, due to our commitment to move data from the paper file era to the digital era. That said, much of the historic information in our office is still in paper format, which precludes about half our staff from working remotely for any extended period of time.

The Board recognized the importance of both preserving these important records and having the capability to work remotely in these uncertain times of COVID-19. Funding for this project was approved as a part of the 2020/2021 budget.

In preparing for this project, the Assessor met with and obtained proposals from four vendors. Precision Document Imaging was selected due to their competitive price and the fact that they have a long established track record working with Plumas County, and in particular the Clerk Recorder and Records Management Departments. It is for those reasons that I request that you approve the attached Standard Services Agreement, which has been approved by County Counsel as to form.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Assessor's Office** (hereinafter referred to as "County"), and **Complete Document Management Solutions Inc., DBA Precision Document Imaging**, a Nevada corporation. (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Sixty Seven Thousand Four Hundred and Fifty and No/100 Dollars. (\$67,450.00).**
3. Term. The term of this agreement shall be from **October 1, 2020 through December 31, 2020, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Precision Document Imaging from October 1, 2020, to date of approval of this Agreement by the Board of Supervisors.**
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

____ COUNTY INITIALS

CONTRACTOR INITIALS

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

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endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

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

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

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

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

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this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

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

County:

**Assessor's Office
County of Plumas
1 Crescent Street
Quincy, Ca. 95971
Attention: Charles W. Leonhardt, Assessor**

Contractor:

**Complete Document Solutions Inc., DBA Precision Document Imaging,
a Nevada Corporation
2440 Vasser St. Suite 1
Reno, Nevada 89502
Attention: Mike Farrell**

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:

Complete Document Mgmt Solutions, Inc.
dba Precision Document Imaging, a Nevada
Corporation

By: Justin Long

Name: Justin Long

Title: President

Date signed:

By: Mary Wilkinson

Name: Mary E. Wilkinson

Title: CFO

Date signed:

COUNTY:

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

By: _____

Name: Kevin Goss

Title: Chairman, Plumas County Board of
Supervisors

Date signed:

ATTEST:

By: _____

Nancy DaForno

Clerk of the Board of Supervisors

Approved as to form:



10/22/2020

Gretchen Stuhr

Deputy County Counsel III

EXHIBIT "A"

QUOTE

822611000008510061

Valid Till Jul 31, 2021

Sales Person Mike Farrell

Bill To
Plumas County
Kathy Williams
520 Main Street
Quincy
CA
95971Ship To
Plumas County
Kathy Williams
520 Main Street
Quincy
CA
95971

Product Code	Product Details	List Price	QTY	Discount	Tax	Total
Paper Scanning	Paper Scanning (Assessor Files) Scanning per page (Estimated based on 3,000 pages per file box at 300 boxes) Indexing per box (Estimated 30,000 files indexed by Parcel Number & Address) Price does not include additional fields Prepping 300 Boxes Estimated 2.5 Hours per box) If files are scanner ready prepping will be less Upload of all Images (\$250.00 per upload) 1 250.00 Pick up & delivery	\$ 0.06	600000	\$ 0.00	\$ 0.00	\$ 36,000.00
Indexing	Document Indexing (Estimated 30,000 files indexed by Parcel Number & Address) Price does not include additional fields	\$ 0.21	30000	\$ 0.00	\$ 0.00	\$ 6,300.00
docprep	Document Prepping by the hour Estimated 2.5 Hours per box) If files are scanner ready prepping will be less	\$ 30.00	750	\$ 0.00	\$ 0.00	\$ 22,500.00
Upload	Upload (\$250.00 per upload) To Plumas County OnBase System	\$ 250.00	1	\$ 0.00	\$ 0.00	\$ 250.00
Pickup & Delivery	Pickup & Delivery	\$ 300.00	8	\$ 0.00	\$ 0.00	\$ 2,400.00
Sub Total						\$ 67,450.00
Sales Tax						\$ 0.00

Grand Total**\$ 67,450.00**

Description

Exhibit "A"



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: October 29, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Item for November 10, 2020

Recommendation: Approve and direct the Chair to sign Subcontract Number HPP2021NORCAL in the amount of \$11,225.40 with Northern California Emergency Medical Services related to the Covid-19 Hospital Preparedness Program for Fiscal Year 2020-2021.

Background: As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Public Health, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism and other emergencies for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently, Public Health contracts with providers to extend programs and/or provide services for various programs.

Plumas County has subcontracted with Northern California Emergency Medical Services to provide services in accordance with the California Department of Public Health Covid-19 Hospital Preparedness Program.

