



## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF DECEMBER 8, 2020 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

**9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

### **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](mailto:Public@countyofplumas.com)

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

### **PLEDGE OF ALLEGIANCE**

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

### **PUBLIC COMMENT OPPORTUNITY**

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

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

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

## ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – 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) CLERK OF THE BOARD**

Approve Board minutes for November 2020

- B) FACILITY SERVICES**

- 1) Approve and authorize the Chair to sign agreement, not to exceed \$159,000, between County of Plumas and Delta Fire Systems, Inc. to replace west end first floor sprinkler piping at the County Annex Building; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$9,500, between County of Plumas and Environmental Systems, Inc. to change/update all door controls and software at County Courthouse; approved as to form by County Counsel [View Item](#)
- 3) Approve and authorize the Chair to sign agreement, not to exceed \$38,450, between County of Plumas and Skyline Home Improvement to replace roof at Greenville Library; approved as to form by County Counsel [View Item](#)
- 4) Approve and authorize the Chair to sign agreement, not to exceed \$13,543, between County of Plumas and Holt Ag Solutions, LLC for tractor repair services in September 2020; approved as to form by County Counsel [View Item](#)
- 5) Approve and authorize the Chair to sign agreement, not to exceed \$10,000, between County of Plumas and Skyline Home Improvement for emergency and general roof repairs; approved as to form by County Counsel [View Item](#)
- 6) Approve and authorize the Chair to sign agreement, not to exceed \$30,150, between County of Plumas and Kunsman Fence Company to replace perimeter fence at Taylorsville Campground (Prop 68 Per Capita Grant Funds); approved as to form by County Counsel [View Item](#)

- C) PROBATION**

Approve and authorize the Chair to sign agreement, not to exceed \$5,109, between County of Plumas and Noble Software Group, LLC, for caseload management system, and ratify effective September 1, 2020; approved as to form by County Counsel [View Item](#)

- D) INFORMATION TECHNOLOGY**

- 1) Approve payment of \$2,352, without a contract, to FreshService for IT asset tracking and helpdesk ticketing system; approved in the FY 2020-2021 Budget [View Item](#)
- 2) Approve payment of \$6,500, without a contract, to ESRI for ARCGIS Mapping Software Renewal; approved in the FY 2020-2021 budget [View Item](#)

**E) SHERIFF**

- 1) Approve and authorize the Chair to sign Cooperative Law Enforcement Agreement between County of Plumas and USDA Forest Service – Lassen National Forest; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$9,999, between County of Plumas and Redwood Toxicology Laboratory, Inc., and ratify effective June 1, 2020; approved as to form by County Counsel [View Item](#)
- 3) Approve and authorize the Chair to sign agreement between County of Plumas and Washoe County Regional Medical Examiner's Office, and ratify effective July 1, 2020; approved as to form by County Counsel [View Item](#)
- 4) Approve and authorize the Chair to sign agreement, not to exceed \$45,000, between County of Plumas and Levi Pence, dba Hi-Tech Frame & Finish for Sheriff vehicle repairs; approved as to form by County Counsel [View Item](#)

**F) ELECTIONS**

Certify results of the November 3, 2020 Consolidated Presidential General Election [View Item](#)

**G) PUBLIC HEALTH AGENCY**

Approve and authorize the Director of Public Health to sign Subcontract Number SUB20-026, not to exceed \$393,779, with Chico State Enterprises to provide Nutrition and Transportation Services to the senior citizens of Plumas County for FY 2020-2021; approved as to form by County Counsel

[View Item](#)

**H) PUBLIC WORKS**

Approve and authorize the Chair to sign agreement between County of Plumas and MGE Engineering, Inc. for on-call Civil Engineering Services for Transportation Improvement Projects; approved as to form by County Counsel [View Item](#)

**I) ASSESSOR**

Approve payment of claim to Precision Document Imaging of \$16,569.16 for scanning equipment, software licenses and training, approved in the FY 2020-2021 budget [View Item](#)

**J) HUMAN RESOURCES**

Adopt **RESOLUTION** adopting the Plumas County Pay Schedule [View Item](#)

## **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

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

### **Convene as the Walker Ranch Community Services District Governing Board**

3. **WALKER RANCH COMMUNITY SERVICES DISTRICT** – Robert Perreault

A. That the Governing Board provide direction to the District's General Manager as to the handling of four (4) accounts paid under protest by indicating which of the following two (2) alternatives should be implemented: [View Item](#)

- 1) Direct that the funds be returned to the customer who paid under protest as a "resolution of a disputed claim," and adopt a **RESOLUTION** Discharging from Accountability for such accounts in the form provided. **Roll call vote**

**OR**

- 2) Direct that the funds be retained by the District pending the outcome of a small claims action (or other adjudication) initiated by the customer to determine whether or not the sums were, in fact, owed to the District

### **Adjourn as the Walker Ranch Community Services District Governing Board and reconvene as the Board of Supervisors**

## **4. DEPARTMENTAL MATTERS**

A) **PUBLIC WORKS** – Robert Perreault

- 1) Authorize Public Works to recruit and fill vacant, funded and allocated 1.0 FTE Fiscal Technical Services Assistant III position, created by retirement effective December 31, 2020; discussion and possible action [View Item](#)
- 2) Authorize Public Works to recruit for seasonal Extra-Help workers to assist with snow removal countywide; discussion and possible action [View Item](#)
- 3) Authorize the Department of Public Works to contract for delivery of four(4) replacement, used military surplus snow blowers (2 from Alaska and 2 from Nebraska), and ratify effective December 2, 2020 Plumas County Purchase Orders, not to exceed \$35,000, signed by the County Administrator for shipping costs; discussion and possible action [View Item](#)

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

- 1) Approve supplemental budget in Senior Transportation (Budget Unit 20480) Expenditure Account, Line Item 521102 (Fuel) of \$3,740.75 to correct the FY 2020-2021 Public Health budget; discussion and possible action [View Item](#)
- 2) Authorize Public Health to recruit and fill vacant, funded, and allocated Extra-Help Driver I/II/III for the Senior Transportation Program; and Extra-Help Assistant Cook for Senior Nutrition Program; discussion and possible action [View Item](#)
- 3) Adopt **RESOLUTION** to Amend the FY 2020-2021 County Personnel Allocation to add a 1.0 FTE in the Health Education Coordinator I/II (Contract Tracer Coordinator), Budget Unit 70560 through November 2022, and authorize Public Health to recruit and fill the position. **Roll call vote**  
[View Item](#)
- 4) Authorize Public Health to recruit and fill (2) Extra-Help Contract Tracers/Case Investigator positions for up to 29 hours/week; discussion and possible action [View Item](#)
- 5) Approve exemption to 30-day limit for Extra Help to perform essential services in the Nursing Division; discussion and possible action [View Item](#)

C) **SOCIAL SERVICES** – Neal Caiazzo

Authorize Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Office Supervisor position, created by transfer within the department; discussion and possible action [View Item](#)

D) **CHILD SUPPORT SERVICES** – Michelle Blackford

Authorize the Department of Child Support Services to recruit and fill vacant, funded and allocated 1.0 FTE Child Support Specialist I/II, created by resignation; discussion and possible action [View Item](#)

E) **LIBRARY** – Lindsay Fuchs

- 1) Authorize County Librarian to recruit and fill vacant, funded and allocated Extra-Help Library Aide position(s); discussion and possible action [View Item](#)
- 2) Authorize County Librarian to recruit and fill vacant, funded and allocated Extra-Help Literacy Program Assistant position; discussion and possible action [View Item](#)

F) **AUDITOR/CONTROLLER** – Roberta Allen

Authorize the Auditor/Controller to recruit and fill vacant, funded and allocated Extra-Help Accountant position, created by resignation; discussion and possible action [View Item](#)

G) **SHERIFF** – Todd Johns

Authorize the Sheriff to recruit and fill vacant, funded and allocated 1.0 FTE Deputy Sheriff I/II position, created by resignation; discussion and possible action [View Item](#)

H) **COUNTY COUNSEL** – Craig Settemire

Adopt **RESOLUTION** approving Conflict of Interest Codes Adopted or Amended by Local Districts and Agencies in Plumas County. **Roll call vote** [View Item](#)

**5. BOARD OF SUPERVISORS**

A. Accept letter of retirement from Nancy DaForno, Clerk of the Board, effective February 28, 2021  
[View Item](#)

B. Consider re-organization of Clerk of the Board; discussion and possible action

C. Correspondence

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

E. Appointments

**REPRESENTING CALIFORNIA'S RURAL COUNTIES**

Select Delegate and Alternate for the 2021 RCRC Board of Directors [View Item](#)

**GOLDEN STATE FINANCE AUTHORITY**

Select Delegate and Alternate for the 2021 GSFA Board of Directors [View Item](#)

## **6. CLOSED SESSION**

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

- A. Personnel: Public employee appointment or employment - Agricultural Commissioner/Sealer of Weights and Measures
- B. Personnel: Public employee appointment or employment – County Counsel
- C. Personnel: Public employee appointment or employment – Clerk of the Board
- D. Conference with Legal Counsel: Claim Against the County filed by Plumas Sierra Telecommunications (PST) on February 27, 2020
- E. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- F. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- H. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

### **ADJOURNMENT**

Adjourn meeting to Tuesday, December 15, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



JB.I.

## 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: December 1, 2020

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign agreement between the County and Delta Fire Systems to replace substandard Sprinkler pipe at the west hall first floor of the County annex building not to exceed (\$159,000.00) One Hundred Fifty Nine Thousand Dollars.

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### Background

From the time the annex was built the county had realized that the sprinkler Pipe in the County annex building was substandard and prone to leaks through electrolysis, it was later found that the plans called for schedule 80 pipe and instead schedule 40 was used. The county won a law suit against the contractor and we got the east side first floor replaced and now we need to stop the constant leaks on the west side, the second floor is not an issue because it is a dry system (there is no water or pressure in the system until it actually needs it).

### Recommendation

Approve and Authorize Board Chair to Sign Agreement with Delta Fire Systems to get this repaired.



*J.B.J.*

## 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: *December 1, 2020*

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign Construction Agreement between the County and Environmental Systems Inc. to install automatic door hardware and software at the County Courthouse not to exceed Nine Thousand Five Hundred Dollars (\$9,500)

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### Background

The door controls for the County Courthouse building are maintained by Siemens industry Inc. which is a proprietary (meaning, we do not have the software to work on them) company that charges us exorbitant amount of fees to come from their satellite office in Sacramento to do the door repairs. With the installation of new Delta Controls and software we will now be able to do repairs ourselves, plus the Software will be on the web.

### Recommendation

Approve And Authorize Board Chair to sign agreement between the county and Environmental Systems Inc. to have all new door systems and controls installed.



JB.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: December 1, 2020

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign Agreement between County and Skyline Home Improvement to Reroof low slope roof at the Greenville Library. Not to exceed (\$38,450) Thirty Eight Thousand Four Hundred Fifty Dollars.

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### Background

Library roof in Greenville is failing and needs to be replaced as was discussed in the budget hearings, contract has been approved as to form by County Counsel.

### Recommendation

Approve and Authorize Board Chair to Sign Agreement Not to exceed (\$38,450)



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



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

JB.4

DATE: 12/1/20

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign a contract amendment between Facility Services and Holt Ag Solutions, LLC.

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### **Recommendation**

Approve and authorize Board Chair to sign a contract amendment between Facility Services and Holt Ag Solutions, LLC.

### **Background and Discussion**

Facility Services entered into a contract with Holt Ag Solutions, LLC for tractor repair on July 1, 2020. The tractor was repaired in September 2020 and the cost of the repair exceeds the value of original contract (\$9,999). This contract amendment will increase the value of the contract to accommodate the cost of this repair.

Contract amendment not to exceed \$13,542.82.

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



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



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

**DATE:** December 8, 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 Skyline Home Improvement.

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### **Recommendation**

Approve and authorize Board Chair to sign a contract between Facility Services and Skyline Home Improvement.

### **Background and Discussion**

Skyline Home Improvement provides emergency and general roof repairs for county facilities, as well roof inspections and maintenance. All services conducted are by the request of the Facility Services department.

Contract not to exceed \$10,000.

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



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

*JB.b.*

**Kevin Correira**  
**Director**

**Board Meeting:** December 8, 2020

**To:** The Honorable Board of Supervisors

**From:** Kevin Correira, Director

**Subject:** Approve and Authorize board chair to sign agreement between the County and Kunsman Fence Co. for the installation of 670 linear feet of 6 foot chain link fence with privacy slats. This project will be funded by California Prop 68 grant funds not to exceed Thirty Thousand One Hundred Fifty Dollars (\$30,150)

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### Background

The perimeter fence at the Taylorsville Campground separating the campground from the adjacent property to the west has slowly been used over the years as fire wood since it was made out of cedar and now there is just a skeleton remaining. This fence was originally in Facilities budget but was removed when we received the California prop 68 grant money, this seemed like a perfect opportunity to get this done and literally mend fences with the neighbor.

### Recommendation

Approve and Authorize Board Chairman to sign the agreement between Plumas County and Kunsman Fence Co. in order to get the perimeter fence replaced with a metal fence and plastic slats.



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

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



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

DATE: November 13, 2020

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Approval of contract between the Plumas County Probation Department and Noble Software Group, LLC.

JC

### **Recommendation**

Approve and Authorize the Chair to sign a contract between the Plumas County Probation Department and Noble Software Group, LLC for 8 licenses to use certain proprietary software under the case management system for 1 year, effective September 1, 2020. The contract shall not exceed \$5,109.

### **Background and Discussion**

The Probation Department contracts with Noble Software Group, LLC for certain proprietary software used for client assessments.

Therefore, it is respectfully requested the Board of Supervisors to approve and authorize the Chair to sign the contract.

*3D.I.*



## Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 211  
Quincy, California 95971  
Phone: (530) 283-6336  
Email: [Greg.Ellingson@countyofplumas.com](mailto:Greg.Ellingson@countyofplumas.com)

**Greg Ellingson**  
*Director of Information  
Technology*

**DATE:** December 8, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Greg Ellingson, Director of Information Technology  
**SUBJECT:** CONSENT AGENDA ITEM FOR THE MEETING OF DECEMBER 8, 2020 RE:  
APPROVAL OF PAYMENT FOR INFORMATION TECHNOLOGY HELPDESK TICKETING AND  
ASSET TRACKING SOFTWARE WITHOUT CONTRACT.

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1: Approval of payment for software maintenance/support as specified below.**

**Background and Discussion:**

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

Vendor	Description	Amount
FreshService	IT asset tracking and helpdesk ticketing system	\$ 2,352.00

These funds have been budgeted as part of the 2020/2021 IT budget.



Freshworks Inc.(formerly known as Freshdesk Inc.)  
2950 South Delaware St.  
2nd Floor, San Mateo, CA 94403  
U.S.A.  
Phone: +1 (866) 832 3090  
Tax ID: 33-1218825  
Tax Reg #: 33-1218825

## INVOICE

Invoice # FS103791  
Invoice Date Oct 27, 2020  
Invoice Amount \$2,352.00 (USD)  
PO # G-20-1027-a  
Payment Terms Net 30  
Due Date Nov 26, 2020  
POSTED

**BILLED TO**  
Greg Ellingson  
County of Plumas, CA  
520 Main St., Room 211, Quincy  
California 95971  
United States

**SUBSCRIPTION**  
Billing Period Oct 27, 2020 to Oct 27, 2021  
Next Billing Date Oct 27, 2021

DESCRIPTION	UNITS	UNIT PRICE	AMOUNT (USD)
Freshservice - Garden Annual	4	\$588.00	\$2,352.00
<b>Total</b>			<b>\$2,352.00</b>

**Amount Due (USD) \$2,352.00**

### NOTES

**Please always include your invoice number when making any payment!**

**Reference to our Bank details:**

Click the appropriate currency below to view our respective Bank account details for payment processing.

[AUD](#) [EUR](#) [GBP](#) [USD](#)

**For Check Payments (US Customers Only)**

**E-checks:** Freshworks Inc, Dept LA 24888, Pasadena CA 91185-4888.

**Physical checks:** Freshworks Inc., 24888, 14005 Live Oak Ave, Irwindale CA 91706-1300.

**Other Payment Methods:** PayPal ID: [paypal@freshdesk.com](mailto:paypal@freshdesk.com) (USD Only)

For questions/concerning regarding this invoice, please contact [billing@freshworks.com](mailto:billing@freshworks.com)

Click this link to download the [W9 certificate](#)



## Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 211  
Quincy, California 95971  
Phone: (530) 283-6336  
Email: [GregEllingson@countyofplumas.com](mailto:GregEllingson@countyofplumas.com)

Greg Ellingson  
Director of Information  
Technology

**DATE:** December 8, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Greg Ellingson, Director of Information Technology  
**SUBJECT:** CONSENT AGENDA ITEM FOR THE MEETING OF DECEMBER 8, 2020 RE:  
APPROVAL OF PAYMENT FOR ESRI ARCGIS MAPPING SOFTWARE RENEWAL WITHOUT  
CONTRACT.

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1: Approval of payment for software maintenance/support as specified below.**

**Background and Discussion:**

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

Vendor	Description	Amount
ESRI	ARCGIS Mapping Software Renewal	\$ 6,500.00

These funds have been budgeted as part of the 2020/2021 IT budget.



Invoice : 93922793 Document date : 10/22/2020  
Order : 3842541 Delivery :  
Customer : 20896  
Customer PO : G-20-1021-A  
P.O. Date : 10/21/2020  
End User : 20896 County of Plumas  
Project :  
380 New York Street  
Redlands, CA 92373  
Phone: (909) 793-2852

Bill to:  
Becky Osborn  
County of Plumas  
Information Technology  
520 Main St Rm 211  
Quincy CA 95971-9114

## 'Invoice'

Page : 1  
Ship to:  
Becky Osborn  
County of Plumas  
Information Technology  
520 Main St Rm 211  
Quincy CA 95971-9114

For questions regarding this document, please contact Customer Service at 888-377-4575.

Terms of payment: Net Due 30 days, no discount.

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at [www.esri.com/legal/software-license](http://www.esri.com/legal/software-license).

Item	Qty	Material Number	Price
10	1	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 01/01/2021 End Date: 12/31/2021	3,000.00
1010	1	87194 ArcGIS Desktop Basic Concurrent Use Primary Maintenance Start Date: 01/01/2021 End Date: 12/31/2021	700.00
2010	2	87195 ArcGIS Desktop Basic Concurrent Use Secondary Maintenance Start Date: 01/01/2021 End Date: 12/31/2021	1,000.00
3010	1	87232 ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 01/01/2021 End Date: 12/31/2021	500.00
4010	1	98696 ArcGIS Publisher for Desktop Concurrent Use Primary Maintenance Start Date: 01/01/2021 End Date: 12/31/2021	500.00
5010	2	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 01/01/2021	800.00



380 New York Street  
Redlands, CA-92373  
Phone: (909) 793-2853

Invoice : 93922793 Document date : 10/22/2020  
Order : 3842541 Delivery :  
Customer : 20896  
Customer PO : G-20-1021-A  
P.O. Date : 10/21/2020  
End User : 20896 County of Plumas  
Project :  
County of Plumas

## 'Invoice'

Page : 2

Item	Qty	Material Number	Price
End Date: 12/31/2021			
		Item Subtotal	6,500.00
		Total: USD	6,500.00

FEIN: 95-2775732

DUNS/CEC: 06-313-4175 CAGE: OAMS3

**Please detach lower portion and return with remittance**



Remit Payment to:  
Environmental Systems Research Institute, Inc.  
By Check: Electronic Instructions:  
P.O. Box 741076 Bank: Bank of America Acct#: 1496150335  
Los Angeles Wire ABA: 026009593  
CA 90074-1076 ACH ABA: 121000358

Becky Osborn  
County of Plumas  
Information Technology  
520 Main St. Rm 211  
Quincy CA 95971-9114

**Invoice: 93922793 Document Date: 10/22/2020**

**Order: 3842541**

**Payer: 20896 Total: USD 6,500.00**



# Office of the Sheriff *JE.I.*

## Office of Emergency Services

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** November 16, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns *TJ*  
**RE:** Agenda Items for the meeting of December 1, 2020

**It is recommended that the Board:**

Approve and sign the Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Office and the USDA, Forest Service – Lassen National Forest.

**Background and Discussion:**

The Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Department and the USDA, Forest Service, has been in place since 09/28/05 and must be updated and renewed. This new agreement will be executed as of the date of the last signature and, unless sooner terminated, is effective through September 30, 2025, at which time it will expire unless renewed. The purpose of this agreement is to maintain a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on national forest service lands and provide for reimbursement to the Sheriff for the services provided.

On an annual basis, a separate Exhibit A and/or Exhibit B will be completed so that changes can be made if applicable to the funding allocation, reimbursement rates, etc. The USFS enters into an agreement with the Sheriff for cooperative patrol for providing law enforcement services of National Forest System lands (Exhibit A) and for the detection of locations and activities related to illegal production and trafficking of controlled substances (Exhibit B). The USFS reimburses the Sheriff's Office for the law enforcement patrols performed under the agreement and for certain expenses resulting from investigative activities associated with investigating cases involving controlled substances on National Forest System lands.



FS Agreement No. 21-LE-11051360-003

Cooperator Agreement No. \_\_\_\_\_

**COOPERATIVE LAW ENFORCEMENT AGREEMENT**  
Between The  
**PLUMAS COUNTY SHERIFF'S DEPARTMENT**  
And The  
**USDA, FOREST SERVICE**  
**LASSEN NATIONAL FOREST**

This COOPERATIVE LAW ENFORCEMENT AGREEMENT ('Agreement') is entered into by and between the PLUMAS County Sheriff's Department, hereinafter referred to as "the Cooperator," and the USDA, Forest Service, Lassen National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a.

Background: The parties to this agreement recognize that public use of National Forest System lands (NFS lands) is usually located in areas that are remote or sparsely populated. The parties also recognize that the enforcement of State and local law is related to the administration and regulation of NFS lands and Cooperator has/have a limited amount of financing to meet their responsibility of enforcing these laws.

Title: LAW ENFORCEMENT COOPERATIVE AGREEMENT

**I. PURPOSE:**

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on NFS lands and provide for reimbursement to Cooperator for the intensified portion of this effort.

In consideration of the above premises, the parties agree as follows:

**II. THE COOPERATOR SHALL:**

- A. Perform in accordance with the approved and hereby incorporated Annual Financial and Operating Plan (Annual Operating Plan) attached as Exhibit A. *See related Provision IV-E.*
- B. Ensure that the officers/agents of Cooperator performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.