Fiscal Impact: There is no financial impact on the County General Fund, as this subcontract is fully funded through the Covid-19 Hospital Preparedness Program through Public Health.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\EPO-HPP-COVID 2021 NorCal Agreements.doc



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



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

3A.1.

Date: October 7, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff, Director
CC: Nancy Selvage, Human Resources
Agenda: Item for November 10, 2020

Recommendation: Approve a Resolution to Amend the FY 2020-2021 Position Allocation in Budget Unit 70560 by adding a .125 FTE in the Office Assistant I/II/II or Administrative Assistant I/II series, effective November 20, 2020.

Background: As the Board is aware, Plumas County Public Health Agency manages multiple grants in various Budget Units. Plumas County Public Health Agency staff is often funded by a variety of state categorical funds. As duties change, so does the funding source supporting those duties. At this time Plumas County Public Health Agency requests adding a .125 FTE to the Plumas County Position Allocation, effective November 10, 2020.

Fiscal Impact: There is no fiscal impact to the general fund as this position is funded through various Public Health programs.

A copy of the Resolution Amending the 2020-2021 County Personnel Allocation for Public Health Budget Unit 70560 is attached for your review.

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

C:\Users\RosieOlney\Documents\BOS\HR-FTE Allocation Change 70560, Effective 11-10-20..Doc



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



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

RESOLUTION NO: 2020 - _____

**RESOLUTION AMENDING THE 2020-2021 PLUMAS COUNTY POSITION
ALLOCATION FOR PUBLIC HEALTH BUDGET UNIT 70560.**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the Public Health Agency; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560 in Fiscal Year 2020-2021 to reflect the following flexibly allocated positions:

<u>Budget Unit 70560</u>	<u>Current FTE</u>	<u>Change</u>	<u>New FTE</u>
Administrative Assistant I/II, or Office Assistant I/II/III	2.625	.125	2.75

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 10th day of November 2020 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

3A.2.

Date: October 27, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff
Cc: Nancy Selvage, Human Resources Director
Agenda: Item for November 10, 2020

Recommendation: Approve and direct the Human Resources Director to recruit and hire an allocated Extra-Help Oral Health Assistant, up to 29 hours/week for the Oral Health Program.

Background and Discussion: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. The current vacancies have resulted in a serious shortage of available staff to meet essential services. It is critical that this position be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to several different vulnerable populations. This position will provide staff support needed due to increased workloads during the COVID-19 pandemic

Duties Include: Assist oral health staff or dental providers with oral health screening and prevention events, provide support for oral health internal and coalition meetings, assist with stock and storage management for program, events, and activities, attend oral health trainings online or in person (as requested/approved by employee or supervisor), provide approved oral health education to groups of students, school staff, parents, or in childcare settings, provide oral health education through community events and information distribution, prepare approved oral health education packets, research and create oral health educational materials, schedule oral health activities/events and provide monthly reports of duties to supervisor.

Fiscal Impact: There is no fiscal impact to the General Fund as this position is fully funded by the Oral Health Program for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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





313.1.

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correia
Director

Board Meeting: November 10, 2020

To: The Honorable Board of Supervisors

From: Kevin Correia, Director

Subject: Approve and Authorize board chair to sign Resolution Authorizing a pass through of prop 68 funds from Plumas County to Almanor Recreation and Parks District.

Background

County Received \$400,000.00 in grant funds through California Prop 68 and as was discussed previously with the CAO we would agree to pass through \$120,809.00 to Almanor Recreation and Parks District for a project they have in the works.

Recommendation

Approve and Authorize Board Chairman to sign resolution to pass through funds awarded to Plumas County by California's prop 68 funds in the amount of \$120,809.00 and to be received by Almanor Recreation and Parks District.

Resolution No. _____

Resolution of the Board of Supervisors authorizing Plumas County to pass through \$120,809.00 of the Plumas County Per Capita Grant Fund Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Almanor Recreation and Parks District.

WHEREAS Entities that receive an allocation under the Per Capita program may transfer all or part of that allocation to another eligible entity.

WHEREAS the Almanor Recreation and Park District is an eligible entity.

WHEREAS the Board of Supervisors desires to transfer a portion of its allocation to the Almanor Recreation and Parks District.

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

1. Approves the reduction of the Per Capita Grant Fund allocation from the State of California under the Per Capita Grant Program under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.
2. Authorizes the State of California to decrease Plumas County Per Capita Grant Fund allocation from \$400,000.00 to \$279,191.00 to reflect the pass through of \$120,809.00 to the Almanor Recreation and Parks District.

PASSED AND ADOPTED by the Plumas County Board of Supervisors at a meeting held on the 10th day of November 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Nancy DaForno, Board Clerk

Kevin Goss, Board Chairman

Approved as to form:



10/30/20

Gretchen Stuhr

Deputy County Counsel III



3B.2.