- C. Provide uniformed officers/agents with marked vehicles to perform all activities unless agreed to otherwise in the Annual Operating Plan.
- D. Advise the U.S. Forest Service Principal Contact, listed in Provision IV-B, of any suspected criminal activities in connection with activities on NFS lands.
- E. Upon the request of the U.S. Forest Service, dispatch additional deputies within manpower capabilities during extraordinary situations as described in Provision IV-J.
- F. Complete and furnish annually the U.S. Forest Service with Form FS-5300-5, Cooperative Law Enforcement Activity Report, identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled during regular duties.
- G. Provide the U.S. Forest Service Principal Contact, listed in Provision IV-B, with case reports and timely information relating to incidents/crimes in connection with activities on NFS lands.
- H. Bill the U.S. Forest Service for Cooperator's actual costs incurred to date, displayed by separate cost elements, excluding any previous U.S. Forest Service payment(s) made to the date of the invoice, not to exceed the cumulative funds obligated hereunder and as specified on the Annual Operating Plan. Billing frequency will be as specified in the Annual Operating Plan. *See related Provisions III-B, IV-I, and IV-P.*
- I. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- J. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
- K. Maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional



information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

### III. THE U.S. FOREST SERVICE SHALL:

- A. Perform in accordance with the Annual Operating Plan attached as Exhibit A.
- B. Reimburse Cooperator for actual expenses incurred, not to exceed the estimated amount shown in the Annual Operating Plan. The U.S. Forest Service will make payment for project costs upon receipt of an invoice. Each correct invoice shall display Cooperator's actual expenditures to date of the invoice, displayed by separate cost elements as documented in the Annual Operating Plan, less any previous U.S. Forest Service payments. *See related Provisions II-H and IV-I.* The invoice should be forwarded as follows:

**Submit original invoice(s) for payment to:**

USDA, Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
101B Sun Avenue NE  
Albuquerque, NM 87109  
FAX: (877) 687-4894  
E-Mail: asc\_ga@fs.fed.us

**Send copy to:**

ADAM M HILL  
U.S.D.A. Forest Service  
Patrol Captain  
Lassen National Forest  
2550 Riverside Drive  
Phone: (530) 252-6400  
E-Mail: adam.hill@usda.gov

### IV. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

- A. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.
- B. The principal contacts for this agreement are:

**Principal Cooperator Contacts:**

Cooperator Program Contact	Cooperator Administrative Contact
Todd Johns Sheriff, Plumas County 1400 E. Main St Quincy, CA 95971 Telephone: 530-283-6392 FAX: 530-283-6344 Email: tjohns@pcso.net	Roni Towery Sheriff's Fiscal Officer 1400 E. Main St Quincy, CA 95971 Telephone: 530-283-6396 FAX: 530-283-6344 Email: roni@pcso.net

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Adam Hill, LNF/MDF Patrol Captain 2550 Riverside Drive Susanville, CA. 96130 (530) 252-6400 FAX: (530) 252-6420 Email: <a href="mailto:adam.hill@usda.gov">adam.hill@usda.gov</a>	Margaret Mustain, Program Support Asst. 2550 Riverside Drive Susanville, CA. 96130 (530) 252-6627 FAX: (530) 252-6420 Email: <a href="mailto:margaret.mustain@usda.gov">margaret.mustain@usda.gov</a>

- C. An Annual Operating Plan will be negotiated on a fiscal year basis. At the end of the year, funds not spent may be carried forward to the next year, or deobligated at the request of the U.S. Forest Service. Upon expiration of the Cooperative Law Enforcement Agreement, funds not spent will be deobligated.
- D. This agreement has no effect upon Cooperator's right to exercise civil and criminal jurisdiction on NFS lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS lands.
- E. Any Annual Operating Plan added to this agreement will be jointly prepared and agreed to by the parties. The Annual Operating Plan shall at a minimum contain:
  - 1. Specific language stating that the Annual Operating Plan is being added to this agreement thereby subjecting it to the terms of this agreement.
  - 2. Specific beginning and ending dates.
  - 3. Bilateral execution prior to any purchase or the performance of any work for which reimbursement is to be made.
  - 4. Specify any training, equipment purchases, and enforcement activities to be provided and agreed rates for reimbursement including the maximum total amount(s) for reimbursement.
  - 5. An estimate of the useful life of any equipment purchased under this agreement as required by Provision IV-K.
  - 6. Billing frequency requirement(s). *See related Provisions II-H and III-B.*
  - 7. Designation of specific individuals and alternate(s) to make or receive requests for enforcement activities under this agreement.
  - 8. A review and signature of a U.S. Forest Service Agreements Coordinator.



- F. Nothing in this agreement obligates either party to accept or offer any Annual Operating Plan under this agreement.
- G. The officers/agents of Cooperator performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of Cooperator. Law enforcement provided by Cooperator and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.
- H. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.
- I. The Cooperator's reimbursable expenses must be: listed in an approved Annual Operating Plan; expended in connection with activities on NFS lands; and expenses beyond those which are normally able to provide.
- J. During extraordinary situations such as, but not limited to: fire emergency, drug enforcement activities, or certain group gatherings, the U.S. Forest Service may request to provide additional special enforcement activities. The U.S. Forest Service will reimburse Cooperator for only the additional activities requested and not for activities that are regularly performed by Cooperator.
- K. Reimbursement may include the costs incurred by Cooperator in equipping or training its officers/agents to perform the additional law enforcement activities authorized by this agreement. Unless specified otherwise in the Annual Operating Plan, reimbursement for equipment and training will be limited to a pro rata share based on the percentage of time an officer/agent spends or equipment is used under this agreement.

When reimbursement for items such as radios, radar equipment, and boats is being contemplated, reimbursement for leasing of such equipment should be considered. If the U.S. Forest Service's equipment purchases are approved in the Annual Operating Plan, an estimate of the useful life of such equipment shall be included. When purchased, equipment use rates shall include only operation and maintenance costs and will exclude depreciation and replacement costs. Whether Cooperator is/are reimbursed for lease/purchase costs, or the U.S. Forest Service purchases and transfers the equipment, the total cost for the equipment cannot exceed the major portion of the total cost of the Annual Operating Plan unless approved by all parties in the agreement and shown in the Annual Operating Plan.

When the U.S. Forest Service provides equipment, the transfer shall be documented on an approved property transfer form (AD-107) or equivalent. Title shall remain with the U.S. Forest Service, however; Cooperator shall ensure adequate safeguards and controls exist to protect loss or theft. The Cooperator shall be financially responsible for any loss at original acquisition cost less depreciation at the termination of the agreement. The Cooperator is/are responsible for all operating and maintenance costs for equipment that



the U.S. Forest Service has reimbursed Cooperator for and/or transferred to Cooperator under the AD-107 process or equivalent.

- L. Equipment and supplies approved for purchase under this agreement are available only for use as authorized. The U.S. Forest Service reserves the right to transfer title to the U.S. Forest Service of equipment and supplies, with a current per-unit fair market value in excess of \$5,000.00, purchased by Cooperator using any Federal funding. Upon expiration of this agreement Cooperator shall forward an equipment and supply inventory to the U.S. Forest Service, listing all equipment purchased throughout the life of the project and unused supplies. The U.S. Forest Service will issue disposition instructions within 120 calendar days, in accordance with equipment regulations contained in 7 CFR 3016.32.
- M. When no equipment or supplies are approved for purchase under an Annual Operating Plan, U.S. Forest Service funding under this agreement is not available for reimbursement of Cooperator's purchase of equipment or supplies.
- N. When State conservation agencies have the responsibility for public protection in addition to their normal enforcement responsibility, their public protection enforcement activities may be included in Annual Operating Plans and are then eligible for reimbursement. Reimbursement is not authorized to State Conservation Agencies for enforcement of fish and game laws in connection with activities on NFS lands.
- O. Pursuant to 31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B, any funds paid to Cooperator in excess of the amount to which Cooperator is/are finally determined to be entitled under the terms and conditions of the award constitute a debt to the federal Government. If not paid within a reasonable period after the demand for payment, the Federal awarding agency may reduce the debt by:
  - 1. Making an administrative offset against other requests for reimbursements.
  - 2. Withholding advance payments otherwise due to Cooperator.
  - 3. Taking other action permitted by statute.
- P. Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
- Q. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. Neither party shall incur any new obligations for the



terminated portion of this agreement after the effective date and shall cancel as many obligations as is possible. Full credit shall be allowed for each party's expenses and all noncancelable obligations properly incurred up to the effective date of termination.

**R. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS:** All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

- (a) The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
- (c) The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) If the Government determines that the recipient is not in compliance with this award provision, it:
  - (1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
  - (2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

**S. Federal wage provisions (Davis-Bacon or Service Contract Act)** are applicable to any contract developed and awarded under this agreement where all or part of the funding is provided with Federal funds. Davis-Bacon wage rates apply on all public works contracts in excess of \$2,000 and Service Contract Act wage provisions apply to service contracts in excess of \$2,500. The U.S. Forest Service will award contracts in all situations where their contribution exceeds 50 percent of the cost of the contract. If Cooperator is/are approved to issue a contract, it shall be awarded on a competitive basis.



T. This agreement in no way restricts the U.S. Forest Service or Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

U. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

V. Any information furnished to the U.S. Forest Service under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).

W. This agreement is executed as of the date of the last signature and, unless sooner terminated, shall be effective for a period of five years through September 30, 2025.

X. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

TODD JOHNS, SHERIFF  
Plumas County

---

Date

DEB BUMPUS, FOREST SUPERVISOR  
U.S. Forest Service, Lassen National Forest

---

Date

Plumas County  
~~County Commissioner~~  
Chair, Board of Supervisors

---

Date

Approved as to form:

11/01/2020

County Counsel



DON HOANG, Special Agent in Charge  
Pacific Southwest R5

Date

The authority and format of this agreement have been reviewed and approved for signature.

**KAREN MCWILLIAMS**

Digitally signed by KAREN MCWILLIAMS  
Date: 2020.10.12 12:06:13 -07'00'

KAREN MCWILLIAMS  
U.S. Forest Service Grants Management Specialist

Date

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.



# Office of the Sheriff

## Office of Emergency Services

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

JE.2.

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** November 23, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns   
**RE:** Agenda Items for the meeting of December 8, 2020

**It is recommended that the Board:**

Approve and sign contract #PCSO00119 between the Plumas County Sheriff's Office (PCSO) and Redwood Toxicology Laboratory, Inc. a California Corporation for payments, services provided by Redwood Toxicology Laboratory Inc. from June 1, 2020 to date of approval in the amount of \$9,999.

**Background and Discussion:**

Approve for payment, services provided by Redwood Toxicology Laboratory, Inc from June 1, 2020 to date of approval of this agreement.

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 REDWOOD TOXICOLOGY LABORATORY, INC., a California 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 (the "Work").
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Nine Thousand Nine Hundred Ninety-Nine Dollars (\$9,999.00).
3. **Term.** The term of this agreement shall be from June 1, 2020, and shall remain in effect through May 31, 2021, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Redwood Toxicology from June 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 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 third-party 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 reasonable 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 to the extent such Claim arise out of, either directly or indirectly, County’s negligence or intentional acts. Contractor shall have no obligation, however, to 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 insured. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
    - ii. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and

COUNTY INITIALS

- 2 -

CONTRACTOR INITIALS

iii. 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

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. All insurance policies shall be endorsed to name the County, its officers, officials, employees, representatives and agents as additional insured. Contractor's insurance 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. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

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.

a. Contractor certifies and agrees that it is licensed by the State of California, and the Centers for Medicare & Medicaid Services, Clinical Laboratory Improvement Amendments of 1988 to perform drugs of abuse testing throughout the United States. Contractor participates in the proficiency testing program administered by the American Association of Bioanalysts.

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 and such consent shall not be unreasonably withheld. The forgoing shall not apply to any work to be performed by an affiliate of Contractor, where affiliate means any corporation, firm, limited liability company, partnership or other entity that directly controls or is controlled by or is under common control with the Contractor.
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 East Main Street  
Quincy, CA 95971  
Attention: Investigations Sergeant Steve Peay

Contractor:

Redwood Toxicology Laboratory  
3650 Westwind Blvd.  
Santa Rosa, CA 95403  
Attention: Contract Manager

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:**

Redwood Toxicology Laboratory, Inc., a California corporation

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mary Tardel  
Senior Director, Government Services

**COUNTY:**

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Kevin Goss, Chair  
Board of Supervisors

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nancy Daorno  
Clerk of the Board of Supervisor

APPROVED AS TO FORM:  
Plumas County Counsel

By:  Date: 10/20/2020  
Gretchen Stuhr  
Deputy County Counsel

## **EXHIBIT A**

### **Scope of Work**

1. Contractor will provide, upon request/order by the County on an as needed basis, urine drug screening for Alcohol (Ethanol), Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Opiates, and THC. Initial screening of Contractor's standard laboratory tests is performed by enzyme immunoassay (EIA). Confirmation is performed by a secondary method, including; gas chromatography (GC), gas chromatography/mass spectrometry (GC/MS), and/or liquid chromatography/tandem mass spectrometry (LC/MS/MS), depending on drug class.
2. Upon request by the County, Contractor will provide GC-MS confirmation of positive drug screens. Upon request by the County, Contractor will provide confirmation of Benzodiazepines and Oxycodone by liquid chromatography/tandem mass spectrometry (LC-MS/MS).
3. Upon request by the County, Contractor will provide urine testing for Ethyl Glucoronide (EtG) and Ethyl Sulfate (EtS) alcohol metabolite. EtG/EtS is screened, confirmed and quantitated by liquid chromatography/tandem mass spectrometry (LC-MS/MS).
4. Contractor's standard service includes all urine collection and shipping supplies. Supplies include requisition forms, specimen labels, urine specimen bottles, chain of custody forms and security seals. Pre-pad mailer boxes for specimens sent to the laboratory are provided when fewer than five (5) specimens are sent to Contractor at one time.

Next day air service supplies are provided when five (5) or more specimens are sent in one overnight lab pack bag or box at one time. Less than five (5) specimens sent in to the lab at one time by next day air service will be assessed a twenty-five dollar (\$25.00)

charge per shipment. Outbound shipping and handling of Contractor lab supply orders will be shipped at no charge for ground service delivery. Expedited shipping of supplies will be charged on an 'at cost' basis. All items shipped FOB Shipping Point.

5. Reporting by internet through Contractor's reporting website <https://toxaccess.redwoodtoxicology.com> is default method. Fax summary and/or hard copy reports will be provided upon request.
6. Contractor will confirm all positive tests by the methods indicated in Sections 1 through 3 above. Turnaround times are as follows:

**Urine Drug Testing**

- Negative results for basic *urine* tests (non-esoteric) are available within twenty-four (24) hours after receipt of specimen(s) at RTL.
- Confirmed positive results or esoteric testing requiring GC-MS, LC-MS/MS or GC-FID will be reported to authorized County personnel within forty-eight (48) hours to seventy-two (72) hours after receipt of specimen(s), or after receiving request for GC-MS or LC-MS/MS confirmation.

**Oral Fluid Drug Testing**

- Negative results for oral fluid screens are available within twenty-four (24) hours after receipt of specimen(s) at RTL.
- Confirmed positive results by GC-MS or LC-MS/MS will be reported to authorized County personnel within forty-eight (48) to seventy-two (72) hours after receipt of specimen(s), or after receiving request for GC-MS or LC-MS/MS confirmation.

Positive specimens will be saved for three (3) months.

7. Contractor will provide County with court representation/testimony at a cost of seven hundred (\$700.00) per day plus travel, a daily meal per-diem and hotel cost not to exceed the County and State rates, and any other related travel cost.
8. Contractor will sell to County, upon request/order by the County, onsite drug and/or alcohol screening devices ("Product") as designated in Attachment A to Exhibit B at the prices set forth thereon. Collection and shipping supplies are available for the Product. Supplies include requisition forms, specimen labels, urine specimen bottles or collection beakers. Chain of custody forms and security seals.
9. The County shall read and follow all of the instructions for use supplies with the Product. The County further acknowledges that the Product is a screen only, and that the Contractor strongly recommends the confirmation of any positive screen result by appropriate, recognized laboratory confirmation methodology before taking any action deemed adverse to the specimen donor.

\_\_\_\_\_ COUNTY INITIALS

- 9 -

CONTRACTOR INITIALS \_\_\_\_\_

## **EXHIBIT B**

### **Terms of Payment**

1. Contractor shall charge the County for the Work in accordance with the Fee Schedule attached hereto as Attachment A. Contractor shall invoice the County monthly. Invoices for Product are sent separately from laboratory services invoices. Laboratory service fees are not included on the invoices for Products.
2. Shipping and handling of Product orders will be assessed on an 'at cost' basis.
3. The County shall pay all undisputed invoices within thirty (30) days of the County's receipt of the invoice.
4. Any order of Product received by the County shall be deemed accepted by the County unless the County notifies Contractor in writing within twenty days of receipt of the Product that the County rejects the order in whole or in part and states the reason for said rejection. The County understands that the Product has a limited shelf life and that the delayed return of Product for reasons other than being either non-conforming or defective place commercial limitations on the resale of said Product to other purchasers.
5. Any order rejected by the County on the basis that the product is either non-conforming or is defective may be returned to Contractor for full credit or replacement.
6. Any Product returned for any other reason shall be subject to a restocking fee equal to twenty percent (20%) of said order.
7. Contractor will not increase fees for a period of one year, commencing with the date of this agreement. Thereafter, increases shall not be more frequent than one-year intervals. Increases shall become effective with sixty (60) days written notice.
8. Contractor shall furnish to the County such information as may be requested which relates to the services described in this contract. The service provider shall provide reasonable access to all records, books, reports and other necessary data and information needed to accomplish reviews of services and expenditures.

**Attachment A**

**Fee Schedule**

See attached.



**Abbott**

3650 Westwind Boulevard  
Santa Rosa, CA 95403  
T: +1 800 255 2159  
F: +1 707 577 8102

**Attachment A**  
**Pricing Schedule**  
**Plumas County Sheriff's Department**  
**Effective June 1, 2020**

**Section I: Laboratory Drug & Alcohol Testing Services - Urine**

**URINE LAB TESTS - STANDARD DRUGS**

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
H58	Urine 12 Panel ALC,AMP,BAR,BZO,COC,CR,MTD,OPI,OXY,PCP,PPX,THC - Screen Only	\$ 7.35
Various	GC-MS, LC-MS/MS or GC-FID Standard Urine Confirmation - cost per drug	\$ 12.50
5845	Amphetamines LC-MS/MS Confirmation	\$ 15.00
V28	LC/MS/MS Comp Oxy Confirmation	\$ 12.50
V27	LC/MS/MS Comp Benzodiazepines Confirmation	\$ 12.50
V187	LC/MS/MS Urine Amphetamines Confirmation	\$ 12.50
V140	LC/MS/MS Comp THC-COOH Confirmation	\$ 12.50
V137	LC/MS/MS Comp Opiates Confirmation	\$ 12.50
V110	LC/MS/MS Cocaine Confirmation	\$ 12.50
V01	GC-FID Comp Alcohol Confirmation	\$ 12.50

*Initial screening of standard laboratory tests at RTL will be performed by enzyme immunoassay (EIA). Screening and confirmation methodologies, as well as cutoff levels, vary by drug or metabolite and are subject to change at RTL's discretion. Panel codes and testing equipment are also subject to change. Drugs available in the standard panels vary by panel code.*

*When laboratory confirmation tests are requested following a screen, they will be performed on an independent portion of the original specimen using gas chromatography-mass spectrometry (GC-MS), liquid chromatography-tandem mass spectrometry (LC-MS/MS), or gas chromatography-gas flame ionization (GC-FID), depending on drug class. GC-FID is used only on samples requiring alcohol (EtOH) confirmation. Confirmation on positive screens for the drugs included in the panel are available at the prices listed above. Separate fees will be incurred for confirmations performed on drugs that are not part of a standard panel, and for designer or esoteric drugs. Confirmation methodologies, as well as cutoff levels, vary by drug or metabolite and are subject to change at RTL's discretion. Panel codes and testing equipment are also subject to change.*

**URINE LAB TESTS - SPECIALTY DRUGS**

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
092	Buprenorphine - Screen Only	\$ 3.00
5292	Buprenorphine - Confirmation Only	\$ 25.00
646 or 647	Ethyl Glucuronide/Ethyl Sulfate (EtG/EtS) Alcohol metabolite - EtG Screen with Automatic Confirmation of Positives for both EtG & EtS	\$ 12.50
2101	Fentanyl - Screen Only	\$ 6.00
5504	Fentanyl - Confirmation Only	\$ 30.00
5960	Kratom - Confirmation Only	\$ 75.00
5212	Tramadol - Confirmation Only	\$ 35.00

**URINE LAB TESTS - SPECIALTY DRUG PANELS**

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
P40	Comprehensive Panel - Screen Only / Confirmation for additional fee of \$20.00 per drug. Detects over 600 brand name prescription drugs, illicit drugs, and alcohol.	\$ 45.00
P80	Designer Stimulants (Bath Salts) - Expanded Panel	\$ 35.00
6473	Synthetic Marijuana (K2/Spice) - Standard Panel	\$ 25.00
8474	Synthetic Marijuana (K2/Spice) - Premium Panel	\$ 35.00
5554	Fentanyl - Premium Panel	\$ 40.00

**Section II: Laboratory Drug & Alcohol Testing Services - Oral Fluids**

**ORAL FLUID LAB TESTS - STANDARD DRUGS**

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
2101001	Quantisal Oral Fluid Collection Device - purchase required prior to testing	\$ 2.20
Various	GC-MS, LC-MS/MS or GC-FID Standard Oral Fluid Confirmation - cost per drug	\$ 12.50
9512	Oral Fluid 5 Panel AMP,COC,MTD,OPI,PCP - Screen Only	\$ 6.00
9515	Oral Fluid 6 Panel AMP,BZO,COC,MTD,OPI,THC - Screen Only	\$ 6.50
9538	Oral Fluid 7 Panel AMP,BAR,BZO,COC,MTD,OPI,OXY - Screen Only	\$ 7.50
9588	Oral Fluid 8 Panel AMP,BAR,BUP,BZO,COC,MTD,OPI,OXY - Screen Only	\$ 10.44
9534	Oral Fluid 10 Panel ALC,AMP,BAR,BZO,COC,MTD,OPI,OXY,PCP,THC - Screen Only	\$ 9.75
9535	Oral Fluid 7 Panel ALC,AMP,COC,OPI,OXY,PCP,THC - Screen + Auto Confirm of Positives	\$ 12.70
9527	Oral Fluid 8 Panel ALC,AMP,BZO,COC,MTD,OPI,OXY,THC - Screen + Auto Confirm of Positives, Except MTD	\$ 13.45
9532	Oral Fluid 10 Panel ALC,AMP,BAR,BZO,COC,MTD,OPI,OXY,PCP,THC - Screen + Auto Confirm of Positives	\$ 14.95

*Screening and confirmation methodologies, as well as cutoff levels, vary by drug or metabolite and are subject to change at RTL's discretion. Panel codes and testing equipment are also subject to change. Drugs available in the standard panels vary by panel code.*

*When laboratory confirmation tests are requested following a screen, they will be performed on an independent portion of the original specimen using gas chromatography-mass spectrometry (GC-MS) or liquid chromatography-tandem mass spectrometry (LC-MS/MS), depending on drug class. Confirmation on positive screens for the drugs included in the panel are available at the prices listed above. Separate fees will be incurred for confirmations performed on drugs that are not part of a standard panel, and for designer or esoteric drugs. Confirmation methodologies, as well as cutoff levels, vary by drug or metabolite and are subject to change at RTL's discretion. Panel codes and testing equipment are also subject to change.*

**Abbott**

3650 Westwind Boulevard  
Santa Rosa, CA 95403  
T: +1 800 255 2159  
F: +1 707 577 8102

**Attachment A**  
**Pricing Schedule**  
**Plumas County Sheriff's Department**  
**Effective June 1, 2020**

**Section III: Laboratory Supplemental Services****PROBLEMATIC SPECIMEN CHARGES AND ADDITIONAL SERVICE CHARGES**

TEST CODE	DESCRIPTION	PRICE PER OCCURRENCE
QNS	Insufficient Volume	\$ 10.00
PROB	Chain of Custody (COC) and/or Specimen Label Errors	\$ 10.00
	Product and/or Supply Shipping Errors due to Incorrect Address Provided	\$ 25.00
ADS	Accidental Delivery Specimen - Specimen Sent to RTL in Error	\$ 100.00
PULL	Specimen Retrieval from Storage for Follow-Up Testing	\$ 10.00
AFFD	Affidavits	\$ 100.00
INTP	Interpretations	\$ 100.00
STAT	STAT Testing Requests (Priority)	\$ 100.00
CORT	Telephonic or Webinar Court Testimony	\$ 250.00
	In-Person Court Testimony	\$700 per day + travel

**Collection & Shipping Supplies**

RTL provides all necessary urine specimen collection kits and shipping supplies to its clients at no additional cost. For urine testing these supplies include:

- Urine specimen collection kits; beakers with built-in temperature strips and specimen bottles
- Specimen baggies with absorbent material
- Lab requisition (chain of custody) forms – pre-printed and/or self-print electronic collection
- Pre-paid FedEx or UPS lab packs or pre-paid U.S. mailer boxes

**Lab Supply Shipping and Handling:** Outbound lab supply orders will be shipped at no charge for ground service delivery. Expedited shipping of supplies will be charged on an 'at cost' basis. FOB Shipping Point.