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correira
Director

Board Meeting: November 10, 2020

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign resolution authorizing a "pass through" of Prop 68 funds not to exceed \$65,000.00 in PER CAPITA GRANT FUNDS from Plumas County to the Sierra Buttes Trail Stewardship

Background

Plumas County has received a grant from the state of California PROP 68 program to be used on parks and recreation in the county. We have earmarked several projects to be done to our parks, campground, trails, and some Rec District improvements in Chester. This "pass through" resolution will allow the County to give Sierra Buttes Trail Stewardship \$65,000.00 for their trail improvement projects.

Recommendation

Approve and Authorize board chairman to sign "pass through" resolution.

Resolution No. _____

Resolution of the Board of Supervisors authorizing Plumas County to pass through \$65,000.00 of the Plumas County Per Capita Grant Fund Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Sierra Buttes Trail Stewardship.

WHEREAS Entities that receive an allocation under the Per Capita program may transfer all or part of that allocation to another eligible entity.

WHEREAS the Sierra Buttes Trail Stewardship is an eligible entity.

WHEREAS the Board of Supervisors desires to transfer a portion of its allocation to the Sierra Buttes Trail Stewardship.

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

1. Approves the reduction of the Per Capita Grant Fund allocation from the State of California under the Per Capita Grant Program under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.
2. Authorizes the State of California to decrease Plumas County Per Capita Grant Fund allocation from \$279,191.00 to \$214,191.00 to reflect the pass through of \$65,000.00 to the Sierra Buttes Trail Stewardship.

PASSED AND ADOPTED by the Plumas County Board of Supervisors at a meeting held on the 10 day of November 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Nancy DaForno, Board Clerk

Kevin Goss, Board Chairman

Approved as to form:



10/30/20

Gretchen Stuhr
Deputy County Counsel III



3B.3.

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correira
Director

Board Meeting: November 10, 2020

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign Resolution in order to accept \$400,000.00 in PER CAPITA GRANT FUNDS from the State of California parks program PROP 68

Background

Plumas County has received a grant from the state of California PROP 68 program to be used on parks and recreation in the county. We have earmarked several projects to be done to our parks, campground, trails, and some Rec District improvements in Chester.

Recommendation

Approve and Authorize board chairman to sign resolution.

Resolution Form

Resolution Number: _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF PLUMAS COUNTY APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the County general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Board of Supervisors will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

- (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
- (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
- (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
- (G) Identifying possible staff liaisons to diverse populations.
8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the Facility Services Director, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 10th day of November, 2020.

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the Board of Supervisors following a roll call vote:

Ayes:

Noes:

Absent:

Approved as to form:



Gretchen Stuhr

Deputy Plumas County Counsel

10/29/2020

ATTEST:

Nancy DaForno, Board Clerk

Kevin Goss, Board Chairman

3c

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: November 2, 2020

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director *NS*

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
November 10, 2020
RE: RESOLUTION RATIFYING PUBLIC AGENCY REVIEW -
AUDIT RESOLUTION ACTION PLAN BETWEEN CALPERS
AND PLUMAS COUNTY REQUESTING AUDIT EXTENSION
AND SIGNATORY AUTHORITY TO GABRIEL HYDRICK,
COUNTY ADMINISTRATOR

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to ratify needed extension required for Audit Resolution Action Plan for the purpose of completing the required contract reporting for Longevity Pay payroll set up and reporting required by California Public Employee's Retirement System (CalPERS) contract requirements. Even though longevity reporting was not the scope of our CalPERS audit last October 2019, during the Audit it was discovered, The County is required to report to CalPERS longevity pay correctly.

BACKGROUND AND DISCUSSIONS

CalPERS scheduled and completed their on-site Audit of Plumas County's pay schedules, and other observations, the last week of October 2019. The CalPERS Auditor, Noal Schreier, requested payroll documents and pay schedules prior to his on-site visit and during his entrance conference met with County employees, both the Auditor's and Human Resources Departments. Gabriel Hydrick was also present for the entrance and exit conferences with the CalPERS Auditor. During the exit conference, Noal Schreier expressed concerns with our pay schedules and longevity pays as not compliant according to CalPERS statutory requirements. As Noal Schreier explained, his audit report would come later and the County would have time to respond and make corrections as needed for the report findings. The big issues discovered during the audit, were that the County had not reported longevity pay to CalPERS and the County's pay schedules were not CalPERS compliant as well.

While staff waited for Noal Schreier's final report, Human Resources staff decided to proceed with reviewing CalPERS policies in order to draft and implement the required updates to our pay schedules and longevity pays.