**Specimen Shipment to RTL:** Next day air service of inbound specimens sent to RTL for testing is provided at no charge when five (5) or more urine and/or oral fluids specimens are sent in each FedEx overnight shipment. Any combination of urine and/or oral fluids devices may be shipped together via FedEx overnight service. Fewer than five (5) specimens sent to the lab by next day air service will be assessed a twenty-five dollar (\$25.00) charge per shipment.

**Section IV: Rapid Drug & Alcohol Screening Devices****PANEL-DIP SUBSTANCE ABUSE TEST DEVICE**

PART NUMBER	DRUG(S)	CONFIGURATION	PRICE PER DEVICE	BOX PRICE (25/BOX)
01 102 0119	6	PANEL DIP 06 BZO/COC300/MAMP1000/MOP300/OXY/THC	\$3.07	\$76.75

**ROUND INTEGRATED CUP SUBSTANCE ABUSE TEST DEVICE**

PART NUMBER	DRUG(S)	CONFIGURATION	PRICE PER DEVICE	BOX PRICE (25/BOX)
01 501 0015	13	CUP 13 AMP1000/BUP10/BZO300/COC300/ETG500/FENT20/MAMP1000/MDMA500/MTD300/OPI300/OXY100/THC50/TRA200 - FFUO**	\$4.75	\$118.75
01 501 0016	14	CUP 14 AMP1000/BUP10/BZO300/COC300/ETG500/FENT20/K2-30/MAMP1000/MDMA500/MTD300/OPI300/OXY100/THC50/TRA200	\$5.50	\$137.50

**COLLECTION SUPPLIES**

PART NUMBER	DRUG(S)	CONFIGURATION	PRICE PER DEVICE	BOX PRICE (25/BOX)
031246	N/A	90 ml Urine Collection Bottle with Built-in Temp Strip	\$0.00	\$0.00

**Device Order Shipping & Handling:** Device orders will be shipped at no charge for ground service delivery. Expedited shipping of device orders will be charged on an 'at cost' basis. FOB Shipping Point.

\*\*Forensic Use Only (FFUO) devices are intended for use only in drugs of abuse testing for law enforcement purposes. Appropriate users of such devices include, for example, court systems, police departments, probation/parole offices, juvenile detention centers, prisons, jails, correction centers and other similar law enforcement entities, or laboratories or other establishments performing forensic testing for these entities. Forensic Use Only devices are not designed, tested, developed, or labeled for use in other settings, such as clinical diagnostic or workplace settings.



# Office of the Sheriff

## Office of Emergency Services

J.E.J.

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** November 23, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns *TJ*  
**RE:** Agenda Items for the meeting of December 8, 2020

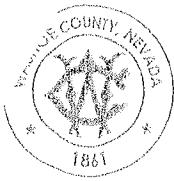
**It is recommended that the Board:**

Approve and sign contract #PCSO00083 between the Plumas County Sheriff's Office (PCSO) and Washoe County Regional Medical Examiner's Office (WCRMEO) a political subdivision of the State of Nevada for payments, services provided by Washoe County Regional Medical Examiner's Office from July 1, 2020 to date of approval.

**Background and Discussion:**

Approve for payment, services provided by Washoe County Regional Medical Examiner's Office from July 1, 2020 to date of approval of this agreement.

Agreement has been approved as to form by County Counsel.



# WASHOE COUNTY

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## REGIONAL MEDICAL EXAMINER'S OFFICE

PCSO 99983

990 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 785-6114  
Fax: (775) 785-6163  
[www.washoecounty.us](http://www.washoecounty.us)

October 1, 2020

Esteemed Local Sheriff/Coroner Colleagues:

The current interlocal agreement between your county and the Washoe County Regional Medical Examiner's Office (WCRMEO) is due for renewal. Enclosed are two copies of the new agreement. Please fill out both copies of the agreement and return both to the WCRMEO. If the agreement needs to be approved by your elected governing body, please submit it for their review and approval as soon as possible. If it is in your purview to sign and execute this agreement independently, please do so. Once the Washoe County Board of County Commissioners approves and signs the agreements, my office will return one of the fully executed original copies to your agency.

**I want to make you aware of two changes since our last agreement.** Based on Nevada public records laws, the WCRMEO is unable to withhold certain public information regarding cases, including those referred to us. With regard to public records requests, media inquiries, and subpoenas or court orders, all cases will be subject to the policies and procedures of the WCRMEO. I want to assure you that the WCRMEO has strict policies and will only release to media the information that is publicly allowable, such as the decedent's name, age, city of residence, and cause and manner of death, if known. Autopsy, toxicology, and lab reports will be released only as allowed by state law, Washoe County Code, and WCRMEO policies, and are not considered public documents at this time. Our legal team is following this issue closely.

Additionally, the WCRMEO will begin making referrals and coordinating with tissue donation organizations for all cases referred to us by your agency. This is an added value service that we are providing at no additional charge. As you know, decision-making and coordination regarding tissue procurement can be a time intensive process that requires medical judgment. For the last two years, my office executed a pilot program testing this system with counties in Nevada. The Sheriffs involved in the pilot program experienced no problems, and reported that it created less work for their deputies. Rest assured that my office has the utmost concern for the preservation of evidence and we will not allow tissue donations to affect the collection or preservation of evidence, nor to obscure the cause of death. Determining cause and manner of death and providing this to you in a prompt fashion remain our primary mission.





# WASHOE COUNTY

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## REGIONAL MEDICAL EXAMINER'S OFFICE

990 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 785-6114  
Fax: (775) 785-6163  
[www.washoecounty.us](http://www.washoecounty.us)

Finally, I am enclosing a copy of the current fee schedule for this agreement. Please note that this is simply being provided for reference and the fees are unchanged from current.

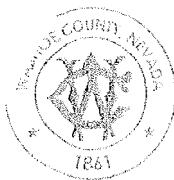
If you have any questions or concerns, please do not hesitate to contact me. I look forward continuing to work with you.

Sincerely,

A handwritten signature in black ink that reads "Laura D. Knight, MD".

Laura D. Knight, MD  
Chief Medical Examiner and Coroner





# WASHOE COUNTY

---

## REGIONAL MEDICAL EXAMINER'S OFFICE

990 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 785-6114  
Fax: (775) 785-6163  
[www.washoecounty.us](http://www.washoecounty.us)

### Fee Schedule

Effective January 1, 2020

#### Postmortem Examinations and Services

Autopsy	\$2,415.00
Head Post (head-only autopsy)	\$1,350.00
External Medical Examination	\$1,000.00
Consultation	\$ 325.00
Jurisdiction Terminated Assistance	\$ 105.00
Decomposed Supplemental Fee	\$ 315.00
Obese Supplemental Fee	\$ 315.00
Minor (under age 18) Supplemental Fee	\$ 525.00
Homicide Supplemental Fee	\$ 525.00
Burned Body Supplemental Fee	\$ 315.00
Biohazard/Infectious Supplemental Fee	\$ 315.00
Toxicology Review and Interpretation Fee	\$ 75.00
Subcontractor Specimen Preparation and Handling Fee	10% of cost
Lab Work, Toxicology, Subcontractors, and Special Examinations	Actual Cost
Body Storage Fee	\$ 50.00/day

#### Autopsy Report Fee

Actual Cost

One copy free to legal next-of-kin, upon request

Waived for investigating law enforcement agency

Autopsy Photographs and X-Rays (CD/Electronic)

\$ 30.00

#### Legal Consultation and Testimony by Medical Examiner's Office Personnel

Case preparation

\$ 450.00/hour

Records review, phone calls, research,  
report/specimen preparation

Travel Time

\$ 450.00/hour

Wait Time

\$ 450.00/hour

Testimony

\$ 450.00/hour

Court, Grand Jury, Deposition

Travel Expenses

Actual Cost

Airfare, vehicle rental and fuel, IRS mileage rate, lodging, etc.

## INTERLOCAL AGREEMENT FOR FORENSIC PATHOLOGY SERVICES

THIS AGREEMENT is made by and between Plumas County on behalf of its Sheriff/Coroner (hereinafter "County") and Washoe County, a political subdivision of the State of Nevada on behalf of the Washoe County Regional Medical Examiner's Office (hereinafter "WCRMEO").

WHEREAS the Interlocal Cooperation Act authorizes public agencies to enter into cooperative agreements allowing the joint exercise of any power, privilege or authority capable of exercise by one of them, see, NRS 277.080, et.seq.; and

WHEREAS County and WCRMEO are public agencies with the meaning of the Interlocal Cooperation Act, and

WHEREAS County desires that WCRMEO provide forensic autopsies, medical examinations and medicolegal consultations to County as needed; and

WHEREAS WCRMEO is willing and able to provide such services for County;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. Services:

A medical examiner or forensic pathologist with WCRMEO will perform forensic autopsies, medical examinations, and medicolegal consultations deemed necessary by County in consultation with WCRMEO.

Deaths occurring in County which state law or County determines require a forensic autopsy, medical examination, or medicolegal consultation may be referred to WCRMEO. County shall notify WCRMEO and provide necessary records as soon as possible after County determines that the referral is necessary and in any event before the body is transported to the WCRMEO facility.

Autopsies, medical examinations, and medicolegal consultations shall be conducted by WCRMEO in accordance with state law, Washoe County Code, and WCRMEO policies.

WCRMEO shall complete a written report on all autopsy and medical examination cases conducted for County and will provide that report to County in a timely manner.

2. Storage and Release of Bodies:

Bodies sent to WCRMEO for examination shall be returned to County through the funeral home that delivered them to WCRMEO. If otherwise requested by County, the legal next-of-kin, or other responsible entity, the body may be released into the custody of a different funeral home.

3. Compensation:

County shall pay WCRMEO for services rendered pursuant to this Agreement at rates to be set periodically by formal resolution approved and authorized by the Washoe County Board of County Commissioners. WCRMEO shall issue an invoice for services rendered. The established rates shall include x-ray examinations deemed necessary by WCRMEO in consultation with County, but do not include microscopic slide preparation, anthropologic examinations, dental examinations, toxicology studies, other laboratory tests (metabolic studies, fluid chemistry studies, bacterial and viral cultures, etc.), subspecialty pathology examinations, subcontracted work, or transportation and storage of decedents.

4. Term:

The term of this agreement shall be from July 1, 2020, and shall remain in effect through June 30, 2023, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Washoe County Regional Medical Examiner's Office from July 1, 2020 to date of approval of this Agreement by the Board of Supervisors.

5. Amendment and Assignment:

This Agreement may be amended at any time there is a need, provided both parties agree to the amendment(s) in writing. Any amendment is subject to approval by the governing bodies of the parties as a condition precedent to its entry into force. Pursuant to NRS 332.095, neither party may assign this Agreement without the express written consent of the other party.

6. Termination:

This Agreement may be terminated at any time by either party upon 30 (thirty) days written notice, without cause or penalty. In addition, in the event that the governing body appropriating funds for WCRMEO fails to obligate the funds necessary to fund the office beyond the then-current fiscal period, this Agreement shall be terminated without penalty, charge, or sanction. Upon termination of Agreement, all invoices for services rendered while the Agreement was in effect must be paid within 30 (thirty) days.

7. Records, Confidentiality, and Specimens:

- a. Records Distribution – When completed, examination documents generated by WCRMEO shall be delivered to County. Pursuant to Nevada public records law, records held by Washoe County may be considered public, and may be released publicly. Records will be disseminated consistent with the laws and policies of Washoe County. Records may be released physically or electronically, at the sole discretion of WCRMEO.
- b. Confidentiality – Pursuant to Nevada law, Washoe County Code, and the policies of WCRMEO, publicly available information regarding cases may be released publicly

by WCRMEO, when requested. This includes releasing information to family members, government agencies, funeral homes, media, researchers, etc.

c. Specimens – Specimens retained by WCRMEO may be released to County (or designee) upon written request. Specimens will be retained, transferred, disseminated, or discarded by WCRMEO, pursuant to WCRMEO policies and procedures.

8. Tissue and Organ Referrals and Procurement  
A goal of WCRMEO is to maximize the availability of organs and tissues for transplant, and enhance the quality, effectiveness, and integrity of the donation process. For all cases referred to WCRMEO, County authorizes WCRMEO to make any notifications and take any actions necessary to assist in facilitating organ and tissue donation with the partner agency of WCRMEO, including authorizing organ and tissue procurement whenever WCRMEO deems it appropriate. Organ and tissue referrals and donations will follow the policies and procedures of WCRMEO.

9. Reciprocal Indemnification:  
County agrees to indemnify, defend and hold harmless Washoe County and WCRMEO, its officers, employees, and agents, from and against, any and all claims demands, or actions, by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of County in connection with the services provided to County by WCRMEO pursuant to this Agreement.

Washoe County and WCRMEO agree to indemnify, defend and hold harmless County, its officers, employees, and agents, from, and against, any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of Washoe County in connection with the services provided by WCRMEO to County pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

10. Interpretation:  
The laws of the State of Nevada shall apply in interpreting this Agreement, and venue for any dispute arising from the interpretation of the Agreement shall be the Second Judicial District Court of the State of Nevada in and for the County of Washoe.

11. Incorporation:  
This Agreement and any Attachments hereto constitute the complete and final Agreement of the parties with regard to the subject matter herein, and supersedes all prior agreements, both written and oral, and all other written and oral communications between the parties.

12. Liaison:

The parties designate the following persons to serve as contacts for purposes of this Agreement:

Justin Norton  
WCRMEO  
990 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 785-6114  
jnorton@washoecounty.us

Plumas County Sheriff's Office  
SAC: Steve Peay  
1400 E Main St  
Quincy, CA 95971

13. Authority to Enter Into Agreement:

Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

IN WITNESS HEREOF, the representatives of the parties have set their hand:

PLUMAS COUNTY

WASHOE COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Bob Lucey, Chair  
Washoe County Commission

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
County Clerk  
Plumas County

ATTEST:

By: \_\_\_\_\_  
County Clerk  
Washoe County

Approved as to form:

  
Gretchen Stuhr

Deputy Plumas County Counsel

11/20/2020



# Office of the Sheriff

## Office of Emergency Services

JE.4.

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** November 25, 2020

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns *COA 10/1-*

**RE:** Agenda Items for the meeting of December 8, 2020

**It is recommended that the Board:**

Approve and sign contract #PCSO00011 between the Plumas County Sheriff's Office (PCSO) and Levi Pence, dba Hi Tech Frame & Finish in the amount of \$45,000.

**Background and Discussion:**

The term of this contract is 02/01/21-01/31/22. This purpose of this agreement is for Sheriff vehicle repairs.

Agreement has been approved as to form by County Counsel.

**Services Agreement**

This Agreement is made this 1st day of February 2021, 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 Levi Pence, an individual, doing business as Hi Tech Frame & Finish, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Work").
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty-Five Thousand Dollars and No/100 (\$45,000.00).
3. **Term.** The term of this agreement shall be from February 1, 2021 through January 31, 2022, unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Labor and Materials.** Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. General liability (and professional liability, if applicable to the services provided) coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of 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 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.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.

COUNTY INITIALS

CONTRACTOR INITIALS

21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

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

Contractor:

Hi Tech Frame & Finish  
1229 Industrial Way  
Quincy, CA 95971  
Attention: Levi Pence

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. 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.

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

CONTRACTOR:

By: \_\_\_\_\_  
Levi Pence, an individual doing business as Hi  
Tech Frame & Finish

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

COUNTY:

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

By: \_\_\_\_\_  
Name: Todd Johns  
Title: Sheriff

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

Attest:

By: \_\_\_\_\_  
Nancy DaForno  
Clerk of the Board of Supervisors

Approved as to form:

Plumas County Counsel

By:  11/24/2020  
Gretchen Stuhr  
County Counsel Deputy

COUNTY INITIALS \_\_\_\_\_

CONTRACTOR INITIALS \_\_\_\_\_

**EXHIBIT A**

**Scope of Work**

1. Provide the following automotive body repair services on an as-needed basis upon request of the County:
  - a. Body repair and refinishing of automobiles and light trucks.
  - b. Frame repairs of automobiles and light trucks.
  - c. Mechanical work as needed in conducting body repairs.
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 the following per hour rates:

Body repair work                    \$72.00

Painting                            \$72.00

Frame repair work                    \$72.00

Mechanical repair work    \$72.00

2. Parts shall be charged at the following rates: paint at a flat rate of \$36.00 per painting hour; body parts and supplies at Contractor's cost plus 25%.
3. County shall be provided with a written 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.

JF

**CERTIFICATION OF ELECTION RESULTS OF THE  
CONSOLIDATED PRESIDENTIAL GENERAL ELECTION HELD ON NOVEMBER 3, 2020**

I, Kathy Williams, Plumas County Clerk-Recorder, Registrar of Voters, having completed the canvass of returns for the California General Election held November 3, 2020 and recorded in the Elections Records, certify the results as follows:

The results for the President and Vice President; Congressional District 1; State Senate District 1; State Assembly District 1; and Propositions 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 and 25 are hereto attached.

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

**COUNTY SUPERVISOR DISTRICT 1**

Bill Powers	749
Dwight Ceresola	1145

**COUNTY SUPERVISOR DISTRICT 2**

Kevin Goss	1279
Mike Grant	954

**PLUMAS UNIFIED SCHOOL DISTRICT**

**Trustee Area 1**

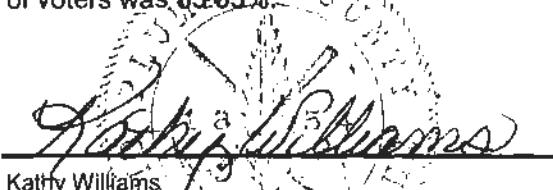
Gayanna Miller	3294
Joleen Cline	5974
Write-In Votes	1

**EASTERN PLUMAS HEALTHCARE DISTRICT**

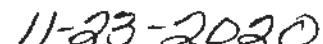
**4 Year Term - Vote for 2**

Linda Satchwell	1277
Paul Swanson	1949
Tessa Clawson	501
Jason E. Christian	770
Write-In Votes	0

The Official Final Canvass of votes cast is attached hereto and made a part hereof. The total turnout of voters was 83.35%.

  
Kathy Williams

Plumas County Clerk-Recorder, Registrar of Voters

  
11-23-2020

Date

## Summary for: All Contests, All Districts, All Tabulators, All Counting Groups

**PLUMAS COUNTY**  
**NOVEMBER 3, 2020**  
**CONSOLIDATED PRESENTIAL GENERAL ELECTION**  
**OFFICIAL FINAL**

Voters Cast: 11,422 of 13,704 (83.35%)

**PRESIDENT AND VICE PRESIDENT (Vote for 1)**

Total		
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
BIDEN/HARRIS	DEM	4,561
TRUMP/PENCE	REP	6,445
LA RIVA/FREEMAN	PEF	27
DE LA FUENTE GUERRA/WEST	AIP	31
HAWKINS/WALKER	GRN	39
JORGENSEN/COHEN	LIB	153
Total Votes		11,260
Total		
BRIAN CARROLL/AMAR PATEL	WRITE-IN	3
MARK CHARLES/ADRIAN WALLACE	WRITE-IN	0
JOSEPH KISHORE/NORISSA SANTA CRUZ	WRITE-IN	0
BROCK PIERCE/KARLA BALLARD	WRITE-IN	1
JESSE VENTURA/CYNTHIA MCKINNEY	WRITE-IN	0
Unresolved Write-In		0

**CONGRESSIONAL DISTRICT 1 (Vote for 1)**

Total		
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
DOUG LA MALFA	REP	6,541
AUDREY DENNEY	DEM	4,737
Total Votes		11,278
Total		
Unresolved Write-In		0

## STATE SENATE DISTRICT 1 (Vote for 1)

Total		
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
PAMELA DAWN SWARTZ	DEM	4,256
BRIAN DAHLE	REP	6,937
Total Votes		11,193
		Total
Unresolved Write-In		0

## STATE ASSEMBLY DISTRICT 1 (Vote for 1)

Total		
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
ELIZABETH L BETANCOURT	DEM	4,497
MEGAN DAHLE	REP	6,688
Total Votes		11,185
		Total
Unresolved Write-In		0

## PLUMAS UNIFIED SCHOOL DISTRICT TRUSTEE #1 (Vote for 1)

Total		
Times Cast		11,117 / 13,335 83.37%
Candidate	Party	Total
GAYANNA MILLER		3,294
JOLEEN CLINE		5,974
Total Votes		9,268
		Total
Unresolved Write-In		1

## COUNTY SUPERVISOR DISTRICT 1 (Vote for 1)

Total		
Times Cast		1,995 / 2,471 80.74%
Candidate	Party	Total
BILL POWERS		749
DWIGHT CERESOLA		1,145
Total Votes		1,894
		Total
Unresolved Write-In		0

## COUNTY SUPERVISOR DISTRICT 2 (Vote for 1)

		Total
Times Cast		2,349 / 2,867 81.93%
Candidate	Party	Total
KEVIN GOSS		1,279
MICHAEL GRANT		954
Total Votes		2,233
		Total
Unresolved Write-In		0

## EASTERN PLUMAS HEALTHCARE DISTRICT DIRECTOR (Vote for 2)

		Total
Times Cast		3,729 / 4,416 84.44%
Candidate	Party	Total
LINDA SATCHWELL		1,277
PAUL SWANSON		1,949
TESSA CLAWSON		501
JASON E. CHRISTIAN		770
Total Votes		4,497
		Total
Unresolved Write-In		0

## PROPOSITION 14 (Vote for 1)

		Total
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		3,798
NO		7,181
Total Votes		10,979
		Total
Unresolved Write-In		0

## PROPOSITION 15 (Vote for 1)

		Total
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		3,511
NO		7,597
Total Votes		11,108
		Total
Unresolved Write-In		0

**PROPOSITION 16 (Vote for 1)**

		Total	
Times Cast		11,422 / 13,704	83.35%
Candidate	Party	Total	
YES		2,394	
NO		8,542	
Total Votes		10,936	
		Total	
Unresolved Write-In		0	

**PROPOSITION 17 (Vote for 1)**

		Total	
Times Cast		11,422 / 13,704	83.35%
Candidate	Party	Total	
YES		4,485	
NO		6,598	
Total Votes		11,083	
		Total	
Unresolved Write-In		0	

**PROPOSITION 18 (Vote for 1)**

		Total	
Times Cast		11,422 / 13,704	83.35%
Candidate	Party	Total	
YES		2,788	
NO		8,343	
Total Votes		11,131	
		Total	
Unresolved Write-In		0	

**PROPOSITION 19 (Vote for 1)**

		Total	
Times Cast		11,422 / 13,704	83.35%
Candidate	Party	Total	
YES		4,687	
NO		6,217	
Total Votes		10,904	
		Total	
Unresolved Write-In		0	

## PROPOSITION 20 (Vote for 1)

		Total
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		4,669
NO		6,183
Total Votes		10,852
		Total
Unresolved Write-In		0

## PROPOSITION 21 (Vote for 1)

		Total
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		2,605
NO		8,357
Total Votes		10,962
		Total
Unresolved Write-In		0

## PROPOSITION 22 (Vote for 1)

		Total
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		6,938
NO		3,999
Total Votes		10,937
		Total
Unresolved Write-In		0

## PROPOSITION 23 (Vote for 1)

		Total
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		2,715
NO		8,255
Total Votes		10,970
		Total
Unresolved Write-In		0

**PROPOSITION 24 (Vote for 1)**

Total		
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		4,755
NO		6,147
Total Votes		10,902
Total		
Unresolved Write-In		0

**PROPOSITION 25 (Vote for 1)**

Total		
Times Cast		11,422 / 13,704 83.35%
Candidate	Party	Total
YES		3,587
NO		7,334
Total Votes		10,921
Total		
Unresolved Write-In		0



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



36

*Growing Healthy Communities*

**Date:** September 30, 2020  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Item for December 8, 2020

**Recommendation:** Approve Subcontract Number SUB20-026 in the amount of \$393,779.00 with Chico State Enterprises to provide Nutrition and Transportation Services to the senior citizens of Plumas County for FY 2020-2021, and authorize the Director of Public Health to sign as the Board's designee, approved by County Counsel.

**Background and Discussion:** As the Board is aware; Plumas County Public Health Agency has received funding from The Chico Research Foundation on behalf of its program, Area Agency Aging, for the purpose of providing nutritious meals and transportation services to seniors.

Plumas County's Senior Transportation Program consists of providing transportation for seniors who require help in going from one location to another, with primary focus on transportation to and from nutrition sites, for medical appointments and shopping.

Plumas County's Senior Nutrition Program consists of congregate meals at four nutrition sites throughout Plumas County and nutrition education programs that promote increased awareness and understandings of the role of nutrition in overall health.

The term of this Subcontract is from July 1, 2020 through June 30, 2021 and is in the amount of \$393,779.00.

Please feel free to contact me should you have any questions or need additional information. Thank you.

C:\Documents and Settings\rosieolney\My Documents\BOS\SS-Contract with AAA 2021.doc

## PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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



## CONSENT AGENDA REQUEST

For the December 1, 2020 meeting of the Plumas County Board of Supervisors

Date: November 23, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Approval of Professional Services Agreement for "On-call Civil Engineering Services for Transportation Improvement Projects."

### Background:

The County of Plumas, through its Department of Public Works, participates in regional, state and federal programs in a manner similar to other County agencies throughout the State that are recipient of state and/or federal highway funds. The Department of Public Works requires qualified engineering firms with experience in civil engineering services for design, construction and maintenance projects.

Services may include, but are not limited to: road reconstruction, road widening, bridge replacement, bridge rehabilitation, bike paths, traffic calming, peer review, hydraulic analysis, engineering survey, and record-keeping.

The project contract shall include a base contract. The specific scope of work for each task or project will be identified and established in the future, and with specific work to be accomplished through the issuance of individual Task Orders, which include the specific Scope of Work, a not-to-exceed Fee Amount and a Timetable of Deliverables for each Task.

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

The proposed agreement is for a term of three (3) years and the total of all Task Orders is not to exceed \$815,000. The selection of MGE Engineering, Inc. as the most highly qualified firm represents the culmination of the consultant selection process which began in August of 2020 with the call for Statements of Qualifications. Five (5) firms submitted proposals which were reviewed and evaluated by a selection committee in September of 2020.

The selection committee, appointed by the Public Works Director, was comprised of three members of the Engineering Division of Public Works.

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

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

**Recommendation by Public Works:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute the Professional Services Agreement between the County of Plumas and MGE Engineering, Inc. for On-call Engineering Services for Transportation Improvement Projects in the amount of not-to-exceed \$815,000.

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

# BOARD AGENDA REQUEST FORM

Department: Assessor 20060

Authorized Signature:  JI

Board Meeting Date: 12/01/2020

Request for \_\_\_\_\_ minutes for presentation

(If a specific time is needed, please contact the Clerk of the Board directly.)

## Description of Item for the Agenda (This is the wording that should appear on the agenda):

A. Request for Board Approval to pay claim to Precision Document Imaging for scanning equipment, software licenses and training.

B. \_\_\_\_\_

C. \_\_\_\_\_

## Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

Department of Information and Technology

## If another department or the CAO is opposed to an agenda item, please indicate the objection:

I am not aware of any opposition to this equipment, that was a part of the project approved by the Board in the 2020/2021 budget.

## Attached Documents:

Contracts/Agreements:

Three copies? (Y  N )

Signed? (Y  N )

Budget Transfers Sheets:

Signed? (Y  N )

Other: \_\_\_\_\_

## Publication:

Clerk to publish on \_\_\_\_\_  Notice attached and e-mailed to Clerk.

Notice to be published \_\_\_\_\_ days prior to the hearing. \_\_\_\_\_ (if a specific newspaper is required, enter name here.)

Dept. published on \_\_\_\_\_ (Per Code § \_\_\_\_).  Copy of Affidavit Attached.

## County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

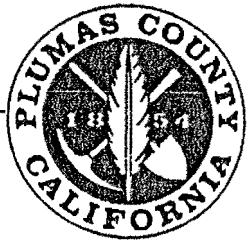
Yes:  No:  Not Applicable:

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

# LUMAS COUNTY ASSESSOR

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



CHARLES W. LEONHARDT  
ASSESSOR

Date: November 20, 2020

To: The Honorable Board of Supervisors

From: Charles W. Leonhardt, Assessor

Subject: Invoice for Scanning Equipment and Software

**Recommendation:** Approve the payment of a claim payable to Precision Document Imaging in the amount of \$16,569.16 for scanning equipment, software licenses and training.

**Background and Discussion:**

As a part of the 2020/2021 budget process, the Board approved funding for a scanning project in the Assessor's Office. The project will not only provide a backup methodology for the current paper based system, but will also expand the department's ability to respond to the COVID-19 Pandemic, by assisting staff that have the capability to work remotely. Investments by the department over the past few years have made remote work possible, however, this phase of the project will make remote work more sustainable over extended periods of time.

At the regular meeting of the Board of Supervisors' on November 10, 2020, the Board approved a contract in favor of Precision Document Imaging to provide the necessary scanning and indexing services.

The invoice submitted for approval today, covers cost of the internal scanning equipment, additional concurrent client licenses necessary for the OnBase software, as well as staff training to maintain the system going forward. The pricing was negotiated with the assistance of the County Clerk, Recorder and the Director of the Department of Information Technology.

The prices negotiated in this invoice are within the equipment and software projections used in the original budget request.

**COUNTY OF PLUMAS**  
STATE OF CALIFORNIA

<b>VENDOR/ CLAIMANT</b>	<u>Precision Document Imaging</u>	<b>VENDOR #</b>
<b>ADDRESS</b>	<u>2440 Vassar Street, Ste. 1</u>	
<b>CITY/STATE/ZIP</b>	<u>Reno, Nevada 89502</u>	<b>FUND #</b>

Contract Attached Y/N \_\_\_\_\_ # \_\_\_\_\_

Sales Tax Journal Attached Y/N        #

Fixed Asset Form Attached Y/N  #

W9 Form Attached Y/N

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

**FIRM NAME**

11/20/20

DATE

BY

TITLE

**SIGNATURE OF CLAIMANT/VENDOR**

<b>Auditor's Use Only</b>		<b>DEPARTMENT/DISTRICT APPROVAL:</b>
Vendor #	I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles that have been delivered or the services have been performed by the claimant as set forth with the exception noted.	
Audited		
Input		
Checked		
Date Stamp:		
	Claim is thereby approved for the sum of <u>16,569.16</u>	
	Signed _____	
	Title _____	
	<b>For Districts</b>	
	District _____	
	If applicable: _____	
	Second Signature _____	

10 B76 11/18/20  
Sub Total \$16,569.16

# Invoice

Date	Invoice #
11/17/2020	2020485

PRECISION DOCUMENT IMAGING  
2440 Vassar Street, Ste. 1  
Reno, NV 89502

Ship To

Plumas County  
520 Main Street Room 211  
Quincy, CA 95971

P.O. No.	Terms	Due Date
	Net 20	12/7/2020

Service Date	Qty	Description	Rate	Amount
	1	OnBase Local Government Production Document Imaging (Kofax of Twain) GV-B-MU2-DIIW2 Subscription 1/1/2021-12/31/2021	416.00	416.00
	1	OnBase Local Government Concurrent Client GV-B-MU2-CTIPC1 Subscription 1/1/2021-12/31/2021	3,548.16	3,548.16
	1	Canon Scanner DR-2090 SN: JH300624	3,450.00	3,450.00
	1	Annual Scanner Support 3/1/2021-2/28/2022 Annual Contracts include two routine cleanings/inspections and all interim support calls. Annual contracts DO NOT include consumable roller kits. Annual Contracts may incur additional charges if customer neglects unit (staples/paperclips).	995.00	995.00
	8	Canon Scanner DR-M260 SN: HG315699, HG315711, HG315700, HG315712, HG315701, HG315714, HG315704, HG31570	845.00	6,760.00
	8	Professional Services - On site training & installation	175.00	1,400.00

THANK YOU FOR CHOOSING  
PRECISION DOCUMENT IMAGING

**Subtotal** \$16,569.16

**Sales Tax (0.0%)** \$0.00

**Payments** \$0.00

**Balance Due** \$16,569.16

Phone #	Fax #	E-mail
7753371987	775-337-1141	mew@precisionodi.com

TO AVOID ANNUAL SUPPORT REINSTATEMENT FEES, PLEASE REMIT PAYMENT BEFORE EXPIRATION DATE.  
ALL CREDIT CARD PAYMENTS WILL BE CHARGED AN ADDITIONAL FEE OF 4.0% INVOICE TOTAL.

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## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

Email: [nancyselvage@countysplumas.com](mailto:nancyselvage@countysplumas.com)



**DATE:** November 30, 2020

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director *(Signature)*

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
December 8, 2020  
RE: APPROVE RESOLUTION ADOPTING PLUMAS COUNTY'S  
PAY SCHEDULE

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### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolution for the Plumas County's Pay Schedule that required updating due the County Counsel's updated Paralegal job classification series that was previously adopted by the Board of Supervisors per Resolution November 17, 2020.

### **BACKGROUND AND DISCUSSIONS**

Plumas County's pay schedule has been updated to reflect new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

Thank you for your consideration in this matter.

Attachments:

Exhibit A: Pay Schedule

RESOLUTION NO. 2020- \_\_\_\_\_

**RESOLUTION TO ADOPT PLUMAS COUNTY'S PAY SCHEDULE**

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

**WHEREAS**, during the Fiscal Year 2020/2021 needs may arise to amend the Job Classification Plan and Pay Schedule; and

**WHEREAS**, this is necessary in the daily operational needs of the Plumas County job classifications; and

**WHEREAS**, this request meets the CCR section 570.5 requirements for a publicly available pay schedule used to determine pay rates:

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

Approve this Resolution to adopt Plumas County's revised Pay Schedule.

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 8th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of the Board

County of Plumas  
Pay Schedule

Exhibit A

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

CONFIDENTIAL EMPLOYEE UNIT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ACCOUNTANT	\$19.48	\$20.46	\$21.49	\$22.57	\$23.70	\$24.90	\$26.15	\$27.45	\$28.84	\$30.28
ACCOUNTANT AUDITOR 1	\$22.03	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21
ACCOUNTANT AUDITOR 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
ASSISTANT AUDITOR/CONTROLLER	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61
ASST RISK MGR/SAFETY OFFICER	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55	\$35.23	\$37.00	\$38.84	\$40.79
CHIEF DEPUTY AUDITOR	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20	\$35.92	\$37.71	\$39.61	\$41.60
DEPUTY COUNTY COUNSEL 1	\$32.29	\$33.91	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47	\$47.75	\$50.14
DEPUTY COUNTY COUNSEL 2	\$33.93	\$35.62	\$37.41	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67
DEPUTY COUNTY COUNSEL 3	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67	\$55.31	\$58.09	\$60.98
FISCAL SUPPORT COORDINATOR	\$18.35	\$19.27	\$20.24	\$21.26	\$22.33	\$23.46	\$24.63	\$25.87	\$27.17	\$28.52
HR PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
HR PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
HUMAN RESOURCES ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
HUMAN RESOURCES ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
HUMAN RESOURCES TECHNICIAN 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50
HUMAN RESOURCES TECHNICIAN 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50	\$27.84	\$29.24
HUMAN RESOURCES TECHNICIAN 3	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00
LEAD FISCAL & TECH SERV ASST	\$16.27	\$17.09	\$17.95	\$18.85	\$19.80	\$20.79	\$21.83	\$22.93	\$24.08	\$25.29
MANAGEMENT ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
MANAGEMENT ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
PARALEGAL 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
PARALEGAL 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
PARALEGAL 3	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66	\$34.30	\$36.02	\$37.83	\$39.73	\$41.72
PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
SYSTEMS ANALYST 1	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94	\$37.73	\$39.63
SYSTEMS ANALYST 2	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61

County of Plumas  
Pay Schedule

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

CONTRACT EMPLOYEES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00	\$23.14	\$24.29	\$25.51	\$26.78	\$28.12
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00	\$45.88	\$48.18	\$50.58	\$53.11	\$55.77
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72	\$57.46	\$60.34	\$63.36	\$66.53	\$69.86
EXEC ASST/CLERK OF THE BOARD	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00	\$27.77	\$29.16	\$30.61	\$32.14	\$33.75

County of Plumas  
Pay Schedule

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DEPARTMENT HEADS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AG COMM/SEALER OF WTS & MEAS	\$40.58	\$0.00	\$0.00	\$0.00	\$0.00	\$42.61	\$44.75	\$46.99	\$49.34	\$51.81
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
CHIEF PROBATION OFFICER	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87	\$59.72	\$62.71	\$65.85
COUNTY ADMINISTRATOR	\$47.97	\$0.00	\$0.00	\$0.00	\$0.00	\$50.37	\$52.89	\$55.54	\$58.32	\$61.24
COUNTY COUNSEL	\$66.43	\$69.76	\$73.25	\$76.92	\$80.77	\$84.81	\$89.05	\$93.50	\$98.18	\$103.08
COUNTY FAIR MANAGER	\$31.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32.98	\$34.63	\$36.36	\$38.18	\$40.09
COUNTY LIBRARIAN	\$31.21	\$0.00	\$0.00	\$0.00	\$0.00	\$32.77	\$34.40	\$36.12	\$37.93	\$39.83
DIRECTOR OF BUILDING SERVICES	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$45.44	\$47.71	\$50.10	\$52.60	\$55.23
DIRECTOR OF CHILD SUPPORT SVCS	\$32.23	\$0.00	\$0.00	\$0.00	\$0.00	\$33.84	\$35.53	\$39.91	\$41.91	\$44.00
DIRECTOR OF FACILITY SERVICES	\$39.42	\$0.00	\$0.00	\$0.00	\$0.00	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
DIRECTOR OF INFO TECHNOLOGIES	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	\$48.77	\$51.21	\$53.78	\$56.47	\$59.30
DIRECTOR OF PUBLIC HEALTH	\$51.37	\$52.65	\$53.97	\$55.32	\$56.70	\$59.54	\$62.51	\$65.64	\$68.92	\$72.37
DIRECTOR OF PUBLIC WORKS	\$52.16	\$0.00	\$0.00	\$0.00	\$0.00	\$54.78	\$57.52	\$60.40	\$63.42	\$66.60
ENVIRONMENTAL HEALTH DIRECTOR	\$39.76	\$0.00	\$0.00	\$0.00	\$0.00	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77
HUMAN RESOURCES DIRECTOR	\$34.89	\$36.64	\$38.47	\$40.39	\$42.41	\$44.53	\$46.76	\$49.10	\$51.55	\$54.13
MUSEUM DIRECTOR	\$21.59	\$22.67	\$23.81	\$25.01	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55
PLANNING DIRECTOR	\$50.48	\$0.00	\$0.00	\$0.00	\$0.00	\$53.01	\$55.67	\$58.46	\$61.39	\$64.46
SOCIAL SERV DIR/PUB GUARD/PC	\$40.46	\$0.00	\$0.00	\$0.00	\$0.00	\$42.49	\$44.62	\$46.86	\$49.21	\$51.68

County of Plumas  
Pay Schedule

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ELECTED OFFICIALS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
AUDITOR/CONTROLLER	\$37.12	\$0.00	\$0.00	\$0.00	\$0.00	\$38.98	\$40.93	\$42.97	\$45.12	\$47.38
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS	\$27.11	\$0.00	\$0.00	\$0.00	\$0.00	\$28.47	\$29.89	\$31.39	\$32.96	\$34.61
BOARD OF SUPERVISORS-PERSABLE	\$25.35	\$0.00	\$0.00	\$0.00	\$0.00	\$26.62	\$27.95	\$29.35	\$30.81	\$32.35
CLERK-RECORDER	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
DISTRICT ATTORNEY	\$48.43	\$0.00	\$0.00	\$0.00	\$0.00	\$50.85	\$53.39	\$56.06	\$58.87	\$61.81
SHERIFF/CORONER	\$45.77	\$0.00	\$0.00	\$0.00	\$0.00	\$48.06	\$50.47	\$52.99	\$55.64	\$58.42
TREASURER/TAX COLLECTOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89

County of Plumas  
Pay Schedule

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OE 3 CRAFTS & TRADES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
EQUIPMENT SERVICE WORKER	\$14.50	\$15.23	\$16.00	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55
LEAD POWER EQUIPMENT MECHANIC	\$20.04	\$21.05	\$22.11	\$23.22	\$24.39	\$25.61	\$26.90	\$28.25	\$29.67	\$31.16
MECHANIC/SHOP TECHNICIAN	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
POWER EQUIPMENT MECHANIC 1	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12
POWER EQUIPMENT MECHANIC 2	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
PUBLIC WRKS MAINT LEADWORKER	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12	\$27.43
PUBLIC WRKS MAINT WORKER 1	\$13.48	\$14.16	\$14.87	\$15.62	\$16.41	\$17.24	\$18.11	\$19.02	\$19.98	\$20.98
PUBLIC WRKS MAINT WORKER 2	\$14.87	\$15.62	\$16.41	\$17.24	\$18.11	\$19.02	\$19.98	\$20.98	\$22.03	\$23.14
PUBLIC WRKS MAINT WORKER 3	\$16.39	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47
WELDER	\$17.63	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.86	\$26.11	\$27.42

County of Plumas  
Pay Schedule

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OE3 GENERAL

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE	\$17.23	\$18.09	\$18.99	\$19.95	\$20.95	\$22.01	\$23.12	\$24.27	\$25.49	\$26.76
ACCOUNTANT	\$18.12	\$19.03	\$19.99	\$20.99	\$22.05	\$23.16	\$24.32	\$25.54	\$26.82	\$28.17
ACCOUNTING TECHNICIAN	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ADMINISTRATIVE ASSISTANT 1	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58	\$21.62
ADMINISTRATIVE ASSISTANT 2	\$15.32	\$16.08	\$16.89	\$17.75	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81
AG & STANDARDS INSPECTOR 1	\$20.30	\$21.32	\$22.39	\$23.51	\$24.69	\$25.93	\$27.23	\$28.60	\$30.03	\$31.54
AG & STANDARDS INSPECTOR 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
AG & STANDARDS INSPECTOR 3	\$26.05	\$27.36	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.69	\$38.53	\$40.46
AG & STANDARDS TECHNICIAN 1	\$15.69	\$16.48	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26	\$24.42
AG & STANDARDS TECHNICIAN 2	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47	\$26.75
AG & STANDARDS TECHNICIAN 3	\$18.70	\$19.64	\$20.63	\$21.67	\$22.76	\$23.90	\$25.10	\$26.36	\$27.68	\$29.07
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.02	\$22.08	\$23.19	\$24.35	\$25.57	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.38	\$24.55	\$25.78	\$27.07	\$28.43	\$29.86	\$31.36	\$32.93	\$34.58	\$36.31
ALCOHOL & DRUG PREV COORD	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
ALCOHOL & DRUG THERAPIST 1	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
ALCOHOL & DRUG THERAPIST 2	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
ALTERNATIVE SENTENCING COORD	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89	\$28.24	\$29.66
ANIMAL CONTROL OFFICER 1	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10	\$22.15
ANIMAL CONTROL OFFICER 2	\$15.69	\$16.48	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38
ANIMAL SHELTER ATTENDANT	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.71	\$17.56	\$18.44	\$19.37	\$20.33
APPRAISER 1	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
APPRAISER 2	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80	\$31.30
APPRAISER 3	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
APPRAISER ASSISTANT	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ASSISTANT CIVIL ENGINEER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASSISTANT COOK	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
ASSISTANT MUSEUM DIRECTOR	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ASSISTANT PLANNER	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ASSOC ENG/ASST TRANS PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE ENGINEER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE PLANNER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
AUDITOR ACCOUNTING CLERK 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
AUDITOR ACCOUNTING CLERK 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
AUDITOR ACCOUNTING TECH 1	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
AUDITOR/APPRAYER 1	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
AUDITOR/APPRAYER 2	\$18.71	\$19.66	\$20.64	\$21.68	\$22.76	\$23.91	\$25.10	\$26.36	\$27.69	\$29.07
AUDITOR/APPRAYER 3	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
BENEFIT ASSISTANCE COUNSELOR 1	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61
BENEFIT ASSISTANCE COUNSELOR 2	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
BENEFIT ASSISTANCE COUNSELOR 3	\$16.87	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24
BENEFIT ASSISTANCE SUPERVISOR	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH ADMINISTRATIVE ASSISTANT 1	\$13.89	\$14.58	\$15.33	\$16.09	\$16.90	\$17.76	\$18.64	\$19.58	\$20.56	\$21.60
BH ADMINISTRATIVE ASSISTANT 2	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
BH CASE MGMT SPECIALIST 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
BH CASE MGMT SPECIALIST 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
BH CASE MGMT SPECIALIST SR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.16
BH CLINICAL RECORDS SPECIALIST	\$17.78	\$18.67	\$19.61	\$20.59	\$21.63	\$22.71	\$23.85	\$25.04	\$26.30	\$27.62
BH QUALITY ASSURANCE COORD	\$27.19	\$28.55	\$29.99	\$31.50	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24
BH SITE COORDINATOR	\$18.87	\$19.82	\$20.81	\$21.86	\$22.95	\$24.11	\$25.32	\$26.58	\$27.92	\$29.32
BH SUPERVISING SITE COORD	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BH SUPPORT SERVICES COORD	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
BH SUPPORTIVE SERVICES TECH 1	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
BH SUPPORTIVE SERVICES TECH 2	\$16.00	\$16.80	\$17.65	\$18.53	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86
BH SYSTEMS ANALYST	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
BH THERAPIST 1	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.50
BH THERAPIST 2	\$28.02	\$29.43	\$30.89	\$32.45	\$34.08	\$35.79	\$37.59	\$39.47	\$41.45	\$43.53
BH THERAPIST SENIOR	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
BLDG & GRNDS MAINT TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
BLDG & GRNDS MAINT WORKER 1	\$13.55	\$14.23	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08
BLDG & GRNDS MAINT WORKER 2	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.30	\$20.08	\$21.08	\$22.14	\$23.26
BLDG & GRNDS MAINT WORKER 3	\$16.47	\$17.30	\$18.17	\$19.09	\$20.04	\$21.04	\$22.10	\$23.21	\$24.37	\$25.60
BRANCH LIBRARY ASSISTANT 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
BRANCH LIBRARY ASSISTANT 2	\$14.40	\$15.13	\$15.89	\$16.68	\$17.53	\$18.41	\$19.35	\$20.32	\$21.35	\$22.41
BUILDING INSPECTOR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.12	\$26.38	\$27.70	\$29.08	\$30.55
BUILDING INSPECTOR 2	\$22.74	\$23.89	\$25.09	\$26.35	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65	\$35.34
BUILDING PLANCHECK INSPECTOR	\$24.45	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98
BUILDING PLANS EXAMINER 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BUILDING PLANS EXAMINER 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CADASTRAL DRAFTING SPECIALST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
CHILD SUPPORT ACCOUNTING SPEC	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
CHILD SUPPORT ASSISTANT	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
CHILD SUPPORT SPECIALIST 1	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58	\$21.62
CHILD SUPPORT SPECIALIST 2	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
CHILD SUPPORT SPECIALIST 3	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
CODE ENFORCEMENT OFFICER	\$24.68	\$25.92	\$27.22	\$28.58	\$30.02	\$31.53	\$33.10	\$34.76	\$36.50	\$38.33
COLLECTIONS OFFICER 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.34	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
COLLECTIONS OFFICER 2	\$21.13	\$22.19	\$23.31	\$24.48	\$25.71	\$27.00	\$28.35	\$29.78	\$31.28	\$32.84
COMMUNITY OUTREACH COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
CUSTODIAN	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
DA ADMIN/ASST-PUBLIC ADMIN	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
DA INVESTIGATIONS SPECIALST	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38	\$32.95	\$34.60	\$36.34	\$38.16
DA INVESTIGATIVE ASSISTANT	\$19.68	\$20.66	\$21.70	\$22.78	\$23.93	\$25.14	\$26.40	\$27.73	\$29.11	\$30.57
DEPUTY CHILD SUP ATTORNEY 1	\$26.29	\$27.61	\$28.99	\$30.45	\$31.98	\$33.59	\$35.28	\$37.04	\$38.90	\$40.85
DEPUTY CHILD SUP ATTORNEY 2	\$29.01	\$30.47	\$32.00	\$33.61	\$35.30	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07
DEPUTY CLERK-RECORDER 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
DEPUTY CLERK-RECORDER 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
DEPUTY DISTRICT ATTORNEY 1	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74	\$46.98	\$49.34
DEPUTY DISTRICT ATTORNEY 2	\$33.36	\$35.02	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79
DEPUTY DISTRICT ATTORNEY 3	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97
DEPUTY PUB GUARD/CONSERVATOR 1	\$13.23	\$13.89	\$14.58	\$15.33	\$16.09	\$16.90	\$17.76	\$18.64	\$19.58	\$20.56