We finished the work on the Pay Schedules and with CalPERS approval; we have posted the new format on Human Resources website. HR has built enough payroll information into Tyler Munis so we can pull the data for our new CalPERS compliant pay schedules. We have corrected and obtained Board of Supervisors approval to correct the language for longevity pays in order to be compliant with CalPERS "special compensation" requirements so that this pay is included as a special compensation for employees' retirement funds.

The County's last hurdle is the actual payroll reporting of longevity pays to CalPERS each pay period and this is why we need to request the Audit Resolution Action plan. Human Resources has built the pay codes and worked with the Auditor's department to complete the final reporting. We have worked through several system challenges and scenarios but there still is the problem of obtaining our payroll vendor's assistance. We have been working with the third party vendor to try to fix the problems, but we continue to have challenges with fixing the issues preventing the new codes to work and the needed cooperation with the vendor, CentralSquare (Pentamotion).

You may remember that Human Resources worked on building the new payroll system in Tyler Munis and this project has been at a standstill since about a year ago. So really we are stuck between two separate payroll systems and doing the best we can. Now the old vendor, (CentralSquare) has been difficult to work with as we are working in a very old platform (4.1) payroll system. Munis is not currently working with Plumas County, as we working through the challenges of rescheduling training dates from the recent contract amendment. Therefore, we are not receiving services from both vendors.

This project, to align the County with CalPERS requirements, has taken many hours of staff work. It really is out of our control when working with two payroll systems that do not 100% support what the County needs.

We have been in communication with CalPERS and the third party payroll vendors. CalPERS offered Plumas County an extension since we have now pasted the deadline of October 31, 2020 to finalize the CalPERS Audit findings. We are also asking the Board of Supervisor to authorize Gabriel Hydrick to sign the "Public Agency Review – Audit Resolution Action Plan".

Thank you for your consideration in this matter.

Attachments:

~~Exhibit A: Public Agency Review – Audit Resolution Action Plan~~

RESOLUTION NO. 2020-_____

**RESOLUTION RATIFYING AUDIT RESOLUTION ACTION PLAN BETWEEN
CALPERS AND PLUMAS COUNTY REQUESTING AUDIT EXTENSION AND
SIGNATORY AUTHORITY FOR TO GABRIEL HYDRICK, COUNTY
ADMINISTRATOR**

WHEREAS, Plumas County Personnel Rule 3.04 Payroll and Retirement Records are management in the Auditor's / Controller Department; and

WHEREAS, during the Fiscal Year 2020/2021 needs may arise to amend the Public Agency Review - Audit Resolution Action Plan; and

WHEREAS, this is necessary to accurately report Longevity Pay as pensionable compensation into the California Public Employee's Retirement System (CalPERS) Retirement System; and

WHEREAS, this action is to meet Article 4, Section 571.1 of Chapter 2 of Division 1 of Title 2 of the California Code of Regulations for "pensionable compensation":

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

1. That the Public Agency Review – Audit Resolution Action Plan is approved as presented.
2. That the County Administrator is authorized to sign the Public Agency Review – Audit Resolution Action Plan on behalf of Plumas County and request an extension from October 31, 2020 to March 31, 2021.

The foregoing Resolution is duly passed and ratified by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 10th day of November 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

Public Agency Review - Audit Resolution Action Plan

A. Employer Information

Employer Contact Information

Employer Name	County of Plumas
Mailing Address	520 Main Street, Room 115
Street Address	Same
City, State, Zip	Quincy, CA 95971
Agency's Governing Body Meeting Dates	First three (3) Tuesday's of each month, unless otherwise scheduled.

Employer Contact: The person responsible for coordinating or completing the work

Name	Roberta Allen & Nancy Selvage
Title	Auditor/Controller & Human Resources Director
Telephone:	530 283-6248 & 530 283-6443
Email:	robertaallen@countyofplumas.com & nancyselvage@countyofplumas.com
Hours of Work	8:00 am to 5:00 pm

Employer Third-Party Administrator

1. Is a third-party administrator (TPA) involved in the error resolution plan?

YES X NO

2. If yes, please indicate their name, title, telephone number, and email address.

TPA Name	CentralSquare Case #01573286
Contact Name	Preethi Puttapaka and Ellen Peng
Title	Analyst
Telephone:	800-292-4526
Email:	preethi.puttapaka@centralsquare.com & Chunlan.Peng@centralsquare.com

Public Agency Review - Audit Resolution Action Plan

B. Memorandum of Understanding (If not applicable, skip this section.)

3. Will your agency amend its Memorandum of Understanding (MOU)?

YES _____ NO X

4. By what date do you believe you will have an amended Memorandum of Understanding Contract completed?

MM/DD/YYYY:

5. Do you foresee any events that may delay the completion of the amended Memorandum of Understanding? If yes, please describe the events and how they will be resolved.