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY PUB GUARD/CONSERVATOR 2	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
DISTRICT ATTORNEY INVESTIGATOR	\$22.75	\$23.89	\$25.09	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05	\$33.66	\$35.35
DRINKING DRIVER COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
DRIVER 1	\$13.55	\$14.23	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08
DRIVER 2	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10	\$22.15
DRIVER 3	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
ELECTIONS COORDINATOR	\$24.08	\$25.30	\$26.56	\$27.90	\$29.31	\$30.78	\$32.33	\$33.95	\$35.66	\$37.45
ELECTIONS SERVICES ASSISTANT 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
ELECTIONS SERVICES ASSISTANT 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
ELECTIONS SPECIALIST	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ELIGIBILITY SPECIALIST 1	\$14.74	\$15.49	\$16.27	\$17.09	\$17.94	\$18.84	\$19.79	\$20.78	\$21.83	\$22.92
ELIGIBILITY SPECIALIST 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
ELIGIBILITY SPECIALIST 3	\$18.08	\$18.98	\$19.94	\$20.94	\$22.00	\$23.11	\$24.26	\$25.48	\$26.75	\$28.10
EMPLOYMENT & TRAINING WORKER 1	\$17.67	\$18.55	\$19.49	\$20.46	\$21.49	\$22.56	\$23.70	\$24.88	\$26.13	\$27.44
EMPLOYMENT & TRAINING WORKER 2	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42	\$28.79	\$30.24
EMPLOYMENT & TRAINING WORKER 3	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78	\$30.23	\$31.75	\$33.34
ENGINEERING AIDE	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
ENGINEERING TECHNICIAN 1	\$17.74	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81	\$25.00	\$26.26	\$27.58
ENGINEERING TECHNICIAN 2	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ENVIRONMENTAL HEALTH AIDE	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
ENVIRONMENTAL HEALTH SPEC 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
ENVIRONMENTAL HEALTH SPEC 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
ENVIRONMENTAL HEALTH SPEC 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
ENVIRONMENTAL HEALTH TECH 1	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
ENVIRONMENTAL HEALTH TECH 2	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
EXECUTIVE ASSISTANT-PLANNING	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
FAIR FISCAL COORDINATOR 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
FAIR FISCAL COORDINATOR 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FAMILY VIOLENCE OFFICER	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
FIELD SERVICES ASSISTANT	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
FISCAL & TECH SERVICES ASST 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
FISCAL & TECH SERVICES ASST 2	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61
FISCAL & TECH SERVICES ASST 3	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
GEO INFO SYS (GIS) PLANNER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
GEO INFO SYS (GIS) PLANNER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
GRANT COMPLIANCE ASSISTANT	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
HAZ MAT SPECIALIST 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
HAZ MAT SPECIALIST 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
HAZ MAT SPECIALIST 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
HEAD COOK	\$13.72	\$14.41	\$15.14	\$15.90	\$16.69	\$17.54	\$18.43	\$19.36	\$20.33	\$21.36
HEALTH AIDE 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
HEALTH AIDE 2	\$13.72	\$14.41	\$15.14	\$15.90	\$16.69	\$17.54	\$18.43	\$19.36	\$20.33	\$21.36
HEALTH EDUCATION COORDINATOR 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
HEALTH EDUCATION SPECIALIST	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
HIV SPECIALTY CLINIC THERAPIST	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
INFORMATION SYSTEMS TECHNICIAN	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25	\$30.71	\$32.25	\$33.87
JUNIOR ENGINEER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
LAW LIBRARIAN	\$14.56	\$15.30	\$16.07	\$16.97	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65
LEAD DEPUTY CLERK-RECORDER	\$20.71	\$21.76	\$22.85	\$24.01	\$25.22	\$26.48	\$27.81	\$29.21	\$30.67	\$32.21

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
LEGAL SECRETARY	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
LEGAL SECRETARY - SENIOR	\$19.86	\$20.86	\$21.91	\$23.01	\$24.17	\$25.38	\$26.65	\$27.99	\$29.39	\$30.86
LEGAL SECRETARY - TRAINEE	\$16.98	\$17.83	\$18.73	\$19.67	\$20.66	\$21.70	\$22.79	\$23.93	\$25.13	\$26.39
LEGAL SERVICES ASSISTANT 1	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
LEGAL SERVICES ASSISTANT 2	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
LIBRARIAN	\$21.01	\$22.07	\$23.18	\$24.34	\$25.57	\$26.85	\$28.20	\$29.62	\$31.10	\$32.66
LIBRARY AIDE	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
LIBRARY LITERACY CLERK	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
LIBRARY TECHNICIAN	\$13.56	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10
LICENSED VOCATIONAL NURSE 1-BH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 1-PH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 2-BH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.45	\$29.87	\$31.37	\$32.94
LICENSED VOCATIONAL NURSE 2-PH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
LITERACY PROGRAM ASSISTANT 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
LITERACY PROGRAM ASSISTANT 2	\$13.72	\$14.41	\$15.14	\$15.90	\$16.70	\$17.55	\$18.43	\$19.36	\$20.33	\$21.35
MANAGEMENT ANALYST 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
MANAGEMENT ANALYST 2	\$23.50	\$24.67	\$25.91	\$27.21	\$28.57	\$30.01	\$31.52	\$33.09	\$34.75	\$36.49
MENTORING COORDINATOR	\$13.07	\$13.72	\$14.41	\$15.14	\$15.90	\$16.70	\$17.55	\$18.43	\$19.36	\$20.33
MUSEUM REGISTRAR	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
NATURAL RESOURCES ANALYST	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
NURSE PRACTITIONER	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
OFFICE ASSISTANT 1	\$13.60	\$14.28	\$15.00	\$15.76	\$16.55	\$17.39	\$18.26	\$19.18	\$20.14	\$21.16
OFFICE ASSISTANT 2	\$14.27	\$14.98	\$15.74	\$16.53	\$17.37	\$18.24	\$19.16	\$20.12	\$21.14	\$22.20
OFFICE ASSISTANT 3	\$15.74	\$16.53	\$17.37	\$18.24	\$19.16	\$20.12	\$21.14	\$22.20	\$23.32	\$24.49
OFFICE AUTOMATION ANALYST	\$22.18	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45
OFFICE AUTOMATION SPECIALIST	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
PARALEGAL 1	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
PARALEGAL 2	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
PARALEGAL 3	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PERMIT TECHNICIAN	\$16.47	\$17.30	\$18.17	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61
PHYSICIAN ASSISTANT	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
PLANNING TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
PREVENTION AIDE	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
PROG COMPL & TRAINING ANALYST	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PROGRAMMER ANALYST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
PROJECT MANAGER	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
PROPERTY TAX ASSESSMENT, SPEC 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
PROPERTY TAX ASSESSMENT, SPEC 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
PROPERTY TAX ASSESSMENT, TECH	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
PSYCHIATRIC NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PSYCHIATRIC NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PSYCHIATRIC TECHNICIAN	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
PUBLIC HEALTH NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PUBLIC HEALTH NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PUBLIC HEALTH NURSE 3	\$32.41	\$34.04	\$35.75	\$37.54	\$39.42	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
PUBLIC WORKS SR ENV PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
QUALITY ASSURANCE COORDINATOR	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
RECORDING SECRETARY	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
RECORDS MANAGEMENT TECH 1	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.45	\$19.60	\$20.58
RECORDS MANAGEMENT TECH 2	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
REGISTERED DENTAL ASSISTANT 1	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
REGISTERED DENTAL ASSISTANT 2	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
REGISTERED NURSE 1 - BH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 1 - PH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 2 - BH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
REGISTERED NURSE 2 - PH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
SECRETARY	\$13.07	\$13.72	\$14.41	\$15.14	\$15.90	\$16.70	\$17.55	\$18.43	\$19.36	\$20.33
SENIOR BUILDING INSPECTOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
SENIOR BUILDING PLNCHK INSP	\$26.88	\$28.23	\$29.65	\$31.13	\$32.69	\$34.33	\$36.05	\$37.86	\$39.76	\$41.75
SENIOR DISTRICT ATTORNEY INVST	\$25.06	\$26.32	\$27.64	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.09	\$38.95
SENIOR ENGINEERING TECHNICIAN	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
SENIOR PERMIT TECHNICIAN	\$18.52	\$19.46	\$20.43	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78
SENIOR PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
SENIOR SOCIAL WORKER A	\$25.62	\$26.90	\$28.25	\$29.67	\$31.16	\$32.71	\$34.35	\$36.07	\$37.88	\$39.78
SENIOR SOCIAL WORKER B	\$28.03	\$29.44	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.49	\$41.47	\$43.55
SITE MANAGER	\$14.40	\$15.13	\$15.89	\$16.68	\$17.53	\$18.41	\$19.35	\$20.32	\$21.35	\$22.41
SOCIAL SERVICES AIDE	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
SOCIAL WORKER 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
SOCIAL WORKER 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
SOCIAL WORKER 3	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
SOLID WASTE PROGRAM MANAGER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
STAFF SERVICES ANALYST 1	\$21.91	\$23.00	\$24.16	\$25.38	\$26.65	\$27.99	\$29.40	\$30.87	\$32.42	\$34.05
STAFF SERVICES ANALYST 2	\$24.15	\$25.37	\$26.64	\$27.98	\$29.39	\$30.86	\$32.41	\$34.04	\$35.75	\$37.54
STAFF SERVICES SPECIALIST	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
SUBSTANCE USE DISORDER SPEC 1	\$19.58	\$20.56	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43
SUBSTANCE USE DISORDER SPEC 2	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43	\$31.96	\$33.56
TELECOMMUNICATIONS TECHNICIAN	\$22.17	\$23.29	\$24.45	\$25.69	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
TREAS/TAX COLLECTIONS OFFCR 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
TREAS/TAX COLLECTIONS OFFCR 2	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
TREASURER/TAX SPECIALIST 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
TREASURER/TAX SPECIALIST 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
TREASURER/TAX TECHNICIAN	\$15.22	\$15.98	\$16.78	\$17.63	\$18.51	\$19.45	\$20.42	\$21.45	\$22.52	\$23.66
VETERANS SERVICE REP 1	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
VETERANS SERVICE REP 2	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
VICTIM/WITNESS ADVOCATE	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
WELFARE FRAUD INVESTIGATOR 1	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32	\$32.88	\$34.53
WELFARE FRAUD INVESTIGATOR 2	\$24.10	\$25.31	\$26.57	\$27.91	\$29.31	\$30.77	\$32.32	\$33.94	\$35.64	\$37.43

County of Plumas  
Pay Schedule

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

OE3 MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ALCOHOL & DRUG PROG CHIEF	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ALTERNATIVE SENTENCING MANAGER	\$25.65	\$26.93	\$28.28	\$29.70	\$31.19	\$32.75	\$34.39	\$36.12	\$37.93	\$39.83
ANIMAL CONTROL SUPERVISOR	\$17.81	\$18.69	\$19.64	\$20.62	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67
ASSESSOR'S OFFICE MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
ASSISTANT BUILDING OFFICIAL	\$29.73	\$31.22	\$32.78	\$34.42	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ASSISTANT COUNTY ASSESSOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
ASSISTANT DISTRICT ATTORNEY	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97	\$62.97	\$66.13	\$69.44
ASSISTANT PLANNING DIRECTOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ASST COUNTY CLERK-RECORDER	\$26.63	\$27.97	\$29.37	\$30.83	\$32.38	\$34.01	\$35.71	\$37.51	\$39.39	\$41.37
ASST DIR DEPT OF CHILD SUP SVC	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASST DIR OF PUBLIC WORKS	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16	\$48.47
ASST DIRECTOR OF PUBLIC HEALTH	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88	\$53.44	\$56.11	\$58.92
ASST TREASURER/TAX COLLECTOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
BH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH AOD PROGRAM ADMIN	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83
BH CONTINUING CARE COORDINATOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH QUAL IMPROVEMENT/COMPL MGR	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83
BH UNIT SUPERVISOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH UNIT SUPERVISOR-NURSING	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BLDG/GRDS MAINT SUPERVISOR 1	\$17.30	\$18.17	\$19.09	\$20.04	\$21.04	\$22.10	\$23.21	\$24.37	\$25.60	\$26.88
BLDG/GRDS MAINT SUPERVISOR 2	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
BUILDING OFFICIAL	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88
CHIEF APPRAISER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CHIEF CODE ENFORCEMENT OFFICER	\$28.59	\$30.03	\$31.54	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26	\$42.28	\$44.40
CHIEF DEP PUB GRDN/CONSERVATOR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
CHILDRENS SERVICES COORDINATOR	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
COMMUNITY CARE CASE MANAGER	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	\$28.66	\$30.10	\$31.61	\$33.20	\$34.86	\$36.61	\$38.45	\$40.38	\$42.40	\$44.52
DEP DIR/SOC SERV PROGRAM MGR	\$34.19	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	\$45.85	\$48.15	\$50.56	\$53.09
DEPARTMENT FISCAL OFFICER 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
DEPARTMENT FISCAL OFFICER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
DEPUTY DIR OF PUBLIC WORKS	\$28.30	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96
DIRECTOR OF NURSING - PH	\$39.74	\$41.73	\$43.82	\$46.01	\$48.31	\$50.73	\$53.28	\$55.95	\$58.75	\$61.70
DIV DIR VETERANS SVCS OFFICER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ELIGIBILITY SUPERVISOR	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
EMPLOYMENT & TRNG WKR SUP	\$26.24	\$27.56	\$28.94	\$30.39	\$31.92	\$33.52	\$35.20	\$36.96	\$38.81	\$40.76
EQUIPMENT MAINT SUPERVISOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FISCAL SUPPORT COORD	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.65	\$24.84	\$26.09	\$27.40	\$28.77
GEO INFO SYSTEM (GIS) COORD	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
GRANT COMPLIANCE OFFICER	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
LIBRARY LITERACY PROGRAM COORD	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
MNTL HLTH SERVICES ACT COORD	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
OFFICE SUPERVISOR	\$18.82	\$19.77	\$20.76	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25
PERMIT MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
PH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
PROGRAM CHIEF-NURSING	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
PROGRAM MANAGER 1	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
PROGRAM MANAGER 2	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46
PUBLIC HEALTH PROG DIV CHIEF	\$28.29	\$29.71	\$31.20	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94
PW FISCAL OFF/ADMIN SRVC MGR	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
PW ROAD MAINTENANCE SUPERVISOR	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32
RECORDS MGMT COORDINATOR	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
SENIOR SERVICES DIVISION DIR.	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
SOCIAL SERVICES SUPERVISOR 1	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
SOCIAL SERVICES SUPERVISOR 2	\$30.94	\$32.49	\$34.13	\$35.84	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.06
STAFF SERVICES MANAGER	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16
VICTIM/WITNESS COORDINATOR	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24	\$27.56

County of Plumas  
Pay Schedule

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

PROBATION MID-MANAGEMENT

Job Title	HOURLY RATE										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5	
DEPARTMENT FISCAL OFFICER 1	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.06	\$29.46	\$30.94	\$32.49	
DEPARTMENT FISCAL OFFICER 2	\$23.05	\$24.21	\$25.42	\$26.69	\$28.04	\$29.44	\$30.92	\$32.47	\$34.10	\$35.80	
SUPERVISING PROBATION OFFICER	\$24.83	\$26.07	\$27.38	\$28.75	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56	

County of Plumas  
Pay Schedule

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Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

PROBATION ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$13.74	\$14.42	\$15.15	\$15.91	\$16.71	\$17.54	\$18.42	\$19.35	\$20.32	\$21.34
ADMINISTRATIVE ASSISTANT 2	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
DEPUTY PROBATION OFFICER 1	\$17.98	\$18.88	\$19.83	\$20.83	\$21.88	\$22.98	\$24.13	\$25.34	\$26.61	\$27.95
DEPUTY PROBATION OFFICER 2	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.12	\$27.43	\$28.81	\$30.25
DEPUTY PROBATION OFFICER 3	\$21.44	\$22.52	\$23.65	\$24.85	\$26.09	\$27.40	\$28.77	\$30.22	\$31.73	\$33.33
DETENTION COORDINATOR	\$19.00	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.49	\$26.78	\$28.12	\$29.53
LEGAL SERVICES ASSISTANT 1	\$13.13	\$13.79	\$14.48	\$15.21	\$15.97	\$16.77	\$17.61	\$18.49	\$19.42	\$20.40
LEGAL SERVICES ASSISTANT 2	\$14.47	\$15.20	\$15.97	\$16.77	\$17.60	\$18.48	\$19.42	\$20.39	\$21.41	\$22.49
MANAGEMENT ANALYST 1	\$21.23	\$22.30	\$23.42	\$24.59	\$25.83	\$27.12	\$28.48	\$29.91	\$31.41	\$32.99
MANAGEMENT ANALYST 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
OFFICE ASSISTANT 1	\$13.13	\$13.80	\$14.49	\$15.22	\$15.99	\$16.79	\$17.63	\$18.52	\$19.46	\$20.43
OFFICE ASSISTANT 2	\$13.79	\$14.48	\$15.21	\$15.98	\$16.78	\$17.62	\$18.52	\$19.45	\$20.43	\$21.46
OFFICE ASSISTANT 3	\$15.20	\$15.97	\$16.77	\$17.61	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.64
PROB PROG COORD/ADMIN ASSIST	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36
PROBATION ASSISTANT	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
PROBATION REPORT WRITER	\$18.05	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05

County of Plumas  
Pay Schedule

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

SHERIFF EMPLOYEE ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT PROGRAM MANAGER	\$15.02	\$15.78	\$16.56	\$17.40	\$18.27	\$19.19	\$20.16	\$21.17	\$22.23	\$23.34
CORRECTIONAL OFFICER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
CORRECTIONAL OFFICER 2	\$19.81	\$20.81	\$21.85	\$22.96	\$24.11	\$25.31	\$26.58	\$27.91	\$29.31	\$30.78
CORRECTIONAL SERGEANT	\$21.97	\$23.07	\$24.22	\$25.43	\$26.71	\$28.05	\$29.46	\$30.94	\$32.49	\$34.12
CRIME ANALYST	\$16.91	\$17.76	\$18.65	\$19.59	\$20.58	\$21.61	\$22.69	\$23.84	\$25.04	\$26.29
DEP SHERIFF 2/COM EQUIP COORD	\$27.85	\$29.25	\$30.71	\$32.26	\$33.88	\$35.57	\$37.36	\$39.23	\$41.20	\$43.26
DEPUTY SHERIFF 1	\$20.38	\$21.40	\$22.47	\$23.60	\$24.79	\$26.04	\$27.34	\$28.71	\$30.16	\$31.66
DEPUTY SHERIFF 2	\$22.45	\$23.57	\$24.76	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.23	\$34.90
DEPUTY SHERIFF 2-ADVANCED	\$23.63	\$24.82	\$26.07	\$27.37	\$28.74	\$30.19	\$31.70	\$33.29	\$34.96	\$36.70
DEPUTY SHERIFF 2-INTERMEDIATE	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94
SH INVSTG/CANNABIS CODE COMPL	\$27.22	\$28.59	\$30.02	\$31.52	\$33.10	\$34.75	\$36.50	\$38.33	\$40.26	\$42.28
SHERIFF DISPATCHER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
SHERIFF DISPATCHER 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.07	\$28.42	\$29.85
SHERIFF INVESTIGATOR	\$24.15	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53
SHERIFF INVESTIGATOR SERGEANT	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.47	\$41.45	\$43.53	\$45.71
SHERIFF INVESTIGATOR-ADVANCED	\$25.41	\$26.69	\$28.03	\$29.44	\$30.92	\$32.47	\$34.10	\$35.81	\$37.60	\$39.49
SHERIFF INVESTIGATOR-INTERMED	\$24.88	\$26.13	\$27.43	\$28.82	\$30.26	\$31.77	\$33.37	\$35.04	\$36.79	\$38.64
SHERIFF SERGEANT	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53	\$39.42
SHERIFF SERGEANT-ADVANCED	\$27.35	\$28.72	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68	\$38.53	\$40.46	\$42.48
SHERIFF SERGEANT-INTERMEDIATE	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17	\$35.89	\$37.68	\$39.57	\$41.56
SHERIFF SERVICES ASSISTANT 1	\$16.23	\$17.04	\$17.90	\$18.79	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01	\$25.21
SHERIFF SERVICES ASSISTANT 2	\$17.89	\$18.78	\$19.73	\$20.72	\$21.76	\$22.85	\$24.00	\$25.20	\$26.46	\$27.80

County of Plumas  
Pay Schedule

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$22.96	\$24.11	\$25.32	\$26.59	\$27.92	\$29.32	\$30.79	\$32.33	\$33.95	\$35.65
COMMUNICATIONS SUPER ADVANCED	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67	\$31.15	\$32.72	\$34.36	\$36.08
COMMUNICATIONS SUPER INTERMED	\$22.77	\$23.91	\$25.12	\$26.37	\$27.69	\$29.08	\$30.54	\$32.08	\$33.68	\$35.38
COMMUNICATIONS SUPERVISOR	\$22.11	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67	\$31.15	\$32.72	\$34.36
JAIL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SH INV SGT/CODE COMPLIANCE SUP	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SHERIFF ADMIN SERGEANT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58	\$39.47	\$41.44	\$43.53	\$45.71
SHERIFF FISCAL OFFICER 1	\$22.63	\$23.77	\$24.96	\$26.22	\$27.53	\$28.92	\$30.37	\$31.90	\$33.49	\$35.17
SHERIFF FISCAL OFFICER 2	\$26.72	\$28.06	\$29.47	\$30.96	\$32.51	\$34.14	\$35.86	\$37.64	\$39.53	\$41.51
SHERIFF PATROL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SHERIFFS DEP/TRAINING/POL ADV	\$32.42	\$34.05	\$35.75	\$37.55	\$39.44	\$41.41	\$43.48	\$45.67	\$47.95	\$50.36
SHERIFFS SPECIAL OPS SGT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58	\$39.47	\$41.44	\$43.53	\$45.71

County of Plumas  
Pay Schedule

Effective as of 11/03/2020 per Board of Supervisors Resolution No. 2020-8531

Revised as of 11/17/2020 per Resolution No. 2020-8539 and adopted by the Board as of 12/08/2020 per Resolution No. 2020-\_\_\_\_\_

**UNDERSHERIFF**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61	\$43.70	\$45.89	\$48.19	\$50.60	\$53.13

3A

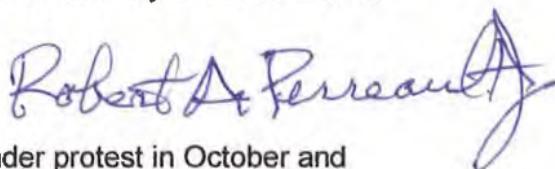
WALKER RANCH COMMUNITY SERVICES DISTRICT  
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT  
555 West Main Street • Quincy, CA 95971 • (530) 283-6268 • Fax (530) 283-6135  
Robert A. Perreault, Jr., P.E. County Engineer and Manager, WRCSD

## **AGENDA REQUEST**

For the December 8, 2020 meeting of the Plumas County Board of Supervisors

November 30, 2020

To: Honorable Governing Board of the Walker Ranch Community Services District (WRCSD)

From: Robert Perreault, Manager, Walker Ranch CSD 

Subject: Customers that paid outstanding standby fees under protest in October and November 2018.