C. Agency Resolution Action Plan

6. What do you believe is the source of the errored payroll contribution data (payroll data)?

We have been working with an outdated data base and are developing new payroll data base for payroll using Tyler Munis system. Are current older data base is not providing us the options to build appropriate pay codes for longevity reporting.

7. What administrative actions will be taken to prevent further errors from occurring?

We are working with the vendor to build the pay codes work appropriately for longevity reporting.

8. How many weeks or months will be needed to resolve the errored payroll data?

We thought it was resolved last October 30, 2020, but we have the problem payroll system over charging retirement twice, both longevity pay as well as the base pay.

9. What date will the payroll work begin?

MM/DD/YYYY: Human Resources and the Auditor's department have been working on this issue.

10. What date will the payroll work be completed?

MM/DD/YYYY: 03/31/2020. I really want this to work as soon as possible.

Public Agency Review - Audit Resolution Action Plan

11. How many employees from the Agency will be assigned to resolve the errored payroll data?

We have IT, HR, and the Auditor department working on this issue. Five staff dedicated to this project.

12. Approximately how many payroll records will be resolved each week/month?

Goal is to resolve issues as soon as possible once the system is working properly.

D. Third-Party Administrator Participation (If no TPA participation, skip this section.)

13. What responsibility will the TPA have in the errored payroll data Action Plan?

The Vendor will need to assist Plumas County with system errors so we can properly run the longevity pay codes we have built.

14. What will the TPA do to assist in clearing the errored payroll data?

That is a good question, in one main challenge has to do with their cooperation.

E. Assessing & Monitoring the Public Agency Review-Audit Resolution Action Plan

15. What information can CalPERS provide to assist your Agency with the PAR Action Plan?

Samuel Camacho Jr. and Carlos Velazquez have been very helpful in assisting us through this process. Having their continued assistance will be very important to the County's success. with longevity pay reporting.

16. Of the Agency's employees responsible for resolving the audit findings, which CalPERS Employer Training resources related to the audit findings have your employees already completed?

Tina Terrazas and myself, Nancy Selvage, have completed most the available trainings CalPERS offers. We have not seen a training on Longevity Reporting or Pay Schedules, but wish CalPERS would offer this training.

17. Of the Agency's employees responsible for resolving the audit finding, which CalPERS Employer Training resources related to the audit finding will your employees enroll in and complete to mitigate future errors?

The longevity pay, pay schedules trainings, and other trainings as needed.

Public Agency Review - Audit Resolution Action Plan

18. What risks may exist to the success of your Action Plan?

Vendor not cooperating with our request for technical support.

19. What contingency plans are in place?

Keep requesting by calling and emailing the vendor contacts. If this continues to not work, then we may need to have a third party work on our payroll system to develop a work around.

20. Please list the reoccurring dates for weekly/monthly check-ins to monitor progress?

Weekly would be great. Perhaps each Wednesday or Thursday of the week in the morning.

21. Who will attend for weekly/monthly check-ins to monitor progress?

Representatives for IT, HR, and Auditor's department. Greg Ellingson, Tina Terrazas, Elaine Yates, and Nancy Selvage.

Public Agency Review - Audit Resolution Action Plan

E. Authority and Responsibility

The Agency Name: County of Plumas (Agency) agrees in good faith to uphold and adhere to the Public Agency Review (PAR) Audit Resolution Action Plan (Action Plan) outlined herein this request upon the approval of CalPERS' designee.

The Agency and its Head Designee/Director/Chair and/or Delegated Authority, understand and acknowledge that CalPERS' Audit Compliance & Resolution (ACR) Program enforces the compliance and resolution of the PAR-Audits to ensure Public Agencies, State Agencies and Schools (Agency) comply with the Public Employees Retirement Law (PERL), the California Code of Regulations (CCR) and Government Code (GC). The Agency also acknowledges that unresolved PAR findings pose significant operational, financial and contractual risks for the Agency and its employees. In order to promote consistency in the proposed disciplinary actions for non-compliant and unlawful offenses on a statewide basis, the ACR Program will collaborate with the Agency with the intention to resolve the audit findings outlined in the PAR Audit which may involve, but not limited to, the Agency, the Agency's Union Representative(s), legal counsel, CalPERS Office of Audit Services (OFAS), the CalPERS Integrated Assurance Risk Council (IARC), CalPERS Board of Administration (Board) and the Board's Risk & Audit Committee (RAC).