### **Background:**

About March 2009, the billing of water and sewer utility "Standby Fees" were suspended at the direction of the WRCSD Governing Board. At the time of suspension, it was unknown to all WRCSD officials that certain lots had outstanding, unpaid standby fee amounts at the time of suspension as of March 2009.

In September 2018, the Governing Board of the WRCSD directed the Manager of the WRCSD to bill outstanding standby fees to customers who owed fees from 2009. As a result of that billing, 27 customers paid outstanding fees in the amount of \$16,726.45. Of those customers who paid, four customers filed letters of protest.

In January 2019, the Governing Board passed Resolution No. 19-8373 to discharge from accountability those accounts that did not pay the outstanding standby fees. Those accounts have been "written off" in accordance with that Resolution.

At the meeting when Resolution No. 19-8373 was adopted, however, the District Manager was directed to return to the Board for the Board's consideration of reimbursement of accounts "paid under protest." The District Manager has determined that four (4) accounts were paid under protest for a total of \$2,491.08.

The District Manager consulted the County Counsel and was informed that two (2) alternative actions are available as follows:

1. The funds may be returned to the customer who paid under protest as a "resolution of a disputed claim" and thereby not be considered a "gift of public funds." The Board would adopt a Resolution Discharging Accountability for such accounts in the form attached.

OR

2. The funds may be retained by the District pending the outcome of a small claims action (or other adjudication) initiated by the customer to determine whether or not the sums were, in fact, owed to the District.

**Recommendation:**

The Manager of the Walker Ranch CSD respectfully requests that the Governing Board give direction as to the handling of the four (4) accounts paid under protest by indicating which of the following two (2) alternatives should be implemented:

1. Direct that the funds be returned to the customer who paid under protest as a “resolution of a disputed claim,” and adopt the Resolution Discharging Accountability for such accounts in the form attached. (Roll call vote required.)

**OR**

2. Direct that the funds may be retained by the District pending the outcome of a small claims action (or other adjudication) initiated by the customer to determine whether or not the sums were, in fact, owed to the District.

Walker Ranch Community Services District

**RESOLUTION NO. 20 - \_\_\_\_\_**

**A RESOLUTION OF THE WALKER RANCH COMMUNITY SERVICES DISTRICT,  
DISCHARGING FROM ACCOUNTABILITY CERTAIN STANDBY FEE ACCOUNTS PAID  
UNDER PROTEST IN 2018 FOR BALANCES UNPAID AS OF MARCH 1, 2009**

**WHEREAS**, Government Code section 54984.7 allows the governing body of a local agency to continue in successive years a water standby assessment at the same rate; and,

**WHEREAS**, the Governing Board of the Walker Ranch Community Services District (“WRCSD”) passed Resolution No. 19-8373 discharging from accountability all standby fees still outstanding after that remained unpaid since March 1, 2009, after determining that staff collection of the referenced Standby Fee accounts that remain unpaid since March 1, 2009 would not be cost effective if expended by staff; and,

**WHEREAS**, four (4) customers of the WRCSD listed in Exhibit “A” attached hereto paid their outstanding standby fees in the fall of 2018 under protest; and,

**WHEREAS**, the Board of Directors of the Walker Ranch Community Services District finds that the feasibility of continued collection efforts or disputing the return such fees would not be cost effective if expended by staff, and that refund of such accounts paid under protest as a resolution of a disputed claim would not be considered a gift of public funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors in its capacity as the Governing Board of the Walker Ranch Community Services District as follows:

Each customer in Exhibit A of this Resolution shall refunded for their payments received in October and November 2018 that were paid under protest, and furthermore, the District Manager shall be as discharged from accountability for collection for such the unpaid Standby Fees as of March 1, 2009..

The foregoing Resolution was duly passed and adopted by the Governing Board of the Walker Ranch Community Services District, located in the County of Plumas, State of California at a regular meeting of said Board on the 15<sup>th</sup> day of December 2020 by the following vote:

**AYES:** Directors:

**NOES:** Directors:

**ABSENT:** Directors:

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Chair, Board of Directors

**EXHIBIT A to Resolution No. 20 -**

Exhibit A consists of this page, which contains information related to the four (4) customers of the WRCSD who paid their outstanding standby fees under protest. Upon adoption of the Resolution, the Governing Board of the Walter Ranch Community Services District will refund the previous payments to each of the assessees and will discharge these customers from liability.

<b>Customer Number</b>	<b>Current Assesse Name</b>	<b>LOT#</b>	<b>Payment Amount</b>	<b>Payment Date</b>	<b>Refund Amount</b>
0000263	Kelly & Tracy Holt Trustee	103-220-013	\$ 1,033.52	10/22/2018	\$ 1,033.52
0000386	Kevin Wayne & Jennifer Hughes	103-230-021	\$ 132.52	10/11/2018	\$ 132.52
0000370	Gary V & MaryAnne Lessa	103-240-011	\$ 874.52	11/7/2018	\$ 874.52
H12	Joanne M Eychner Trustee	103-290-028	\$ 450.52	10/25/2018	\$ 450.52
<b>Total:</b>			<b>\$ 2,491.08</b>		<b>\$ 2,491.08</b>

4A.I.

## PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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



*CONT.*

### **AGENDA REQUEST**

For the December 8, 2020 meeting of the Plumas County Board of Supervisors

November 30, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: Authorization for the Department of Public Works to fill the vacancy of one (1) FTE Fiscal and Technical Services Assistant III position in the Administration Office. Discussion and possible action.

#### **Background:**

Effective December 31, 2020, one (1) Fiscal and Technical Services Assistant III will be retiring from the Admin Department.

The Department is requesting to fill this vacancy.

This position is able to be funded as allocated in the FY20/21 Public Works budget that was adopted on September 28, 2020.

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

#### **Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Fiscal and Technical Services Assistant III in the Public Works Administration Office.

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

### **Fiscal and Technical Services Assistant III / Public Works Administration**

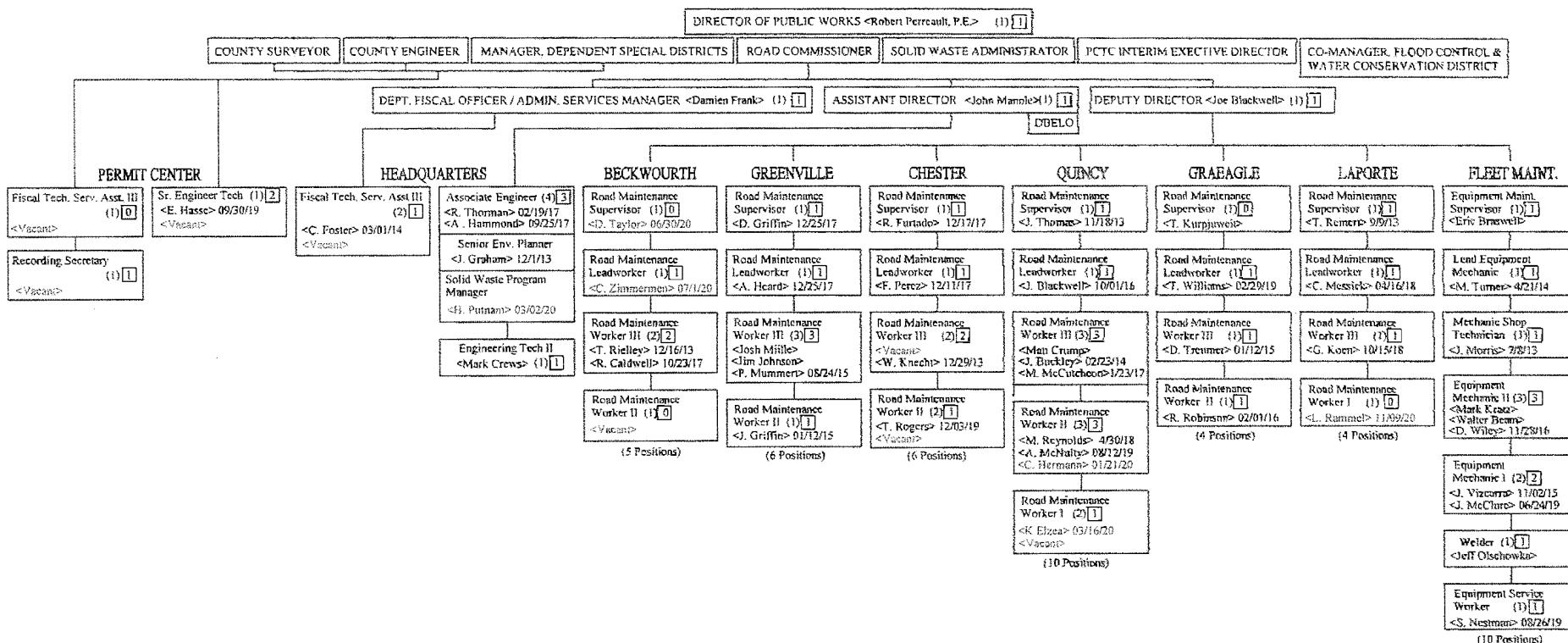
- Is there a legitimate business, statutory or financial justification to fill the position?  
**Fiscal Techs are the workforce for administrative services, which supports the operations unit of the Department.**
- Why is it critical that this position be filled at this time?  
**Fiscal Techs provide consistent support for the Department, and a prolonged vacancy can negatively impact the performance of the Department.**
- How long has the position been vacant?  
**Effective 12/31/2020.**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 20/21 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?  
**At a minimum, there will be a negative impact to the ability of the Department to pay bill, process deposits, and perform other essential administrative duties.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**No change in General Fund support since this is already a budgeted position.**
- Does the department have a reserve? **N/A** If yes, provide the activity of the department's reserve account for the last three years?

17/18 (\$600,000)

18/19 \$600,000

19/20 \$0

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



Director of Public Works  
Revision Date: 11/12/20

4A.1.

## PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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



*Conc'ent*

### **AGENDA REQUEST**

For the December 8, 2020 meeting of the Plumas County Board of Supervisors

November 30, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works *Robert A. Perreault Jr.*

Subject: Authorization for the Public Works/Road Department to recruit for seasonal Extra Help workers to assist with snow removal across all Public Works Maintenance Districts, discussion and possible action

#### Background:

Every winter, Public Works hires seasonal maintenance workers to assist with snow removal across all of its maintenance districts.

The Department is requesting to continue this practice for the 2020/2021 snow season.

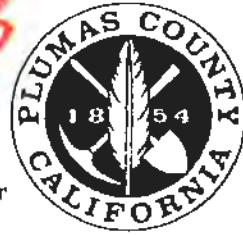
Funds have been allocated in the FY20/21 budget of the Department of Public Works as approved by the Board of Supervisors on September 28, 2020.

#### Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to recruit for Extra Help snow removal workers throughout its maintenance districts002E

# **PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS**

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



4A3

## **AGENDA REQUEST**

For the December 8, 2020 meeting of the Plumas County Board of Supervisors

December 02, 2020

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works  
Subject: Authorization and ratification from the Board to enable the Department of Public Works to contract for delivery of four (4) replacement, used military surplus, snow blowers, and, authorize the Director of Public Works and the County Administrator to issue Plumas County Purchase Order(s) in a total amount not to exceed \$35,000.00.

### **Background:**

This Agenda Request pertains to the need by the Department of Public Works to pay shipping costs from the lowest qualified bid for transportation services for four (4) military surplus snow blowers, two (2) each from Alaska and Nebraska.

The Department of Public Works manages a large fleet of snow removal equipment including large snow blowers. Due to the age of the fleet (average 53 years old) it has become extremely expensive and near impossible to maintain. In order to continue to maintain County roads during winter months, the older equipment needs to be replaced with newer models.

Plumas County has a long history of receiving and utilizing military surplus equipment, recently the Sheriff's Office was successful in receiving an award of four (4) snow blowers at no cost to the County other than transportation. Public Works published a request for quotes for the transportation services and the Department is recommending the acceptance of the lowest qualified quote.

To begin, it is noted that the cost of a new replacement snow blower (last bid in 2012) was \$544,930 each. The military surplus units are equivalent to the unit purchased in 2012.

Attached is a memo from the Public Works Equipment Maintenance Supervisor showing received transportation cost quotes and recommendation for the Alaska snow blowers. Also attached are shipping quotes from Nationwide Transport Services LLC for the four (4) units.

The military requires that the surplus equipment be removed from the base within 14 days of their release dates to the County. Therefore, time is of the essence the Department is requesting ratification by the Board of Supervisors of the purchase order after issuance. The purchase order has been reviewed and approved by County Counsel and the County Administrator.

**Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department of Public Works to contract for delivery of four (4) replacement, used military surplus, snow blowers, and, authorize the Director of Public Works and the County Administrator to issue Plumas County Purchase Order(s) in a total amount not to exceed \$35,000.00.

Attachment: Proposal from Nationwide Transport Services LLC.



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



**Date:** November 16, 2020

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Director

**Agenda:** December 8, 2020

**Recommendation:** Approve a Supplemental Budget in Senior Transportation (Budget Unit 20480) Expenditure Account, Line Item 521102 (Fuel) in the amount of \$3,740.75. Due to conflicting personnel numbers between the department and the auditor in the budget process, \$3,740.00 was budgeted in revenue but was not budgeted in expenditures.

**History/Background:** As the Board is aware every year during the budget process each department is required to submit a projected budget to the Auditor for Board approval. Due to conflicting personnel numbers between Public Health and the Auditor's Office in the budget process, \$3,740.00 was budgeted in the Revenue Account but it was not budgeted in the Expenditure Account.

The Board's action today will approve a Supplemental Budget in Senior Transportation (Budget Unit 20480) Expenditure Account, Line Item 521102 (Fuel) in the amount of \$3,740.75.

A copy of the Supplemental Budget, which has been approved by the Auditor, is attached for your review.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\SS-SB-Expenditures 11-2020.doc

**COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: **Senior Transportation**      Dept. No. **20480**      Date **11/4/2020**

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

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
			Fund Balance	

Total (must equal transfer to total)

1

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Total (must equal transfer to total)

\$ 3,740.75

Supplemental budget requests require Auditor/Controller's signature

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

RECEIVED  
NOV 04 2020

### **Auditor's / Risk**

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

(A) Confusion on budget numbers not resolved until after budget was adopted. Adequate revenue was budgeted to cover this cost.

(B) Above

C Grant term this fiscal year

(D) See above

Approved by Department Signing Authority: Jolene Roben



Approved/Recommended

Disapproved/Not recommended

Auditor/Controller Signature: John D. Miller 11/6/2020

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board signature: \_\_\_\_\_

Date Entered by Auditor/Controller

Initials

#### INSTRUCTIONS:

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

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

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

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

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



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

4B.2

**Date:** November 20, 2020  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**CC:** Nancy Selvage  
**Agenda:** Item for December 8, 2020

**Recommendation:** Approve hiring of a vacant, funded, and allocated Extra-Help Driver I/II/III for the Senior Transportation Program and an Extra-Help Assistant Cook for Senior Nutrition Program.

**History/Background:** As the Board is aware, Plumas County Senior Transportation Program provides transportation for seniors who require help in going from one location to another, with primary focus on transportation to and from nutrition sites, for medical appointments and shopping.

The Assistant Cook aids with cooking, packaging, serving, and cleaning at the site, but also filling in as the Head Cook when necessary. The assistant cook must have knowledge of proper preparation and food handling methods as well as kitchen safety and sanitation practices.

These positions are critical in providing transportation and meal services to seniors living in Plumas County.

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



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

4B3,4

**Date:** November 20, 2020  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Cc:** Nancy Selvage  
**Agenda:** Item for December 8, 2020

**Recommendation:**

- a. Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation to add a 1.00 FTE in the Health Education Coordinator I/II (Contract Tracer Coordinator) in Budget Unit 70560 through November 2022, and authorize Human Resources to recruit and fill the position; and
- b. Approve and Direct Human Resources to recruit and hire (2) Extra-help contract tracers/case investigators – up to 29 hours/week.

**Background Information:** As the Board may recall on October 6, 2020 you approved an allocation of \$1,607,485.00 from The California Department of Public Health (CDPH) to provide critical resources to local health departments (LHD) in support of a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities, including the establishment of modernized public health surveillance systems. In addition you also approved hiring two extra-help contract tracers/case investigators.

Due to the increasing number of COVID cases in Plumas County we are requesting to hire 2 additional contract tracers and one Supervising Contract Tracer.

**Fiscal Impact:** There is no fiscal impact to the General Fund as these positions will be funded through Public Health.

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

**RESOLUTION NO: 20-\_\_\_\_\_**

**RESOLUTION TO AMEND FISCAL YEAR 2020-2021 PLUMAS COUNTY POSITION  
ALLOCATION FOR THE PUBLIC HEALTH AGENCY,  
BUDGET UNIT 70560- COVID-19ELC32**

**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**, during the Fiscal Year needs may arise to amend the Position Allocation; and

**WHEREAS**, this position is necessary for Public Health's testing and epidemiologic surveillance systems from December 1, 2020 through November 17, 2022; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who approves of this resolution to amend the 2020-2021 Position Allocation adding a 1.00 FTE to the Health Education series; 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:

<b>Budget Unit 70560</b>	<b>FTE</b>	<b>Change</b>	<b>New FTE</b>
Health Education Coordinator I/II or	1.00	1.00	2.00
Health Education Specialist or			
Community Outreach Coordinator			

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 8<sup>th</sup> day of December 2020 by the following vote:

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

---

Chair, Board of Supervisors

**ATTEST:**

---

Clerk, Board of Supervisors



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



4B5

**Date:** November 30, 2020  
**To:** Honorable Board of Supervisors  
**Cc:** Nancy Selvage, Human Resource Director  
**From:** Andrew Woodruff, Director of Public Health  
**Re:** Item for December 8, 2020

**Recommendation:** Approve exemption to 30-day limit for Extra Help to perform essential services in the Nursing Division.

**Background:** Plumas County Public Health Agency is experiencing serious nursing staffing shortages resulting in the need for immediate and ongoing extra help.

As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. It is critical that this position is filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to several different vulnerable populations.

**Fiscal Impact:** There is no fiscal impact to the General Fund as this position is fully funded by contracts, or contract extensions, for the 20-21 fiscal year. Filling this positions 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 if you have any questions or further needs.

C:\Documents and Settings\Rosie Olney\My Documents\BOS\Exemption to 60 Days Extra help-Nursing 12-2020.doc



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

**NEAL CAIAZZO**  
DIRECTOR

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

DATE: NOVEMBER 18, 2020  
TO: HONORABLE BOARD OF SUPERVISORS  
FROM: NEAL CAIAZZO, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
SUBJ: BOARD AGENDA ITEM FOR DECEMBER 1, 2020, AGENDA  
RE: REQUEST TO FILL A VACANT OFFICE SUPERVISOR POSITION

### **It is Recommended that the Board of Supervisors**

Authorize the Department of Social Services to fill a vacant, funded and budgeted Office Supervisor position as soon as administratively possible.

### **Background and Discussion**

The Department of Social Services has experienced a vacancy at the Office Supervisor position. The prior incumbent accepted the vacant Staff Services Analyst position with the Department. As is explained in further detail on the attached position classification form, this is a mission critical position in the Department of Social Services. The position is responsible for the supervision of the front desk operations, clerical and administrative functions, and registration of new applications. With that in mind, the Department requests that your Board approve refilling the position as soon as administratively possible.

### **Financial Impact**

There is no financial impact to the General Fund resulting from this action.

Copies: DSS Management Staff

Enclosures:

**Position Classification:** Office Supervisor

**FTE:** 1.00

**Budgeted Position:** Yes

This position is part of the administrative and clerical support structure of the Department of Social Services. Generally, administrative and clerical support functions are funded through Federal (50%), State General Fund dollars (35%) and 1992 Realignment (15%) dollars.

These funding allocations are established in state law.

**Mandated Program:** Yes.

Social Services programs are state-mandated and county-administered public services. Our mandates include requirements to finger print image all applicants for public assistance who are requesting CalFresh assistance as part of their application. Other mandates include screening for CalWORKs cash assistance and providing access to Covered California and the Affordable Care Act.

**Position Description:**

This position is responsible for oversight and supervision of administrative clerical functions. As explained elsewhere, this includes administrative accounting, Auditor claims, state claims and statistical reporting.

**Funding Sources:**

The funding to support these positions comes from federal pass through dollars, state funds and county 1991 Realignment dollars. There is no cost to the County's General Fund associated with this position.

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

### Position: Office Supervisor

- Is there a legitimate business, statutory or financial justification to fill the position?  
Answer: Yes. Public social services are state mandated.
- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?  
Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth. This position supervises clerical support positions that perform state-mandated fingerprint imaging, screening of applicants and other reception support functions.
- How long has the position been vacant?  
Answer: The position will become vacant effective November 23, 2020.
- Can the department use other wages until the budget is adopted?  
Answer: No.
- What are staffing levels at other counties for similar departments and/or positions?  
Answer: Other counties are structured in a very similar way. The state approves our requested staffing levels and funds such positions accordingly.
- What core function will be impacted without filling the position prior to July 1?  
Answer: We will not be able to process perform critical tasks associated with eligibility determinations due to not having oversight and supervision of clerk receptionists that log in and conduct screening for program eligibility.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
Answer: We will not expend state funds that have been allocated to this function .

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

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

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

Answer: No.

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

Answer: No.

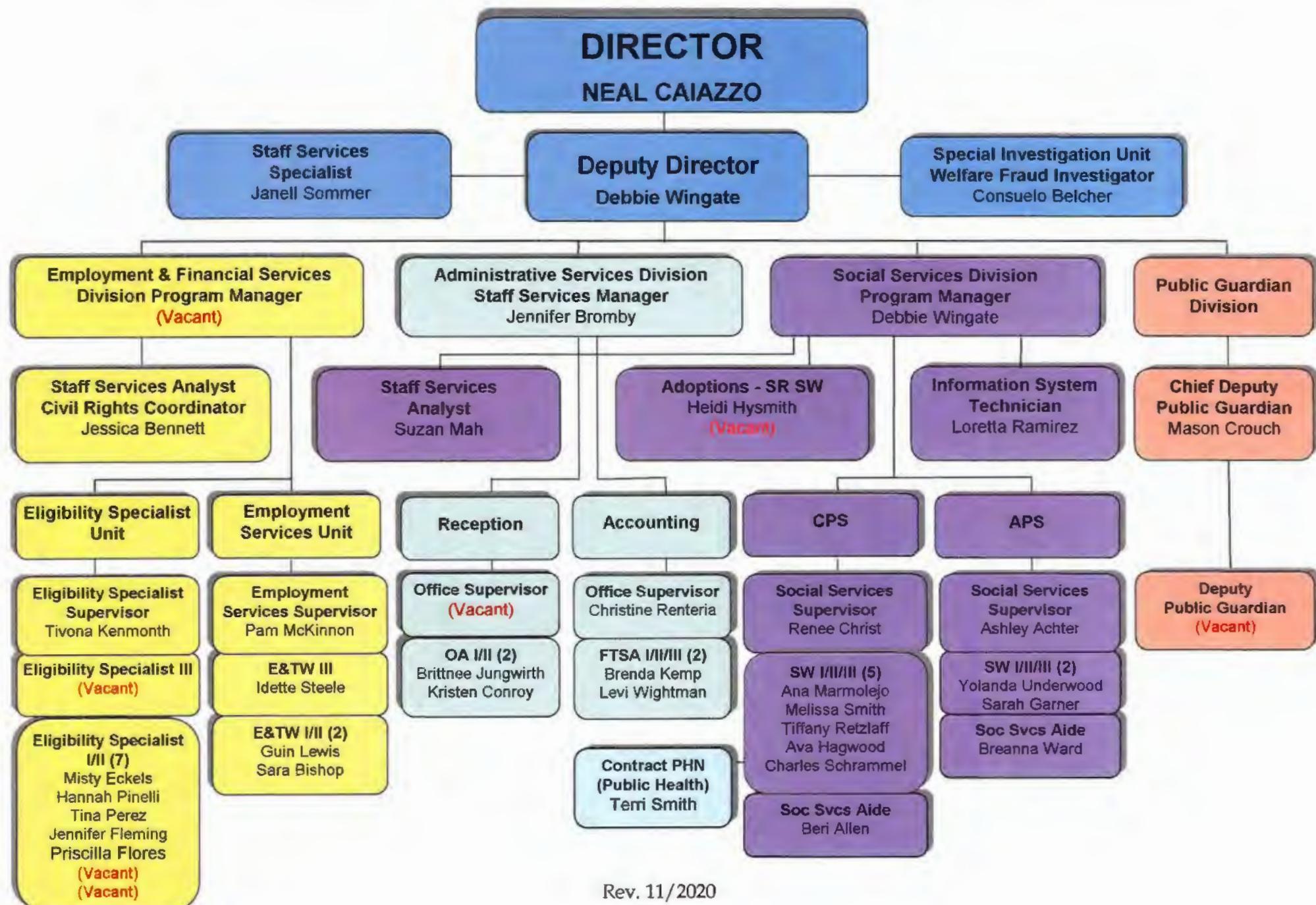
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

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

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

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

# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



# Memo

**To:** The Honorable Board of Supervisors  
**From:** Michelle Blackford, Director of Child Support Services ✓  
**CC:**  
**Date:** November 20, 2020  
**Re:** Authorize the Child Support Services Dept. to Recruit and Fill Vacant 1.0 FTE Child Support Specialist II or II Position.

---

## RECOMMENDATION

It is recommended that the Board approve the request of the Child Support Department to recruit and fill the currently vacant, allocated 1.0 FTE **Child Support Specialist I or II** position.

## BACKGROUND AND DISCUSSION

The Department's 2020/21 position allocation consists of 4.0 FTE Child Support Specialist III or II or I; or Child Support Specialist Assistant I. As of 11/16/20 1.0 FTE was vacated due to resignation.

Currently, 2.0 of the 4.0 above-referenced FTEs are filled. All allocated positions are funded. It is my intention to maintain 3.0 filled FTEs and leave one vacant. It is crucial that I begin the recruitment process immediately to achieve adequate staffing to manage our caseload.

Thank you.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY  
ALLOCATED FOR FISCAL YEAR 2020-21

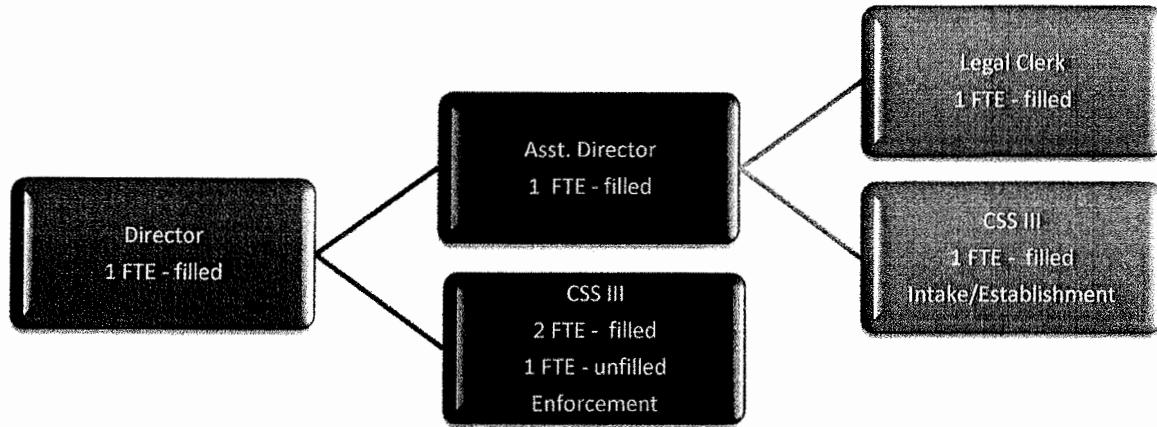
Child Support Specialist I or II

1. Is this a legitimate business, statutory, or financial justification to fill the position?  
*Yes. This department currently has an unfilled, allocated, and budgeted Child Support Specialist position. The position was vacated on 11/16/20 due to resignation of the person in that position. The position is adequately budgeted for. With the vacation of this position, there are only 2 CSS positions filled and we were already operating at bare minimum (to meet the caseload needs) when all 3 positions were filled.*
2. Why is it critical that this position be filled at this time?  
*Our customer service and caseload needs warrant hiring this position now.*
3. How long has this position been vacant?  
*As of 11/16/20. The person who filled the position has actually been out since 3/2020 due to health issues.*
4. Can the department use other wages until the next budget cycle?  
*That will not be necessary as the unfilled position has been included in the 2020/21 budget.*
5. What are staffing levels at other counties for similar departments and/or positions?  
*Throughout comparable counties, they vary greatly depending on the structure of the office. For counties with a similar budget as ours, the staffing levels closely match Plumas County.*
6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>?  
*Without a Specialist in place within the next one to two months, our intake and establishment functions will suffer as we will only have 2.0 of the 4.0 allocated Child Support Specialist positions filled. This will have a direct impact on customer service and child support collections.*
7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?  
*None.*

A non -general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*None.*

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?  
*No.*



# PLUMAS COUNTY DCSS

## 2020-2021

### ORGANIZATION CHART



## CalHR

### Child Support Specialist I

Class Spec Code: CSS I - MSS

Established Date: Christina Batorski Peacock on 06/07/2002

Last Revised Date: Sarah Smith on 04/01/2014

#### Salary Range

\$0.00 Annually

#### Bargaining Unit

N/A

#### EEO

Other

#### Occupational Group

N/A

#### FLSA

Determined by Position

#### Benefit Code

N/A

#### Physical Class

N/A

#### Class Definition and Description

Performs a wide variety of child support duties consisting of maintaining a caseload, locating and interviewing custodial and non-custodial parents and others to elicit factual information for the purpose of establishing child support obligations and enforcing child support laws; arranges for support payments when possible; prepares cases for court hearings as necessary; and performs related work as required.

Working under close supervision, Child Support Specialist I is the entry/trainee level in the Child Support Specialist series. Employees in this class receive in-service training, and are given detailed instructions in the performance of duties related to child support laws, regulations, and a broad range of child support casework activities. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Child Support Specialist II after one year of satisfactory performance at the entry/trainee level.

#### Typical Duties, Employment Standards and KSAs

**Duties for the Child Support Specialist I may include, but are not limited to the following:**

- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys.
- Develops and analyzes information for the establishment of paternity.
- Uses a variety of methods, systems and procedures for locating information on custodial and non-custodial parents' assets, income, and liabilities.
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Responds to general inquiries and explains general child support laws, court orders, rules, regulations, and policies to public and staff.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action.
- Prepares and processes legal documents necessary for the Documents and updates customer information, contact information, case actions/history logs, and records using a state-wide automated system.
- Provides case status information, explains the complaint resolution process, and answers case specific questions for all involved parties ensuring the verbiage used cannot be interpreted as legal advice.
- Applies federal, state, and local codes, procedures, and rules in establishing and processing child support cases.
- Coordinates and/or conducts genetic tests when needed.
- Performs related duties as assigned.

#### EMPLOYMENT STANDARDS

**Note:** The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

**Knowledge of:**

**NATURE OF WORK**

The primary function of a Child Support Specialist involves establishing paternity and child support obligations and enforcing child support laws. The work performed includes processing of a broad range of paperwork and entering information into a computer-based case data management system with very time sensitive agency and legal deadlines. The Child Support Specialist maintains a caseload and locates and interviews custodial and non-custodial parents and others to gather information for locating non-custodial parents and their assets, determining financial ability to pay child and medical support, establishing paternity and child support orders, and collecting those court-ordered support payments. They also prepare cases for court hearings.

Within legal requirements and departmental policies and procedures, Child Support Specialists operate with considerable independence and must exercise discretion and judgment in evaluating cases and determining the level of support and the methods of enforcement. They have discretionary ability to obtain highly confidential information from a wide variety of sources, which must be used only for business purposes. Misuse of such information is subject to criminal and civil action.

***Typical duties include:***

- Takes sworn statements from the custodial parent and non-custodial parent, and arranges or facilitates DNA testing in cases where paternity is in question.
- Evaluates income and expense data of custodial and non-custodial parent to determine support capability; reviews financial history to determine arrears obligation.
- Explains legal requirements and the calculation of support payments to custodial and non-custodial parents and other involved parties.
- Issues Summons and Complaints and Proposed Judgments to establish paternity and support orders and enforces those orders through wage assignments and other legal actions.
- Obtains and enforces health insurance orders.
- Recommends cases for prosecution, prepares legal documents for court filing, assists attorneys in preparing cases, and testifies in court as necessary.
- Initiates and processes such legal actions as subpoenas, orders to show cause, registration of foreign support orders, notices of assignment, writs of execution, property liens, orders of examination, and contempt of court actions pertaining to the enforcement of child support.
- Responds to and investigates complaints from custodial and non-custodial parents regarding hidden assets and/or "under the table" employment.
- Accesses computerized databases and maintains computerized files. Responds to an and complete numerous daily, weekly, and monthly automated task lists.
- Responds to inquiries from the public, private attorneys, appointed and elected officials.
- Provides case status information and interprets child support statutes, regulations, and procedures to custodial and non-custodial parents.

Child Support Specialists are expected to handle a high volume of work which is deadline driven. Applicants must be able to prioritize, plan and project their work, but at the same time be flexible to changes at any moment, such as unscheduled visits from clients. They perform in a high stress work environment.

It is important to understand that the actions you take as a Child Support Specialist impact the lives of clients and their families, both emotionally and financially.

**CONTROVERSIAL ISSUES**

As a Child Support Specialist you may be required to take actions that conflict with your own values. A Child Support Specialist must be able to accept clients' differences and interact with them in a non-judgmental manner. Some of the controversial issues encountered in a Child Support environment include:

- Enforcing mandatory guideline child support orders that may not seem reasonable.
- Attaching the wages of non-custodial parents who then allege they will not be able to support their current family.
- Negatively impacting a non-custodial parent's credit rating.
- Intercepting state and federal tax returns.
- Revoking driver's licenses, required employment and professional licenses, and passports.



## CalHR

### Child Support Specialist II

Class Spec Code: CSS II - MSS

Established Date: Christina Batorski Peacock on 06/07/2002

Last Revised Date: Sarah Smith on 04/01/2014

#### Bargaining Unit

N/A

#### EEO

Other

#### Occupational Group

N/A

#### FLSA

Determined by Position

#### Benefit Code

N/A

#### Physical Class

N/A

#### Class Definition and Description

Performs a wide variety of child support duties consisting of maintaining a caseload, locating and interviewing custodial and non-custodial parents and others to elicit factual information for the purpose of establishing child support obligations and enforcing child support laws; arranges for support payments when possible; prepares cases for court hearings as necessary; and performs related work as required.

Working under general supervision, Child Support Specialist II is the journey level in the Child Support Specialist series. Employees at this level are expected to perform a broad range of child support casework from intake to establishment, enforcement, and case closure. Within legal requirements and departmental policies and procedures, incumbents operate with considerable independence and must exercise discretion and judgment in evaluating cases and determining the level of support and the methods of enforcement. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Child Support Specialist I, or if filled from the outside, require prior related experience.

Child Support Specialist II differs from the higher class of Child Support Specialist III in that the latter is the advanced journey level, and incumbents act as lead worker or exercise detailed subject knowledge of a specific program area or specialized department system.

#### Typical Duties, Employment Standards and KSAs

**Duties for the Child Support Specialist II may include, but are not limited to the following:**

- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys.
- Develops and analyzes information for the establishment of paternity.
- Uses a variety of methods, systems and procedures for locating information on custodial and non-custodial parents' assets, income, and liabilities.
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Responds to general inquiries and explains general child support laws, court orders, rules, regulations, and policies to public and staff.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action.
- Prepares and processes legal documents necessary for the Documents and updates customer information, contact information, case actions/history logs, and records using a state-wide automated system.
- Provides case status information, explains the complaint resolution process, and answers case specific questions for all involved parties ensuring the verbiage used cannot be interpreted as legal advice.
- Applies federal, state, and local codes, procedures, and rules in establishing and processing child support cases.
- Coordinates and/or conducts genetic tests when needed.
- Performs related duties as assigned.

# LUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242



*Lindsay Fuchs  
County Librarian*

**DATE:** November 25, 2020

**TO:** Honorable Board of Supervisors

**FROM:** Lindsay Fuchs, Plumas County Librarian

**RE:** Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Library Aide position(s).

**Recommendation:**

Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Library Aide position(s).

**Background:**

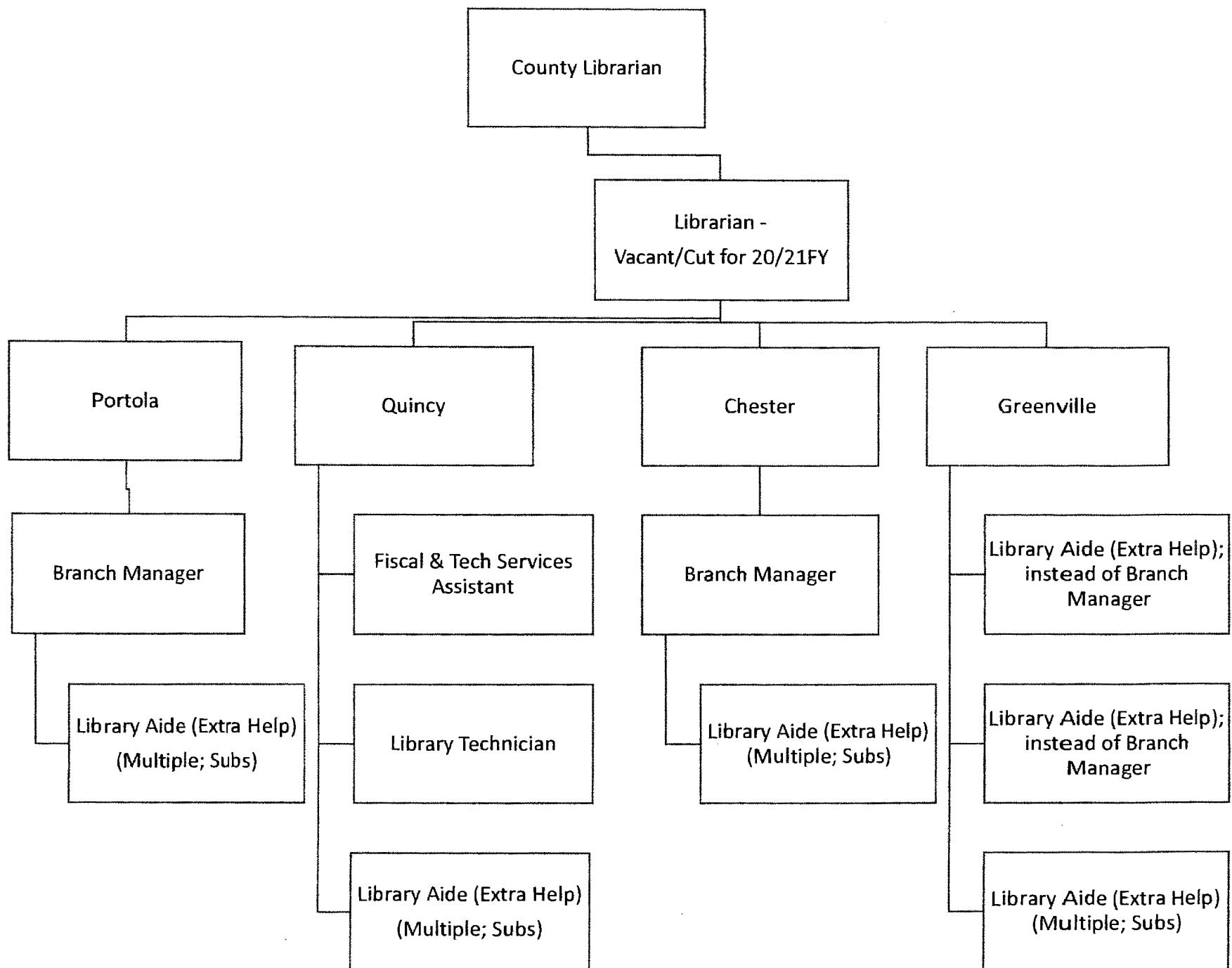
Due to resignations and reduction in available hours for current staff, the Plumas County Library currently needs more Extra Help Library Aides to use for sub coverage and other as-needed duties for the Portola, Greenville, and Chester Branches.

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

**Cost:**

Other Wages to fulfill this Extra Help position have already been approved and marked for in the Library budget for 20/21FY. This position starts at \$13/hr and will increase due to the CA minimum wage increase to \$14/hr on Jan 1 2021.

## Organizational Chart for Plumas County Library



QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR  
FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?

*Yes. The Library Aide position(s) for the Portola, Greenville, and Chester Branches were funded for the 20/21FY budget. The Extra Help Library Aide position is vital for Library operations to continue without interruption.*

2. Why is it critical that this position be filled at this time?

*These position(s) are crucial to continue the Plumas County Library service hours when the Branch Managers are unavailable (due to vacation, sick leave, and potential COVID-19 issues) or require additional help. There are not enough subs to currently cover Branch Manager/Extra Help if they need to use their leave, and therefore we would have to completely close down the Branch or pay additional funds to provide a sub from a different branch (which is dependent on weather and sub availability/interest in other branches.)*

3. How long has this position been vacant?

*Starting in March and continuing over the last several months, resignations because of COVID-19, staff-requested reduced hours, and new health concerns have meant we have decreased the number of Library Aides available to work.*

4. Can the department use other wages until the next budget cycle?

*This position is Extra Help and will be using Other Wages.*

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

*Other counties who run similar programs through the Literacy and/or Library systems have similar positions.*

6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>?

*Branches will be closed if we do not have enough coverage to keep operations continuing.*

7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?

*Library branch closures lead to service reductions, which in turn cause a decrease of patrons. Due to COVID-19, the Library system was closed and then on a reduced schedule/operation availability (curbside-only, for example) for several months during 2020. This in turn affected patron usage.*

A non -general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*N/A*

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

*No.*

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

*This position is Extra Help and is at-will. This is a General Fund dept.*

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

*The immediate filling of this position will not impact the Dept/General Fund as funding has already been sent aside for the current fiscal budget. This position is accounted for during budget planning as it is a necessary position to run the Library Department.*

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

*No, the department is funded by the General Fund.*

# LUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242



*Lindsay Fuchs  
County Librarian*

**DATE:** November 25, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Lindsay Fuchs, Plumas County Librarian  
**RE:** Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Literacy Program Assistant position.

### **Recommendation:**

Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Literacy Program Assistant position.