Based on the nature and seriousness of the confirmed findings in the Agency's PAR-Audit and the agreements contained in the Action Plan, the Agency understands and acknowledges that CalPERS' ACR Program may request that proposed disciplinary actions be levied consistently and appropriately against the Agency.

By way of the signature below as the Agency's Head Designee/Director/Chair and/or Delegated Authority, the Agency assumes full responsibility to comply with all terms and conditions of resolution and compliance set forth in the Agency's Contract with CalPERS and will resolve the PAR – Audit in accordance with the PAR Action Plan Agreement approved by CalPERS.

Printed name of the Agency's Head Designee/Director/Chair and/or Delegated Authority
Gabriel Hydrick, County Administrator
Signature of the Agency's Head Designee/Director/Chair and/or Delegated Authority
Date November 3, 2020

3E.1.

RESOLUTION NO. 20 –

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS
AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE FUNDING AGREEMENTS
TO IMPLEMENT TAX NEUTRALITY REQUIREMENT

WHEREAS, the Pacific Forest and Watershed Lands Stewardship Council, a California nonprofit public benefit corporation ("Stewardship Council"), was created to oversee the "Land Conservation Commitment" described in that certain Settlement Agreement among Pacific Gas and Electric Company ("PG&E"), PG&E Corporation, and the California Public Utilities Commission (the "Commission") as modified and approved by the Commission in its Opinion and Order of December 18, 2003 (Decision 03-12-035) (the "Settlement Agreement"); and that certain Stipulation Resolving Issues Regarding the Land Conservation Commitment dated September 25, 2003 (the "Stipulation"); and

WHEREAS, pursuant to the Settlement Agreement and Stipulation, certain lands owned by PG&E at the time of the Settlement (the "PG&E Watershed Lands") are to be conserved for a broad range of beneficial public values, including the protection of the natural habitat of fish, wildlife and plants; the preservation of open space; outdoor recreation by the general public; sustainable forestry; agricultural uses; and historic values. The Stewardship Council is charged with developing a Land Conservation Plan ("LCP") for the protection and enhancement of the PG&E Watershed Lands; and

WHEREAS, the Settlement Agreement requires that the LCP assess that any donation will not adversely impact local tax revenue, and the Stipulation requires that an appropriate entity provide property tax revenue, other equivalent revenue source, or a lump sum payment so that the totality of the dispositions in each affected county under the Land Conservation Commitment will be tax neutral for that county ("Tax Neutrality Requirement"); and

WHEREAS, in consideration of the covenants and obligations set forth herein, the Stewardship Council intends that the funding be provided to Plumas County as described below and the County desires to accept such funding, all subject to the terms and conditions described in the Agreement.

WHEREAS, although it has been the County's position that the lump sum payments provided by the Settlement Funding Agreements are unlikely to provide full "tax neutrality" because: 1) the assumed "Cap Rate" of four percent (4%) is insufficient; 2) public agency restrictions on investments will not generate a comparable rate of return; and 3) it fails to account for future inflation growth or development, the County has reluctantly decided to accept the lump sum payments as meeting the Tax Neutrality Requirement since it is unlikely to be cost effective to pursue a legal challenge.

WHEREAS, the County and the Stewardship Council also desire to confirm and acknowledge that the Stewardship Council will make a \$3,000 payment to County for the County's administrative costs to set up the process to allocate payments to special districts consistent with the methodologies described in Division 1 of the California Revenue and Taxation Code; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, County of Plumas, State of California, that the Board of Supervisors hereby elects to receive Tax Neutrality Requirement payments in a lump sum payment to the County within 60 days after the closure of each applicable land donation or the execution of a tax neutrality funding agreement whichever comes later and authorizes the County Administrator to sign the agreement.

BE IT FURTHER RESOLVED, that the County Administrator, or designee, is authorized to take such actions and/or execute such documents as may be necessary or appropriate to implement the Funding Agreements.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 10th day of November, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board

3E.2.



CARES Act Grants Management Policy for the County of Plumas

Business Assistance and Recovery Grant Program

Board of Supervisors

Chair Kevin Goss, District
Vice Chair Sherrie Thrall, District
Supervisor Lori Simpson, District
Supervisor Jeff Engel, District

CARES Act Grants Management Team

Auditor, Roberta Allen
County Administrator, Gabriel Hydrick
Public Health Director, Andrew Woodruff
County Counsel, Craig Settlemyre

Program Contact

Office of the County Administrator
Gabriel Hydrick
530.283.6446
Gabrielhydrick@countyofplumas.com

I. Program Background and Description of Funding Opportunity

Signed into law on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) created several emergency aid programs to combat the global coronavirus (COVID-19) pandemic. Section 5001 of the CARES Act established the Coronavirus Relief Fund (the “CRF”) and appropriated \$150 billion to the CRF program by adding section 601 to the Social Security Act. Administered by the Treasury Department, the CRF program offered eligible jurisdictions one-time allocations to offset COVID-19 costs.