### **Background:**

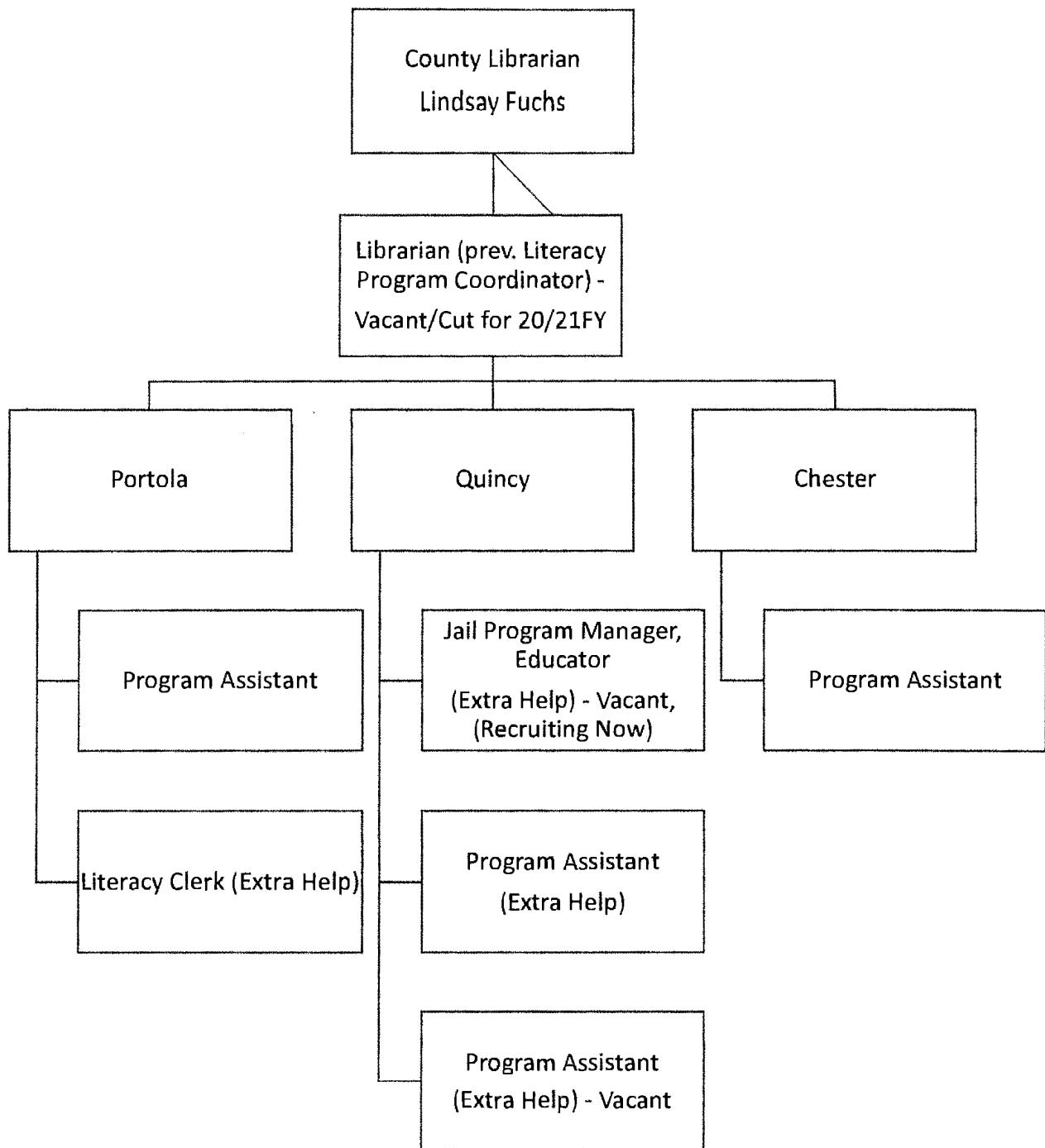
Due to resignations, the Plumas County Literacy Program out of the Quincy Branch currently has a vacant Extra Help Literacy Program Assistant position. The Department is requesting to fill this vacancy.

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

### **Cost:**

Other Wages to fulfill this Extra Help position have already been approved and marked for in the Literacy budget for 20/21FY. This position starts at \$13.50/hr and will increase due to the CA minimum wage increase to \$14/hr on Jan 1 2021.

## Organizational Chart for Plumas County Literacy



QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR  
FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?

*Yes, the position was funded for the 20/21FY budget. This position is crucial to continue the Plumas County Literacy program out of the Quincy Branch, which provides needed services to the community and extra funding opportunities for the Literacy Department.*

2. Why is it critical that this position be filled at this time?

*This position is vital to the operation of the Literacy Program out of the Quincy Branch, which currently only has one Extra Help worker who splits her schedule with the Library Dept. We need to be able to offer more hours than our current staffing level can handle. We have moved to remote learning during COVID-19 and therefore are set-up to continue services to learners no matter which tier level the county is in/modifications to the Library's operation levels.*

3. How long has this position been vacant?

*Previous staff members were moved to cover more hours in a different department and/or resigned due to COVID-19.*

4. Can the department use other wages until the next budget cycle?

*This position is Extra Help and will be using Other Wages.*

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

*Other counties who run similar programs through the Literacy and/or Library systems have similar positions.*

6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>?

*Quincy Branch will need to continue to limit service hours without this position. Programs such as Adult Services, Family Literacy, ELL & ESL, Youth Plus, and Project ALIVE will not be available to needed levels. Other programs like Project Read will be minimized due to lack of staffing. COVID-19 and the subsequent switch to remote learning requires additional time and prep work, and limits the ability to provide group instruction, which cannot be provided without additional staff hours.*

7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?

*The program and its participants are included in the reports we send to the CA State Library, which in turn decides on the grant funding distribution using a formula that includes student totals. The decrease of class sessions and therefore students (and staff hours) affects funding in future fiscal years.*

A non -general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*N/A*

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

*No.*

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

*This position is Extra Help and is at-will. This is a General Fund dept.*

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

*The immediate filling of this position will not impact the Dept/General Fund as funding has already been sent aside for the current fiscal budget. This position is accounted for during budget planning as it is a necessary position to run the Quincy Branch Literacy Program.*

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

*No, the department is funded by the General Fund and grants.*

# PLUMAS COUNTY AUDITOR / CONTROLLER

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



Date: 12/08/2020

To: HONORABLE BOARD OF SUPERVISORS

From: ROBERTA M. ALLEN – AUDITOR/CONTROLLER

Subject: Authorize Auditor Controller to recruit and fill vacant, funded and allocated Accountant – Extra Help position. Position vacant due to resignation.

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**Recommendation:**

Authorize Auditor Controller to recruit and fill vacant, funded and allocated Accountant – Extra Help position. Position is vacant due to resignation.

**Please see the attached Critical Staffing Request Form**

## STAFFING REQUEST FORM

Department AUDITOR CONTROLLER DEPARTMENT  
FTE 1.0

Add  Delete

Position Title ACCOUNTANT - EXTRA HELP

Describe, in some detail, the need for this position (Use additional sheets if necessary.)

Due to the heavy workload in the Auditor's Department and the additional challenges presented by the ongoing and worsening pandemic, the department is asking to refill the extra help position left vacant by resignation.

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See attachment

If the position is approved, what other expenses do you anticipate?

Recurring:	\$ <input type="checkbox"/>	Office/Operation Supplies	One Time	\$ <input type="checkbox"/>	Furn/Fix
	\$ <input type="checkbox"/>	Purchased Services		\$ <input type="checkbox"/>	Vehicle
	\$ <input type="checkbox"/>	Other		\$ <input type="checkbox"/>	Office Space

Describe:

None

Describe:

None

Calculate anticipated Salary and Benefit costs for each of the *next four* years using anticipated increases:

yr. 1 \_\_\_\_\_ yr. 2 \_\_\_\_\_ yr. 3 \_\_\_\_\_ yr. 4 \_\_\_\_\_ *Please see attached*

If the position is NOT approved, what are the consequences? Attach sheet

Are any *new revenues* expected to cover the cost of the requested position? Yes  No   
If yes, are the revenues certain? Yes  No  and if certain, the revenues are certain for how many years? \_\_\_\_\_ Years. Attach supporting material.

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See Attached

Reviewed and supporting by Critical Staffing Committee

If General Fund Position and recommended by Critical Staffing Committee, indicate rank of this position to other recommended GF positions. \_\_\_\_\_ out of \_\_\_\_\_ positions recommended.

Committee Comments:

AUDITOR CONTROLLER DEPARTMENT

ACCOUNTANT – EXTRA HELP

ATTACHMENT - CRITICAL STAFFING REQUEST FORM

**Consequences of not filling position:**

The county departments and special districts rely on the timely processing of transactions. Not filling the position could cause delays in processing transactions and/or paying vendors. The pandemic is also a concern as it may cause staff shortages if employees test positive, experience possible exposure, or become ill. The extra-help person that can work flexible schedules will give us more resources to ensure that the works is processed timely.

**Anticipated Salary:**

The Accountant – Extra Help will start between \$13.00 (minimum wage as of 1/1/21) and \$15,00, depending on experience and availability. For FY 2020-21, total anticipated wages.

FY 2020-21 If \$13.00/hour: January – June \$8,112.

$$(\$13 \times 1248 \text{ hours (3 days per week)} = 16,224/2 = \$8,112)$$

FY 2020-21 If \$15.00/hour: January – June \$9,360

$$(\$15 \times 1248 \text{ hours (3 days per week)} = 18,720/2 = \$9,360)$$



# Office of the Sheriff

## Office of Emergency Services

46

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** November 30th, 2020

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns

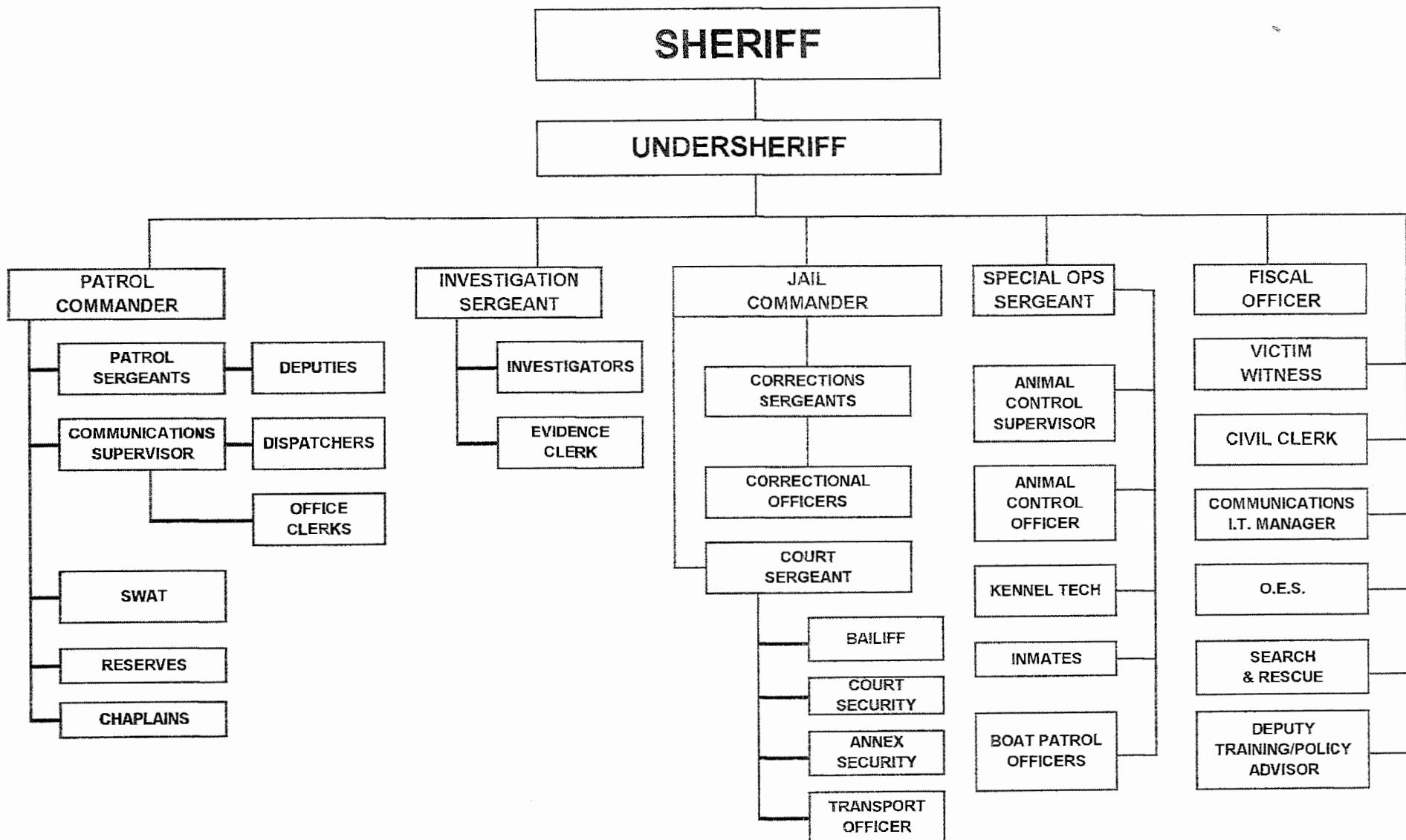
**RE:** Agenda Item for the meeting of December 8th, 2020

**RECOMMENDATION:**

Authorize the Sheriff to recruit and fill open Deputy Sheriff position.

**BACKGROUND & DISCUSSION:**

The Plumas County Sheriff's Office requests authorization to recruit and fill open Deputy Sheriff position. The vacancy has been ongoing and it needs to be filled during this fiscal year.



QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR  
FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?  
**Yes**
2. Why is it critical that this position be filled at this time?  
***Deputy positions have been deemed critical by the board previously.***
3. How long has this position been vacant? **06/03/2020**
4. Can the department use other wages until the next budget cycle? **No**
5. What are staffing levels at other counties for similar departments and/or positions? **Unknown**
6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>? **Sheriff's office ability to conduct patrols without possible overtime.**
7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>? **None, this position is budgeted in the FY 19/20 budget.**

A non -general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **None**
8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **Not at this time.**
9. Does the budget reduction plan anticipate the elimination of any of the requested positions?  
**No**
10. Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **Status quo or savings if at all possible.**
11. Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **No**



4H  
OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Plumas County Courthouse  
520 Main Street, Room 301  
Quincy, California 95971-9115

R. CRAIG SETTLEMIRE  
COUNTY COUNSEL  
GRETCHEN STUHR  
DEPUTY COUNTY COUNSEL III  
SARA JAMES  
DEPUTY COUNTY COUNSEL II  
KRISTINA ROGERS  
PARALEGAL/SMALL CLAIMS  
ADVISOR

Phone: (530) 283-6240  
Fax: (530) 283-6116

November 24, 2020

**INTEROFFICE MEMORANDUM**

**TO:** Honorable Board of Supervisors, County of Plumas

**FROM:** R. Craig Settlemire, *Plumas County Counsel*

A handwritten signature in black ink that reads "R. Craig Settlemire".

**SUBJECT:** Resolution Approving Conflict of Interest Codes Adopted or Amended by Local Districts and Agencies in Plumas County  
(for the meeting December 8, 2020)

**Background:**

The Plumas County Board of Supervisors is designated the code reviewing body of all Plumas County special districts and local agencies' *Conflict of Interest Code*. No newly adopted or amended special district or local agency conflict of interest code is effective until approved by the Board of Supervisors as the code reviewing body.

The Political Reform Act of 1974 requires every local government agency to have a "Conflict of Interest Code" and review it each even-numbered year. A Conflict of Interest Code designates positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. On behalf of the Board of Supervisors and pursuant to Government Code Section 87306.5, the Plumas County Counsel's Office mailed a notification to each special district and local agency in Plumas County requesting that they review their Conflict of Interest to determine if it is accurate or if changes are needed, and upon doing so, complete and return the Fair Political Practices Commission form "2020 Local Agency Biennial Notice."

Appendix "A" to the accompanying Resolution lists the special districts and agencies that returned the Notice and provided documentation that their conflict of interest code has been recently reviewed and complies with the Political Reform Act of 1974.

**TO:** Honorable Board of Supervisors, County of Plumas  
**FROM:** R. Craig Settemire, *Plumas County Counsel*  
**SUBJECT:** Resolution Approving Conflict of Interest Codes Adopted or Amended by Local Districts and Agencies in Plumas County

Page 2 of 2

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Appendix "B" to the accompanying Resolution lists special districts and agencies that did not respond to the Notification. The County Counsel's Office will make one more attempt to contact the officers and governing boards of those entities to obtain written confirmation that the entity's conflict of interest code has been reviewed as required by law. If an entity fails to respond, the County Counsel's Office will bring the matter back to the Board of Supervisors in January 2021 at which time the Board can either: 1) adopt a conflict of interest code on the entity's behalf, or 2) refer the matter to the California Fair Political Practices Commission for further enforcement proceedings.

**Proposal and Action:**

The Plumas County Counsel respectfully requests that the Governing Board, Board of Supervisors, adopt the attached Resolution Approving Conflict of Interest Codes Adopted or Amended by Local Districts and Agencies in Plumas County.

END OF MEMORANDUM

[C:\Users\csettem\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\7KR9CUDA\2020 Conflict of Interest Code Memo to BOS.doc]

Plumas County, California

**RESOLUTION NO. 20 - \_\_\_\_\_**

**A RESOLUTION APPROVING CONFLICT OF INTEREST CODES ADOPTED OR AMENDED BY LOCAL DISTRICTS AND AGENCIES IN PLUMAS COUNTY.**

**WHEREAS,**

- A. The state Political Reform Act, in pertinent part commencing at Government Code section 87100 et seq., requires each local district and agency in a county to review, adopt or amend its own conflict of interest code every two years; and,
- B. Government Code section 87303 provides that each such conflict of interest code is to be reviewed and approved by the county's "code reviewing body," which, for the County of Plumas, is the Board of Supervisors,

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

1. The conflict of interest codes adopted or amended by local districts and agencies within Plumas County have been reviewed by the Office of County Counsel, acting at the direction of the code reviewing body, and those districts and agencies in compliance are listed on Appendix "A" of the attachment to this resolution.
2. Local districts and agencies which have yet to comply are listed on Appendix "B" of the attachment to this resolution.
3. Local districts and agencies which have not yet complied are ordered to comply as soon as possible, or a conflict of interest code may be adopted for them, either by the code reviewing body or by the Fair Political Practices Commission.

The foregoing resolution was adopted on December 8, 2020, at a regular meeting of the Plumas County Board of Supervisors, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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Chair, Board of Supervisors

**ATTEST:**

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Nancy DaForno, Clerk of the Board

## APPENDIX "A"

### RESOLUTION CONCERNING CONFLICT OF INTEREST CODES ADOPTED OR AMENDED BY LOCAL DISTRICTS AND AGENCIES IN PLUMAS COUNTY FOR BIENNIAL YEAR 2020

#### Compliant Districts:

1. Almanor Recreation & Park District
2. American Valley Community Services District
3. Beckwourth Fire Protection District
4. Central Plumas Recreation & Park District
5. Chester Cemetery District
6. Chester Public Utility District - Fire
7. Eastern Plumas Rural Fire
8. First 5 Plumas County Children & Families Commission
9. Graeagle Community Services District
10. Graeagle Fire Protection District
11. Grand Jury
12. Greenhorn Creek Community Services District
13. Greenville Cemetery District
14. Grizzly Lake Community Services District
15. Grizzly Ranch Community Services District
16. Hamilton Branch Community Services District
17. Hamilton Branch Fire District
18. Johnsville Public Utility District
19. La Porte Fire Protection District
20. Last Chance Creek Water District
21. Long Valley Community Services District
22. Meadow Valley Cemetery District
23. Meadow Valley Fire Protection District
24. Mohawk Valley Cemetery District
25. Peninsula Fire Protection District
26. Plumas County Office of Education
27. Plumas Eureka Community Services District
28. Plumas Unified School District
29. Portola Cemetery District
30. Quincy Fire Protection District
31. Sierra Valley Fire Protection District
32. Taylorsville Cemetery District

## APPENDIX "B"

### RESOLUTION CONCERNING CONFLICT OF INTEREST CODES ADOPTED OR AMENDED BY LOCAL DISTRICTS AND AGENCIES IN PLUMAS COUNTY FOR BIENNIAL YEAR 2020

#### Non-Compliant Districts:

1. "C" Road Community Services District
2. Clio Public Utility District
3. Crescent Mills Cemetery District
4. Crescent Mills Fire District
5. Cromberg Cemetery District
6. Eastern Plumas Health Care District
7. Eastern Plumas Recreation and Park District
8. Feather River Canyon Community Services
9. Feather River Community College District
10. Feather River Resource Conservation District
11. Gold Mountain Community Services District
12. Indian Valley Community Services District
13. Indian Valley Recreation and Park District
14. Plumas District Hospital
15. Plumas LAFCo
16. Prattville-Almanor Fire District
17. Quincy Community Services District
18. Quincy/LaPorte Cemetery District
19. Seneca Healthcare District
20. West Almanor Community Services District
21. Whitehawk Ranch Community Services District



**CLERK OF THE BOARD OF SUPERVISORS**

Nancy DaForno

November 17, 2020

Honorable Board of Supervisors,

Please accept this letter as official notice of my retirement as Clerk of the Board, effective February 28, 2021.

It has been an honor to work with twenty-three Board members, over the past thirty years. While my dedication has always been to members of the Board, I also feel sincerely grateful to have worked with so many wonderful county employees.

I have genuinely enjoyed my employment with Plumas County, and I am thankful that I have had this opportunity to do a job that I loved, almost, every day.

As I ride off into the sunset, I will take with me some very fond memories!

Sincerely,

A handwritten signature of Nancy DaForno in black ink.

Nancy DaForno



5E

**To:** RCRC Board of Directors  
RCRC Board Alternates  
RCRC Member County CAO's  
RCRC Member County Clerks of the Board

**From:** Greg Norton, President & CEO

**Date:** November 5, 2020

**Re:** Designation of the 2021 RCRC Board of Directors, Delegates and Alternates - **ACTION REQUIRED**

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As we're approaching the end of another year, this is a reminder that annually the Rural County Representatives of California (RCRC) requires confirmation of each member county's Delegate and Alternate to the RCRC Board of Directors. The first RCRC Board Meeting of 2021 and Installation of Officers will be held virtually on January 13<sup>th</sup>.

To ensure we have the necessary Delegate and Alternate confirmations, once determined, please utilize the attached designation form to provide your county's election/appointment. Please forward the formal confirmation to RCRC as soon as possible. The confirmation can be sent via e-mail to Maggie Chui at [mchui@rcrcnet.org](mailto:mchui@rcrcnet.org), or mailed to:

Rural County Representatives of California  
1215 K Street, Suite 1650  
Sacramento, CA 95814  
Attn: Maggie Chui

Please do not hesitate to contact me if you have any questions or require additional information. Thank you for your assistance with this information.

**Attachment**

- RCRC Designation Form



**Designation of 2021 Delegate and Alternate Supervisors for the  
Rural County Representatives of California (RCRC) Board of Directors**

**Date:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Delegate:** Supervisor \_\_\_\_\_

**Alternate:** Supervisor \_\_\_\_\_

**Authorization:**

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Golden State Finance Authority (GSFA)  
1215 K Street, Suite 1650 • Sacramento, California 95814  
Phone: (855) 740-8422 • Fax: (916) 444-3219 • [www.gsfahome.org](http://www.gsfahome.org)

5E

**To:** GSFA Board of Directors  
GSFA Board Alternates  
GSFA Member County CAO's  
GSFA Member County Clerks of the Board

**From:** Greg Norton, Executive Director

**Date:** November 5, 2020

**Re:** Designation of the 2021 GSFA Board of Directors, Delegates and Alternates - **ACTION REQUIRED**

---

Annually, the Golden State Finance Authority (GSFA) requires confirmation of each member county's Delegate and Alternate to the GSFA Board of Directors. The first GSFA Board Meeting of 2021 will be held on January 13<sup>th</sup>.

Upon determination, please provide confirmation of your county's election/appointment, and forward the formal confirmation to GSFA as soon as possible. The confirmation can be sent via e-mail to Maggie Chui at [mchui@rcrcnet.org](mailto:mchui@rcrcnet.org) or mailed to:

Golden State Finance Authority  
1215 K Street, Suite 1650  
Sacramento, CA 95814  
Attn: Maggie Chui

Please do not hesitate to contact me if you have any questions or require additional information. Thank you for your assistance with this information.

**Attachment**

- GSFA Designation Form



**Designation of 2021 Delegate and Alternate Supervisors for**  
**Golden State Finance Authority (GSFA) Board of Directors**

**Date:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Delegate:** Supervisor \_\_\_\_\_

**Alternate:** Supervisor \_\_\_\_\_

**Authorization:**

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