In August of 2020, the County received the first installment of the \$1.8 million in Coronavirus Relief Funds (CRF) from passage of the federal government’s CARES Act. The deadline for expending CRF funds is December 30, 2020 and there is a minimum of \$100,000 allocated to the Business Assistance and Recovery Grant Program. Funds granted under this policy are intended to address the impacts of COVID-19 on the sectors of the business community of Plumas County that were deemed ‘non-essential’.

Grant funds under this program will be available until the funds are depleted, or until the deadline of December 23, 2020 approaches. Interested businesses must submit an application found as Appendix A of this document. The County of Plumas (County) is committed to effective, efficient, and transparent management of CRF. For this purpose, this program and document were created.

II. Funding Purposes and Description

COVID-19 state and federal policies negatively impacted Plumas County businesses. The County business community plays a vital role as the economic and employment engines and is the stabilizing factor for quality of life for visitors and residents alike. The County depends upon and values the success of our businesses.

Plumas County is a rural county that largely depends upon tourism for both the public and private sector vitality. COVID-19 was in place just prior to and after the County’s tourism season and the impacts upon businesses largely remained uncertain as many businesses were shuttered. Therefore, the business community has the need of overcoming the economic impacts imposed by public policy reactions to COVID-19. The County has an opportunity to assist the existence of the County business community through the CRF program, which is part of the CARES Act.

The purpose of the Business Assistance and Recovery Program (“Program”) is to mitigate the negative economic effects of business operations during the COVID-19 public health emergency imposed by the state. This program will benefit the County by:

- Keeping businesses open and avoiding blight in small rural communities already struggling with California’s business environment;
- Assisting businesses meet their obligations including, but not limited to: utility bills, childcare, COVID-19 compliance & mitigation, modifications to establishments debt forgiveness, technology improvements and more;

- Helping businesses pivot to improve services and products in this new environment;
- Support businesses in employee training to improve and retain skilled labor in the County;
- Maintain unemployment in the County as low as possible;
- Maintaining the integrity of community programs wherein the business community supports through donations of money and time

III. Contact Information

Direct all questions regarding this grant opportunity in writing or email to the Plumas County Administrator:

Gabriel Hydrick
Plumas County Administrator
gabrielhydrick@countyofplumas.com
530.283.6446

IV. Definitions

CARES Act	The Coronavirus Aid, Relief, and Economic Security Act enacted by Congress on March 27, 2020
CRF	The County's allotment of the Coronavirus Relief Fund established under Section 5001 of the CARES Act (Catalog of Federal Domestic Assistance number 21.019)
Grantee	An individual, non-profit, business, or community-based organization, to whom a grant is awarded
Grantor	The grantor is the County, acting through staff in an assigned Department

V. Grantee Qualifying and Eligibility Requirements

Eligible uses of CRF monies include costs of business interruption caused by required closures due to the COVID-19 public health emergency and any necessary expenditures incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Qualifying general operating expenses to maintain business during the mandated closures include, but are not limited to, Personal Protective Equipment, sanitizing products or other equipment purchased to maintain or shift business processes and procedures.

Qualifying:

'Non-essential' business sectors include, but are not limited to: personal care, lodging providers, retail, restaurants, bars, professional services and non-profits that are do not provide government related services.

Entities must be located within the geographic boundary of Plumas County.

Businesses must be registered with the California Secretary of State's Office. Verification of legitimate

business existence may be verified through the Secretary of State's website.

Non-profits must be registered with the Attorney General's Registry of Charitable Trusts. Verification of legitimate non-profit statues may be verified through the Attorney General's website.

Non-Qualifying:

Business sectors on the state's list of Essential Workforce will not qualify (exception made for restaurants and dining locations) for grant funds under this program. Other public agencies, offices, special districts and non-profits that offer government related services (e.g. housing, shelter, welfare programs) will not qualify. Short term vacation rentals do not qualify nor are they considered a business.

Federal guidance can be found here:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

VI. Grant Allocation

Grant funds under this program will be available until the funds are depleted, or until the deadline of December 23, 2020.

Qualifying businesses will receive grant funding under this program according to the number of **FULL TIME** employees on March 1, 2020.

0 Employees: \$500.00	21-30 Employees: \$1,184.30
1-10 Employees: \$666.50	31-40 Employees: \$1,578.67
11-20 Employees: \$888.45	41-50 Employees: \$2,104.36

VII. Grant Application Information and Timeline

Plumas County will notify the business community of the Business Assistance and Recovery Grant Program through emails, digital media, phone calls, the County website and County Chambers of Commerce as well as all other available means.

- The approximate date the grant will be issued: November 11, 2020
- The deadline for grant applications to be submitted: December 4, 2020
- Application Review: on a continual basis
- Grants available until funding is expended or the deadline of submitting applications, December 4, 2020, approaches; whichever is first.

VIII. Grant Recipient Selection and Award Process

Each application received will be reviewed by the CARES Act Grants Management Team to provide a comprehensive and fair assessment.

The management team will verify that all grantees meet the 'Grantee Qualifying and Eligibility Requirements' as set forth above.

When feasible, a risk assessment of the grantee may be conducted prior to awarding grant money. The risk assessment shall consider debarment, convictions of fraud, theft, or embezzlement, as well as perceived or real conflicts of interest.

The County will make every effort to respond to the applying grantee within 5 business days whether the application has been accepted or rejected.

The County Auditor will issue grant funds under this program to successful applicants.

IX. Transparency and Records Management

Documents submitted within this program are public documents. The County retains the right to publish data regarding a grantee(s) finances, performance metrics, and program evaluation. This includes but is not limited to, Board of Supervisors reports, completed audits by the County Auditor, and shared publicly through the County's website.

In accordance with generally accepted accounting practices, it is recommended the grantee maintain records of all matters related to the grant money. It is further recommended that the grantee retain records of:

- Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
- Receipts of purchases made related to addressing the public health emergency due to COVID-19;
- Contracts and subcontracts entered into using and all documents related to such contracts;
- A copy of this grant award application and all other related documents;
- All documentation of reports, audits, and other monitoring of contractors, subcontractors, the grantee, and sub recipients;

PLUMAS COUNTY
CARES Act Funding (CRF) Program Application Form
Business Assistance and Recovery Grant Program 2020

Please submit the Grant Application and Conflict of Interest forms to Gabriel Hydrick, County Administrator at gabrielhydrick@countyofplumas.com

Section 1

Name of Authorized Representative: _____ Date: _____
Business/Organization: _____ # of Employees: _____
Title: _____ Email: _____ Phone: _____

Section 2

Business Sector: _____

Section 3

Use of funds (select all that apply):

<input type="checkbox"/>	Utilities
<input type="checkbox"/>	Childcare
<input type="checkbox"/>	COVID-19 Compliance & Mitigation
<input type="checkbox"/>	Expired and Damaged Food/Goods/Products
<input type="checkbox"/>	Layoff/Unemployment
<input type="checkbox"/>	Facility Modifications, Interior/Exterior
<input type="checkbox"/>	Debt Forgiveness
<input type="checkbox"/>	Payroll- e.g. extra cleaning services
<input type="checkbox"/>	Supplies- e.g. masks, cleaner, gloves etc.
<input type="checkbox"/>	Pivot of services or goods to remain competitive
<input type="checkbox"/>	Employee Housing
<input type="checkbox"/>	Employee Training
<input type="checkbox"/>	Improve technology- e.g. hardware, software, apps
<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Other:

Please describe the economic impacts experienced by your business that were **a direct result** of the COVID-19 public health emergency:

COUNTY USE ONLY:

Accepted Rejected (circle one)

Date: _____

County Administrator Signature

CONFLICT OF INTEREST FORM

Conflicts of interest may occur, whether directly or indirectly, when an employee, officer, board member, or volunteer of the Applicant is related to, married to, involved in an intimate relationship with, or are living with an employee or elected official of the County of Plumas or if any of these individuals have an ownership or financial interest in the organization applying for funding. While a conflict of interest may not disqualify the applicant from receiving funds under the CRF grant program, any potential conflict of interest must be disclosed to the County Administrator, or authorized designee, when the application is submitted and before grant funds will be awarded to a qualified Applicant.

Applicant acknowledges the following:

1. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant, is also an elected official or is employed by the County of Plumas or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the County of Plumas.
2. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant has a financial or ownership interest in the Applicant's organization, and that person is also an elected official or is employed by the County of Plumas or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the County of Plumas.
3. Applicant shall disclose the names of any employees, officers, board members, or volunteers, who may give rise to a conflict of interest, to the County Administrator when submitting the application.
4. Failure to disclose a conflict of interest, or potential conflict of interest, will be deemed a material misrepresentation by the Applicant.

AUTHORIZED SIGNATORY NAME		TITLE	
EMAIL		PHONE	
STREET ADDRESS		CITY	STATE ZIP CODE
SIGNATURE		DATE	